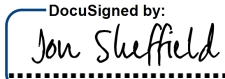


COVID-19 Risk Assessment – Ingenta

Area of operation	Ingenta, 8100 Alec Issigonis Way, Oxford Business Park North, OX4 2HU		
Date produced	July 2020		
Persons involved in the production of the Assessment	We have consulted with our workforce in producing this risk assessment and the following people have been involved in the production of this risk assessment: Jon Sheffield, Polly Potts, Adrian Pratt and Martin Walker		
Significant risks	Transmission of the COVID-19 illness between employees, to members of their household, contractors and visitors at 8100 building. Caused by the Coronavirus, the highly contagious illness can affect your lungs and airways. Symptoms can be mild, moderate, severe or fatal.		
Employees:	<150	Contractors	< 10 daily
Findings communicated and validated by:	Glyn Morgan Risk Management Consultant A J Gallagher		
Further Actions/implementations	None	Review date:	Ongoing
Authorised by:	Jon Sheffield Chief Financial Officer & Head of Premises - Ingenta	DocuSigned by:  22 July 2020 Date..... <small>8459C379344743C...</small>	
Received and acknowledged by:	Name:	Date.....	

The COVID-19 illness is caused by the virus called Coronavirus and can affect your lungs and airways. Symptoms can be mild, moderate, severe or fatal

What are the hazards? Who might be harmed and how?

Hazards

Infection with Covid-19 Coronavirus

- Coronavirus disease 2019 (COVID-19) is an infectious disease caused by severe acute respiratory syndrome Coronavirus 2 (SARS-CoV-2). It has since spread globally, resulting in an ongoing pandemic.
- Common symptoms include fever, cough, fatigue, shortness of breath, and loss of smell and taste. While the majority of cases result in mild symptoms, some progress to acute respiratory distress syndrome (ARDS), multi-organ failure, septic shock and blood clots. The time from exposure to onset of symptoms is typically around five days but may range from two to fourteen days.
- The virus is primarily spread between people during close contact most often via small droplets produced by coughing, sneezing and talking.
- The droplets usually fall to the ground or onto surfaces rather than travelling through air over long distances. Less commonly, people may become infected by touching a contaminated surface and then touching their face.

It is most contagious during the first three days after the onset of symptoms, although spread may be possible before symptoms appear, or from people who do not show symptoms.

Who Might be Harmed

Staff and their household members and families, visitors, contractors, vulnerable groups including the elderly, pregnant workers, those with underlying health conditions and any other member of the public who physically comes into contact with employees in relation to Ingenta. The purpose of this Risk Assessment is to ensure Ingenta Limited is COVID secure.

How People Might be Harmed

Transmission of the virus from person to person can occur by inhalation of Coronavirus in small droplets expelled from the nose or mouth of persons coughing, sneezing, breathing who are shedding the COVID-19 virus and also by contact with surfaces contaminated with the COVID 19 virus and transfer to the body through touching of the eyes, nose and mouth.

Transmission could result in possible infection, mild, moderate or serious illness and potential death through respiratory failure and /or associated complications.

Existing measures to control risk		Do you need to do anything else to control this risk?	Action by whom?	Done
<p>Do employees need to return to the workplace?</p>	<ul style="list-style-type: none"> All staff within the business have remote working capabilities. No member of staff who is self-isolating, shielding with underlying health conditions or shielding a family/household member will be expected to return to the workplace. Employees returning to the workplace must report any COVID-19 related symptoms to line manager asap and adhere to current Government Isolation guidelines. When safe to return to the workplace staff numbers may be limited. Suitable numbers of First Aiders and Fire Marshall will be present. When those employees are released to return to work we will ensure that we follow any government guidelines to allow them to return to work safely. 	<p>Monitor guidance from HSE and WHO regarding self-isolating and shielding advice.</p> <p>Ensure all staff returning to work complete COVID-19 Staff awareness briefing questionnaire.</p> <p>Liaise with employees released from shielding to inform them what measures we have taken to provide reassurance to them that we have made our workplace safe for them and COVID secure.</p>	CFO & Head of Premises / Office Manager	
<p>Staff who need to self-isolate</p>	<ul style="list-style-type: none"> Ensure employees who are advised to stay at home under existing government guidance do not physically come to work. This includes individuals who live in a household with someone who has symptoms Any staff who become ill whilst at work are advised to go home and self-isolate in line with government guidance to do so and not to return to work until they have finished isolation and are symptom free. 	<p>Enable workers to continue to work from home while self-isolating</p> <p>Follow current guidance relating to statutory sick pay due to COVID-19.</p> <p>Follow current guidance regarding people who have symptoms and those who live with others who have symptoms.</p>	CFO & Head of Premises / Office Manager	

Existing measures to control risk		Do you need to do anything else to control this risk?	Action by whom?	Done
<p>Ensuring premises are staff, contractor and visitor ready.</p>	<ul style="list-style-type: none"> • Clear instruction and signage throughout the premises • Provide separate entry/exit points. • Reduce furniture in reception area to encourage social distancing. • No deliveries to be physically signed for. • Hand sanitizer available at entry/exits points. 	<p>Restrict access between different areas of the building.</p> <p>Introduce a one-way flow through the building</p> <p>Install signs indicating entrance and exit doorways to remind employees and any visitors to our premises.</p> <p>Reduce maximum occupancy in the lift and provide hand sanitisers on entry and exit of lift space. Ensure people with disabilities have access to the lift.</p> <p>Hand sanitiser will be available at every entrance/exit to the building; it will be available in all meeting rooms and common areas.</p> <p>Appropriate signage will be displayed reminding employees and visitors of the 2m social distancing rules and various government hygiene campaigns.</p>	<p>CFO & Head of Premises, Office Manager</p>	

Existing measures to control risk	Do you need to do anything else to control this risk?	Action by whom?	Done	
<p>Social Distancing in the workplace</p>	<ul style="list-style-type: none"> • To maintain 2m social distancing wherever possible, including when arriving/departing from work and whilst in the office space. • On re-occupancy of the building physically arrange work areas to keep people 2m apart; mark areas using floor paint or tape to help people keep a 2m distance; provide signage to remind people to keep a 2m distance; avoid people working face-to-face, for example working side-by-side. Workstation plan has been produced for our offices to reflect these arrangements upon re-occupancy. • Continue remote working where possible. • Staff to use their own equipment e.g. PC, staplers etc and not to lend to colleagues. • Staff will be provided with sanitising wipes to clean shared equipment such as photocopiers after use. • Furniture in the common areas such as the kitchen will be removed to ensure social distancing measures are adhered to. • One person at a time in kitchen area. 	<p>Employees explicitly advised to keep physical contact with each other to a minimum. Business travel (including foreign travel) and face to face meetings with clients to be avoided unless deemed essential and only to be undertaken in line with FCO guidelines.</p> <p>Large physical conferences and gatherings will be avoided until governments advice indicates that such events are safe for our employees to attend.</p> <p>On re-occupancy of the building workstations will allow staff to maintain social distancing wherever possible. Workstations are assigned to an individual and not shared. Floor tape to mark areas to help workers keep to a 2m distance</p> <p>Occupancy levels will be monitored to enable social distancing and staggered arrival/departure times will be considered if necessary.</p> <p>Remind staff and visitors in common areas via posters and signage including entrances and exits and common areas to maintain the 2m distancing rule.</p> <p>Virtual meetings encouraged. Only essential participants to attend meetings and maintain 2m separation. Hand sanitisers available in all meeting rooms.</p> <p>Locate sanitising wipes adjacent to equipment that will be shared and produce and display notices reminding people to clean the equipment after they have finished using it so that it is clean for the next person to use. Daily check to ensure that wipes are in place and there are adequate stocks.</p>	Office Manager	

Existing measures to control risk	Do you need to do anything else to control this risk?	Action by whom?	Done	
Arriving and leaving the workplace	<ul style="list-style-type: none"> • Maintaining social distancing measures wherever possible on arrival and departure. • Persons should not share vehicles or cabs where suitable distancing cannot be achieved. • Contact free key fobs used by all employees, no touchpad technology used to access site. 	<p>Staggering arrival and departure times at work to reduce crowding into and out of the workplace if necessary. Ample parking spaces available, employees have been issued with guidance to inform them that vehicles are required to park a bay apart.</p> <p>Advice issued to staff on getting to work including sharing vehicles and use of public transport.</p> <p>Encourage staff to walk or cycle to work where possible, secure bike shed available to support this.</p> <p>Provide hand sanitizer at entry/exit points. No touch-based keypads for entry to the building. Daily / weekly check to ensure that sanitizer container remains full and in place.</p>	Office Manager	
Moving around the 8100 building and workplace	<ul style="list-style-type: none"> • Maintain social distancing best practice wherever possible whilst people travel through the workplace. 	<p>Restrict access between different areas of the building.</p> <p>Introduce a one-way flow through the building.</p> <p>Reduce maximum occupancy in the lift to 1 person at a time and provide hand sanitisers on entry and exit of lift space. Ensure people with disabilities have access to the lift.</p>	Office Manager	
Social Distancing – Meetings	<ul style="list-style-type: none"> • Meeting room capacity reduced to X, worked out using 2 metres social distancing guidelines (each meeting room will display capacity). • Hand sanitiser provided in meeting rooms and attendees reminded to sanitise hands at the start and end of the meeting. • Pen holders and pens removed from meeting rooms and employees reminded of a need to bring their own pens and paper to meetings when meetings are organised. 	<p>Using remote working tools to avoid in-person meetings.</p> <p>Only necessary participants should attend meetings and should maintain 2m separation throughout.</p> <p>Avoiding transmission during meetings, for example, avoiding sharing pens and other objects.</p> <p>Holding meetings outdoors or in well-ventilated rooms whenever possible.</p> <p>For areas where regular meetings take place, using floor signage to help people maintain social distancing.</p>	CFO & Head of Premises, Office Manager	

Existing measures to control risk		Do you need to do anything else to control this risk?	Action by whom?	Done
Good Hygiene	<ul style="list-style-type: none"> • Hand washing facilities with hot water, soap and paper towels for drying in place. • Staff reminded of NHS hand washing guidelines. • Provide regular reminders on avoiding touching your face and to cough/sneeze into arm if tissues are not available. • Gel hand sanitisers in areas where washing facilities are not readily available. 	<p>Posters will be displayed reminding employees and visitors on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels.</p> <p>Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it campaign and avoid touching face, eyes, nose or mouth with unclean hands. Boxes of tissues will be made available throughout the workplace.</p> <p>Additional gel hand sanitisers available for all staff and visitors on entry and exit points to the building, in meeting rooms and common areas. Daily / weekly check to ensure that sanitizer container remains full and in place.</p>	Office Manager	
First Aid	Single use PPE available for First Aiders should an employee with suspected COVID-19 symptoms require treatment.	<p>Ensure a trained First Aider is onsite daily</p> <p>Nominate a room should an employee suddenly become sick/unwell with suspected COVID-19 symptoms or the care of the patient. Ensure room is cleaned appropriately following treatment.</p> <p>Provisions made for safe disposal of PPE equipment following a sudden COVID-19 related illness/accident.</p>	Office Manager	

Existing measures to control risk		Do you need to do anything else to control this risk?	Action by whom?	Done
<p>Managing our customers, visitors and contractors – Manage contacts</p>	<p>Strictly limited number of visitors to workplace.</p> <p>All visitors to follow site guidance on social distancing and hygiene.</p> <p>Maintain social distancing measures wherever possible on arrival and departure.</p> <p>All visitors expected to adhere to the current government advice.</p> <p>Hand sanitiser and wipes available at entry/exits points for visitors to use freely.</p> <p>Record all visitors digitally (no physical signing in to building).</p> <p>Liaise with landlord to ensure all maintenance is carried out in the building out of office hours.</p>	<p>Visits are encouraged remotely where possible.</p> <p>Where site visits are required, site guidance on social distancing and hygiene should be explained to visitors on or before arrival.</p> <p>Encouraging visitors to use hand sanitiser or hand washing facilities as they enter the premises.</p> <p>Limiting visitor times to a specific time window and restricting access to required visitors only.</p> <p>Schedules for essential services and contractor visits revised to reduce interaction and overlap between people, for example, carrying out services at night.</p>	Office Manager	
<p>Managing our customers, visitors and contractors – Providing and explaining available guidance</p>	<p>Remote visits encouraged and employees urged to avoid inviting visitors to physically come to the premises.</p> <p>Where an onsite visit is essential visitors must be informed of the buildings COVID-19 procedures before they attend the premises either by phone on the website or by email.</p> <p>Employee (host) meets, respecting social distancing measures must guide visitors through building to avoid anyone in the common parts not knowing where they are going.</p>	<p>Establishing host responsibilities relating to COVID-19 and providing any necessary training for people who act as hosts for visitors.</p> <p>Reviewing entry and exit routes for visitors and contractors to minimise contact with other people.</p> <p>Coordinate and work collaboratively with landlords and other tenants in the building, for example, the shared common space.</p>	Office Manager and Employee/host	

Existing measures to control risk		Do you need to do anything else to control this risk?	Action by whom?	Done
Cleaning	<ul style="list-style-type: none"> Cleaning Operatives work instructions cover the importance of paying close attention to contact areas/touch surfaces by using disinfectants and bactericidal chemicals, and the correct methods to prevent viral spread and cross-contamination with the use of PPE. Sanitising wipes will be provided in common areas to clean shared equipment such as the kettle and fridge handles. (Please see Solo Cleaning contracts separate Risk Assessment). 	<p>Identify objects and surfaces that are touched regularly</p> <p>Regular contact with cleaning contractor to ensure appropriate cleaning products and methods are being adhered to.</p>	Office Manager	
Air Conditioning/Water Systems	<ul style="list-style-type: none"> Air conditioning is maintained by landlord. The use of standard filters and standard maintenance schedules will be adhered to. 	<p>Ensure landlord keep to maintenance schedules.</p> <p>All taps to be flushed before re-occupancy.</p> <p>Water dispenser to be serviced before re-occupancy.</p>	Office Manager	
Employee ongoing Mental and Physical wellbeing.	<ul style="list-style-type: none"> Management will provide mental health and wellbeing awareness to staff during the Coronavirus outbreak, offering support to help where they can. Support those working from home with virtual meetings and calls. 	<p>Regular communication of mental health information and an open-door policy for those who need additional support.</p> <p>Management to hold weekly/fortnightly virtual "Check ins" with employees where appropriate.</p>	CFO & Head of Premises, Office Manager	
Visiting Customer Premises/Travelling for business	<ul style="list-style-type: none"> As and when clients start requesting site visits consideration will be given to necessity of face to face meeting. No overseas travel to be scheduled 	<p>If/when face to face meetings are required checks will be carried out to ensure customers, and other external organisations, have taken the necessary measures to protect all those visiting their premises.</p> <p>Adhere to current Government guidance regarding foreign travel.</p>	CFO & Head of Premises, Office Manager and travelling Employee	

Existing measures to control risk		Do you need to do anything else to control this risk?	Action by whom?	Done
Workforce management - Communications and training – Ongoing communications and signage	<ul style="list-style-type: none"> • Providing clear, consistent and regular communication to improve understanding and consistency of ways of working. • Engaging with workers and worker representatives through existing communication routes to explain and agree any changes in working arrangements. • Developing communication and training materials for workers prior to returning to site, especially around new procedures for arrival at work 	<p>Ongoing engagement with workers to monitor and understand any unforeseen impacts of changes to working environments.</p> <p>Awareness and focus on the importance of mental health at times of uncertainty.</p> <p>Using visual and digital communications, (signage, emails, virtual meetings) etc to reduce the need for face-to-face communications.</p> <p>Communicating updated approaches and operational procedures to suppliers, customers or trade bodies to help their adoption and to share experience.</p>	CFO & Head of Premises, Office Manager and Employees	
Inbound and Outbound goods	<ul style="list-style-type: none"> • Maintain social distancing measures wherever possible on arrival and departure. • Clear instruction and signage throughout the premises • Minimise unnecessary contact at handover. No deliveries to be physically signed for. • Hand sanitizer available at entry/exits points for drivers and couriers. • Antibacterial wipes available at entry/exit points for wiping down inbound & outbound goods. 	<p>Revising pick-up and drop-off collection points, procedures, signage and markings.</p> <p>Considering methods to reduce frequency of deliveries, for example by ordering larger quantities less often.</p> <p>Where possible and safe, having single workers load or unload vehicles.</p> <p>Communicating information / procedures to people coming to site / displaying notices at building or floor entrances to tell delivery drivers what to do and ensuring staff understand how to deal with deliveries.</p>	Office Manager	