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# Pink Covid-19 Return to Work Risk Assessment 10/06/2020

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## 1 Introduction

Due to the recent outbreak of Coronavirus Covid-19 a Risk Assessment and Action Plan have been put together to prepare for the return to work at the office. The Risk Assessment has been carried out before returning to the office to ensure the safety of the workplace and the employees.

## 2 Risk Assessment

The following sections list all identified risks. Covid-19 is spread from person to person through small water droplets carrying the virus. Those droplets are expelled from the nose or mouth when a person with Covid-19 coughs, sneezes, speaks or exhales. These droplets can then be inhaled by another person or land on objects and surfaces around the infected person which can infect other people by contact and then touching their eyes, nose or mouth. The average size of the virus particle is 120nm, which is 1000 times smaller than the width of a human hair.

### 2.1 Infection through Airborne Virus

The government advice at the time of writing this document is to maintain social distancing of 2m to reduce the risk of infection. The infection risk from airborne contamination is a combination of proximity and time. The risk of infection increases dramatically the closer you get and the longer you stay close.

### 2.2 Infection through Touching Contaminated Surfaces

It is important that a high level of hygiene is maintained at all times, but this is of particular importance at the current time, as the Covid-19 virus is known to spread through coughs and sneezes and to remain on surfaces for up to 72 hours, allowing it to be easily picked up and spread. All frequently touched items have been identified.



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## 3 Action Plan

### 3.1 Encourage Working from Home

Anyone who can continue to work from home is encouraged to do so. This applies especially to employees who are vulnerable themselves or care for/live with vulnerable people.

If those employees need to visit the office, they need choose a time that fits in with the rota for employees working in the office, possibly visiting early in the morning.

### 3.2 Reducing the Risk of Infection through Air Borne Virus

- Employees are encouraged to work from home as much as possible for the time being.
- An office attendance rota will be drawn up and this **MUST** be adhered to. Ideally this should take into account reducing the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others).
- Employees whose desks face each other will not be working from the office at the same time.
- The government and the British Medical Association are currently recommending that face coverings should be worn where social distancing is not possible. Pink is not at this time requiring the use of face masks or other face coverings. The Risk Assessment shows that increased hygiene and social distancing are sufficient steps to manage the spread of Covid-19. However, any employee or visitor who wishes to use this type of protection may do so, but should be aware of how to remove (and dispose of) the face covering safely and without cross-contamination.
- Because of the office layout it is impossible to walk along the office and maintain the recommended social distance. To mitigate the risk employees should not leave their desks while someone else is in the walkway and walk between desks without stopping.
- Hot desking is not allowed.

### 3.3 Reducing the Risk of Infection through Touching Contaminated Surfaces

To reduce the risk of touching contaminated surfaces the following actions have been taken:

- Hand sanitiser is provided on entry to the office, by the back door of the office and in the main office area by the kitchen.
- 60% - 80% alcohol will break down the lipid layer of the Covid-19 virus as it dries in the air, thus killing the virus. Lower percent alcohol is not strong enough to break down the lipid layer and higher percent alcohol evaporates too quickly.
- Gloves should not be worn at work following current guidelines. Regular washing of hands with soap and water or hand sanitiser is more effective at preventing the spread of Covid-19 than wearing gloves in public places.
- Soap will break down the lipid layer of the virus and thus destroy the virus but must be in prolonged contact (a minimum of 20 seconds) with the virus.
- Employees must wash their hands thoroughly after dealing with post and deliveries, using the toilet, before and after eating or handling food and after sneezing or coughing and blowing their noses.

- Employees must follow government advice when coughing or sneezing, which is displayed prominently in the office.
- Anti-viral spray cleaner is provided in toilets and kitchen areas.
- Additional cleaning products are provided and rotas for all the high traffic items with anti-viral cleaning spray have been put in place.
- New rules for kitchen use have been put in place to reduce the risk of infection.
- Windows will be opened as often as possible to increase ventilation.
- Employees MUST empty their bin into the kitchen bin at the end of the day, especially if they have disposed of used tissues in their bin.

### **3.4 Dealing with Deliveries and Visitors**

- A chair will be placed by the front door so that items delivered or collected can be placed on that chair so that social distancing can be observed.
- Employees are asked not order personal goods for delivery to the office.
- Client meetings should be held via Zoom if possible. If a face to face meeting is necessary, then the visitors must use the hand sanitiser gel on arrival and departure. Social distancing must be observed during the meeting. The door to the meeting room and a window should be open to increase ventilation when possible. Pink will provide water in bottles with disposable cups but no tea or coffee will be offered.
- A list of all onsite visitors, including service visits, will be maintained for tracking purposes.

## **4 Self-Isolating Advice**

Government and NHS advice for self-isolation MUST be adhered to. A procedure with details is in place.

## **5 Dealing with a Suspected Infection**

A procedure is in place for dealing with a suspected infection.

## **6 Dealing with a Confirmed Infection**

A procedure is in place for dealing with a confirmed infection.