



# Covid-19 Secure Risk Assessment

Date of assessment:	08-01-21	Risk Assessment number:	DP-RA-Covid-19-002 Return to Work Tenants Rev 4	Method statement number:	n/a
Location (include building number):	Across Discovery Park Sandwich	Names of all persons involved in conducting the assessment:	Mark O'Regan, Sarah Carroll, Paul Bax, Jon Fowler, Darren Jarvis. Chris Broom		
Description of task:  Include sufficient detail to make the scope of the RA clear.	This updated RA looks specifically at the growing numbers of reported cases in the area and the growing potential to introduce coronavirus to the site through contact and contamination from tenants, visitors, members of the public and contractors. DPML staff have a separate RA.				
	This Risk Assessment applies only to the common areas managed by Discovery Park and is not applicable in tenant's demises.  The site management team will continue to follow the PHE and .GOV guidelines (reviewed daily) <b>Action required #1</b>  DPML has accessed what is reasonably foreseeable and taken reasonably practicable steps to maintain a safe site in line with what is known and understood about Covid-19/Coronavirus.				
How often do you perform this task?	Ongoing		How long does this task take to perform?	n/a	

**HAZARD CHECKLIST - NOT A DEFINITIVE LIST, THERE MAY BE OTHERS. MARK IF PRESENT. RATE THE OVERALL LEVEL OF RISK AGAINST THE GRID BELOW.**

Mechanical	<input type="checkbox"/>	Electrical	<input type="checkbox"/>	Chemical / biological	<input checked="" type="checkbox"/>	Workplace environment	<input checked="" type="checkbox"/>	Confined space	<input type="checkbox"/>	Hot work / fire	<input type="checkbox"/>
Moving machinery	<input type="checkbox"/>	Static	<input type="checkbox"/>	Very toxic / toxic	<input type="checkbox"/>	Lighting	<input type="checkbox"/>	People / objects at height	<input type="checkbox"/>	Flammable substances	<input type="checkbox"/>
Traffic / vehicles	<input type="checkbox"/>	Overhead / buried services	<input type="checkbox"/>	Harmful / irritant	<input type="checkbox"/>	Ventilation	<input type="checkbox"/>	Slips, trips, falls same level	<input type="checkbox"/>	Explosion – dust / vapour	<input type="checkbox"/>
Lifting equipment	<input type="checkbox"/>	Hot / cold surfaces	<input type="checkbox"/>	Corrosive	<input type="checkbox"/>	Weather conditions	<input type="checkbox"/>	Lone working	<input type="checkbox"/>	Display screen equipment	<input type="checkbox"/>
Pressure / vacuum	<input type="checkbox"/>	Radiation	<input type="checkbox"/>	Asbestos	<input type="checkbox"/>	Noise / vibration	<input type="checkbox"/>	Manual handling	<input type="checkbox"/>	Environmental impacts	<input type="checkbox"/>
Social Distancing	<input checked="" type="checkbox"/>	Spread of Covid-19 as the site returns to operation									
Other (List)	<input type="checkbox"/>										

SEVERITY	PROBABILITY / LIKELIHOOD			
	Rank Outside (remote) = 1	Outside Chance (possible) = 2	Even Chance (probable) = 3	Odds on (frequent) = 4
Fatality = 4	5	6	7	8
Major injury / Permanent disability = 3	4	5	6	7
Minor injury = 2	3	4	5	6
Bruises / first aids / no injury = 1	2	3	4	5
RISK LEVEL	ACTION TIMESCALE			
2 – 3	No additional controls required. Consider more cost-effective solution or improvement that imposes no additional cost burden. Monitoring required to check controls are maintained.			
4 – 5	Efforts should be made to reduce the risk but the costs of prevention should be carefully measured and limited. Risk reduction measures should be implemented within a defined time period. Where the moderate risk is associated with extremely harmful consequences, further assessment may be necessary to establish more precisely the likelihood of harm as a basis for determining the need for improved control measures.			
6 – 7	Work should not be started until the risk has been reduced. Considerable resources may have to be allocated to reduce the risk. Where the risk involves work in progress, urgent action should be taken.			
8	Work should not be <b>started or continued</b> until the risk has been reduced. If it is not possible to reduce risk even with unlimited resources, work has to remain prohibited.			



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					P +	S =	R	
1	Coming into contact with Covid-19 by touching contaminated surfaces.	Potential to come into contact with Covid-19 from touching the building fabric, door handles, stair handrails, lift buttons, exit buttons etc.  (included but not our property is the zebra crossing buttons Ramsgate Road)	Tenants and Visitors	<p>Frequent cleaning and disinfecting of objects and surfaces that are touched regularly, particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods covered in SOP's. Product details available on request.</p> <p><b>Action required #2</b></p> <p>Information on hand washing provided in all toilets.</p> <p>Hand sanitiser stations on building entry points and in corridors</p> <p>Payment of catering products must be made by cashless means</p> <p><u>Where possible maintain 2m social distance and as of Monday 11<sup>th</sup> January the wearing of face coverings will be requested to everyone entering common spaces. DPML Staff will be wearing face covering (unless exempt) from that date.</u></p>	2	3/4	5/6	Yes



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2	<p>Coming into contact with Covid-19 through close contact with other persons carrying the virus coughing and sneezing</p>	<p>Potential to come into contact with Covid-19 through lack of information on social distancing.</p> <p>Many areas throughout DPH, IH, GW and B500 are not designed to accommodate social distancing. Lifts, spiral staircases and pinch point corridors add to the issues.</p> <p>DPML will not be policing this ongoing issue but will ensure plenty of appropriate signage and information is available which will be changed as the guidance changes from PHE .Gov</p> <p>DPML will monitor all reports from tenants on issues in communal areas and respond appropriately.</p>	<p>Tenants and Visitors</p>	<p>Posters and other government information are displayed to advise on Social Distancing - Reducing the number of persons in all communal areas to comply with the 1m PLUS (as amended) gap recommended by the Public Health Agency so far as is practicable.</p> <p>Social distancing to be adhered to in The Market and Creative Kitchen area (subject to an additional risk assessment). Designated entry points and one-way systems will help remain the 2m social distancing rule and staff (as of 24-09-20) will be wearing face coverings during service on the counters</p> <p>Spiral stairs and lifts to have appropriate signage placed to inform on social distancing although it will be possible to pass on the stairs and keep a comfortable distance – Small lifts will now be 2 person others will be max 4 people. This considers the transmission rate and short duration inside</p> <p>Pinch points will be marked out where persons will be asked to wait</p> <p>Smokers are reminded to maintain 1m PLUS at all times, keep away from buildings and to use the smoking shelters only</p> <p><u>Where possible maintain 2m social distance and as of Monday 11<sup>th</sup> January the wearing of face coverings will be requested to everyone entering common spaces. DPML Staff will be wearing face covering (unless exempt) from that date.</u></p>	1	3/4	4/5	Yes



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3	<p>Coming into contact with Covid-19 through close contact with other persons carrying the virus. Coughing and sneezing</p>	<p>Potential to come into contact with Covid-19 through disregard of information on social distancing</p> <p>This will apply when DMPL staff enter tenant's demises</p>	<p>Tenants and Visitors</p>	<p>Posters and other government information are displayed</p> <p>All DPML staff will politely remind tenants of the requirements if seen disregarding the social distance rules or they can raise it with their line manager so they can address with site tenants directly.</p> <p><b>Action required #3</b></p> <p>Tenants to ensure DMPL staff are provided adequate space to SD whilst undertaking work in their demises &amp; DPML staff will follow all tenant's safety protocols for Covid-19 – DPML staff are instructed to remove themselves if this cannot be maintained</p> <p><u>Where possible maintain 2m social distance and as of Monday 11<sup>th</sup> January the wearing of face coverings will be requested to everyone entering common spaces. DPML Staff will be wearing face covering (unless exempt) from that date.</u></p>	2	3/4	5/6	Yes



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4	Coming into contact with Covid-19 through close contact with other persons carrying the virus coughing and sneezing	Potential to spread Covid-19 in meeting rooms	Tenants and Visitors	<p>Posters and other government information are displayed at entry points to main buildings reflecting the guidance social distancing</p> <p>Table posters are in place to advise on appropriate SD and rooms are set to ensure social distancing can be maintained</p> <p>Hand sanitiser will be made available in all meeting rooms at set up upon request</p> <p>All meeting rooms will be maintained at the current levels of cleanliness by our cleaning staff and cleaned post meetings</p> <p><u>Where possible maintain 2m social distance and as of Monday 11<sup>th</sup> January the wearing of face coverings will be requested to everyone entering common spaces. DPML Staff will be wearing face covering (unless exempt) from that date.</u></p>	1	3/4	4/5	Yes
5	Coming into contact with Covid-19 through close contact with other persons carrying the virus coughing and sneezing	<p>Potential to spread Covid-19 in car parking, external pathways and picnic areas.</p> <p>Turnstiles have been considered as high use touch points but is not feasible to clean them.</p>	Tenants and Visitors	<p>External exposure is considered a very low risk currently. Tenants, through comms from DPML, will be asked to consider staggering their start and end times to reduce the potential overload of footfall at peak times across the site.</p> <p>Where possible signage will be displayed to remind tenants of SD</p> <p>Hand Sanitiser stations for tenants at all entry points to blds</p>	1	3/4	4/5	Yes



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6	Coming into contact with Covid-19 through close contact with other persons carrying the virus and contact contamination	Potential to spread Covid-19 in social areas and kitchenettes	Tenants and Visitors	<p>Posters and other government information are displayed</p> <p>Social and communal spaces have been reviewed to ensure social distancing can be maintained, but if this cannot be achieved DPML reserve the right to close them.</p> <p>Kitchenettes are restricted to 3 persons only and tenants are requested to wash their hands prior to touching all equipment within them</p> <p>All social areas and kitchenettes will be maintained at the current levels of cleanliness by our cleaning staff.</p> <p><u>Where possible maintain 2m social distance and as of Monday 11<sup>th</sup> January the wearing of face coverings will be requested to everyone entering common spaces. DPML Staff will be wearing face covering (unless exempt) from that date.</u></p>	1	3/4	4/5	



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7	Coming into contact with Covid-19 through close contact in other amenities and contact contamination	Potential to spread Covid-19 in areas like the Playroom, the Multi Faith Room and post/parcel rooms	Tenants and Visitors	<p>The Playroom 2<sup>nd</sup> floor IH will be closed until further notice.</p> <p>The Multi Faith room will remain open and cleaning will be maintained by DPML cleaning team. Tenants can request additional cleaning from DPML if required.</p> <p>Signage placed on all post room and the parcel room doors on the permitted numbers allowed to enter are in place.</p> <p>Post and parcels are delivered to site through the normal processes and our staff will load them into tenant's respective locations wearing gloves whilst handling them. Both rooms will be maintained at the current levels of cleanliness by our cleaning staff.</p> <p><u>Where possible maintain 2m social distance and as of Monday 11<sup>th</sup> January the wearing of face coverings will be requested to everyone entering common spaces. DPML Staff will be wearing face covering (unless exempt) from that date.</u></p>	1	3/4	4/5	



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8	<p>Coming into contact with Covid-19 through close contact with other persons carrying the virus when coughing and sneezing</p>	<p>Potential to spread Covid-19 where visitors attend site.</p> <p>Note: Tenants should be checking with their visitors prior to site visit on their risk of being infected.</p> <p>Note: Visitors are asked to confirm "NO" to five coronavirus control questions when signing in. This forms part of our control but is subject to the visitor's honesty and best knowledge!</p>	<p>Reception Staff</p>	<p>Main control measure is to prohibit entry to buildings to any person displaying symptoms of COVID-19, or who has been in contact with an infected person. The Government's guidance on this must be strictly followed by all tenants</p> <p>Reception areas are protected by Perspex screens for 2 way protection</p> <p>Tenants are requested to inform their visitors of all Social Distancing measure where possible prior to visit to site.</p> <p><u>Where possible maintain 2m social distance and as of Monday 11<sup>th</sup> January the wearing of face coverings will be requested to everyone entering common spaces. DPML Staff will be wearing face covering (unless exempt) from that date.</u></p> <p>This Risk Assessment will be displayed in all reception areas</p>	1	3/4	4/5	Yes





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9	Coming into contact with Covid-19 Through coughing and sneezing and transportation and distribution to other areas through the air circulation and HVAC systems.	Potential to spread Covid-19 through airborne droplets being drawn into HVAC	Tenants and Visitors	<p>Infected persons should not be on site and should be removed immediately if symptoms are present.</p> <p>Government guidelines on sneezing/coughing into tissue elbow will reduce the potential for large viral loads to become airborne. We remind everyone here of that obligation to protect others. It is shown too through studies that most of the viral load is heavy and will fall to ground hence the PHE initial 2m rule. Therefore, it is considered a very low risk of drawing into the HVAC however, there is a very low possibility.</p> <p>Each building has dedicated HVAC systems and operate in slightly different ways. Where the air is recirculated, they pass through Camfil F7 filters to ePM1 standard. Building humidity @ 40/60% RH to be maintained as evidence supports that this minimises virus longevity.</p> <p>Information on filtration effectiveness can be found on the supplier's website below:   <a href="https://www.camfil.com/nl-be/insights/life-science-and-healthcare/virus/frequently-asked-questions-about-viruses-and-filtration">https://www.camfil.com/nl-be/insights/life-science-and-healthcare/virus/frequently-asked-questions-about-viruses-and-filtration</a>   <b>Action required #4</b></p>	1	3/4	4/5	Yes
10	<b>Symptoms of Covid-19</b> If anyone becomes unwell with a new continuous cough or a high temperature in the workplace.	Potential to spread Covid-19 if becoming unwell whilst at Discovery Park	Tenants and Visitors	<p>They should be sent home and advised to follow the stay at home guidance. Tenants are not duty bound to inform DPML of the incident but if advised that a member public or tenant has developed Covid-19 and were recently on our premises we can work together to ensure the best outcome is achieved for the ongoing health and safety of the site.</p> <p>All tenants are advised to consider contact tracing in the event of an outbreak in their demises.</p>	1	3/4	4/5	Yes



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11	Emergency and routine First Aid Coming into contact with Covid-19 through close contact with other persons carrying the virus.	Exposure to persons requiring First Aid potentially carrying Covid-19	Tenants and Visitors	<p>To reduce the potential risk of exposure DPML will withdraw any routine First Aid support and tenants are requested to provide their own First Aid provision in line with The Health and Safety (First-Aid) Regulations 1981. Advice will be provided verbally, if necessary.</p> <p>Tenants are reminded of the provision of Defibrillators and they are located in all 3 reception areas for use by all persons on site.</p> <p>DPML will not withdraw their support for life threatening emergencies <b>01304 803333</b> or <b>3333</b> internal phone system</p>	1	3/4	4/5	Yes	
12	Fire and evacuation	Potential to come into contact with persons due to close proximity in stairwells during evacuations	Tenants and Visitors	<p>DPML has decided to suspend annual fire evacuation drills through 2020 and this will be reviewed annually. All other fire precaution checks and routine maintenance will remain in place.</p> <p>If an evacuation is triggered the immediate threat to life must take priority over other controls or concerns but once outside tenants will be instructed by the fire marshals to maintain good SD</p>	1	3/4	4/5	Yes	
Review by Names / signatures:					Mark O'Regan, Jon Fowler, Sarah Carroll, Paul Bax, Darren Jarvis, Chris Broom			DATE	08-01-21
Review by Names / signatures:					Mark O'Regan (e-signature) <a href="mailto:mark.oregan@discovery-park.co.uk">mark.oregan@discovery-park.co.uk</a>			DATE	08-01-21



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FURTHER ACTION REQUIRED – INDICATE / RECORD BELOW – USE CONTINUATION SHEET					YES	NO	Responsible person	Action date	Completed date	
Work equipment assessment required?					/	X				
Noise assessment required?					/	X				
Manual handling assessment will be required for risk rating of 9 and above. MH assessment required?					/	X				
COSHH assessment required?					?	?	MO'Regan if required.	TDB		
Other assessment required? (list)					/	X				
Method statement required?					/	X				
Decontamination of process equipment for removal from plant? – If yes complete decontamination form					/	X				
FURTHER ACTION REQUIRED – RECORD BELOW – Re-assess risk to show reduction to acceptable level.					Level of risk			Responsible person	Action date	Completed date
					P +	S =	R			
Action 1:	To maintain this document to ensure it is current to Gov Guidelines				1	3/4	4/5	Mark O'Regan	Ongoing	
Action 2:	Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed.				1	3/4	4/5	Steffan – Sarah - Mark	Ongoing	
Action 3:	Management checks to ensure this is adhered to and to follow up as required.				1	3/4	4/5	All Managers	Ongoing	
Action 4:	To review the information available on HVAC systems and follow best practise/guidance (2 weekly review of information and footfall at DP site)				1	3/4	4/5	Maint Manager/EHS Manager	Ongoing	
Action 5:										
Action 6:										
COMMENTS:										
Initial sign-off / review by line manager. Name / signature: N/A								DATE:		
REVIEW / REVISION REQUIRED WHEN THE TASK BEING PERFORMED NO LONGER MATCHES THE RISK ASSESSMENT OR EVERY THREE YEARS.										