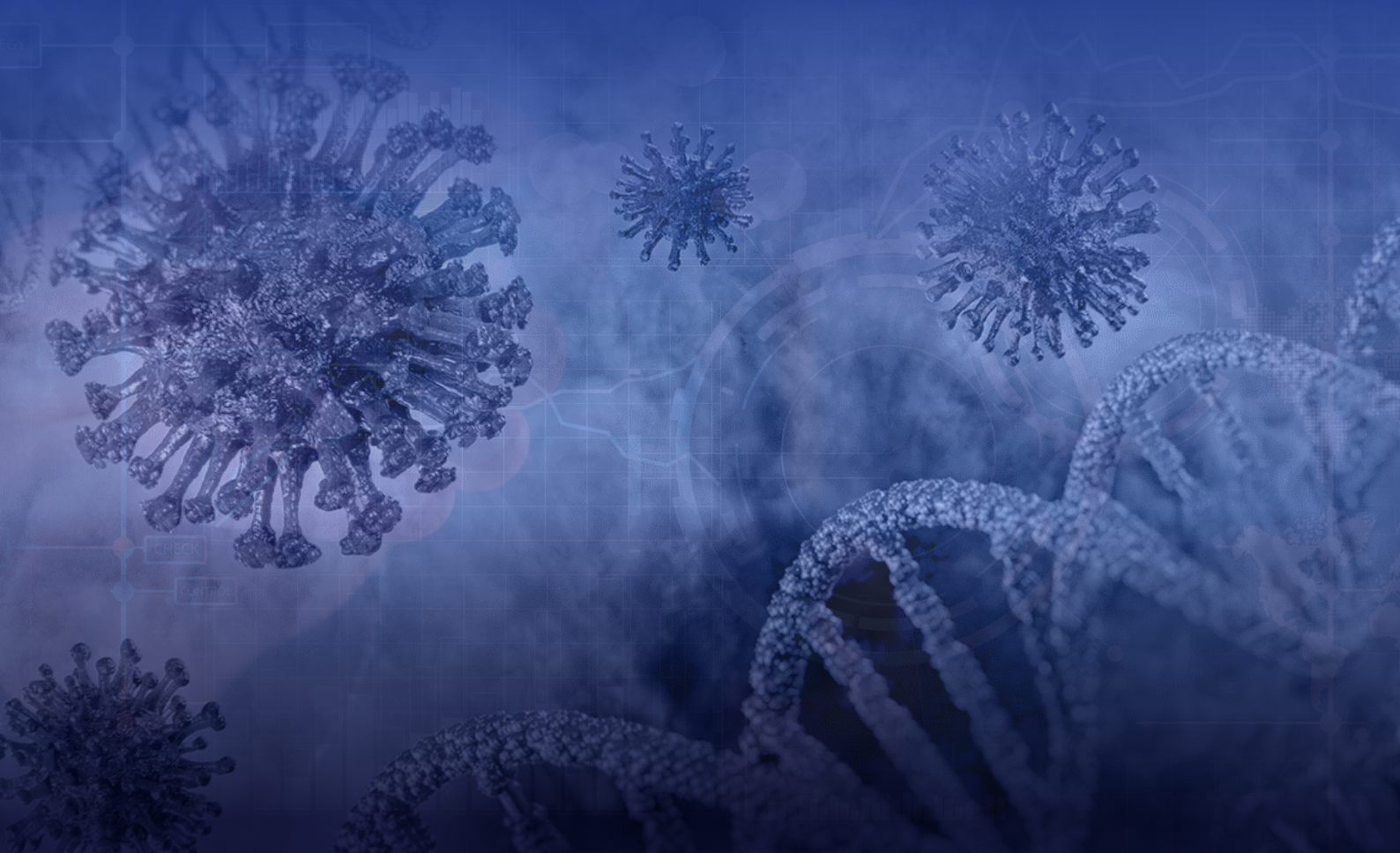


COVID-19 FM WORKPLACE RISK ASSESSMENT TOOL

V1.0 Mar20



BACKGROUND

The current COVID-19 'coronavirus' outbreak poses a serious risk to individuals and businesses. This risk assessment tool helps identify the control measures to consider to minimise the risk of workplace infections. It is part of a suite of documentation that is produced by Sitemark to support organisations in the delivery of 'Best in Class' facilities management services.

What is COVID-19 and how is it spread?

A coronavirus is a type of virus which, as a group, is common across the world. Typical symptoms of coronavirus include fever and a cough that may progress to a severe pneumonia causing shortness of breath and breathing difficulties. COVID-19 is a new strain of coronavirus first identified in China. Generally, coronavirus can cause more severe symptoms in people with weakened immune systems, older people, and those with long-term conditions like diabetes, cancer and chronic lung disease. The symptoms of coronavirus can include a cough, a high temperature and shortness of breath. However, displaying these symptoms does not necessarily mean someone has COVID-19 as they are similar to other illnesses that are much more common, such as cold and flu. Because it's a new illness, it is not known exactly how it spreads from person to person although similar viruses are spread through droplets caused by coughs and sneezes. Currently, there is no vaccine to protect against the spread of COVID-19.

The role of Facilities Managers

Facilities Managers play a crucial role in keeping building users safe in the built environment and supporting organisations to function at maximum efficiency. These are unprecedented times and the potential scale and duration of disruption is currently unknown. Consequently, it is imperative that Facilities Managers are able to highlight and implement the robust controls needed to protect the health of building users and to minimise the financial impact of a COVID-19 outbreak.



INSTRUCTIONS FOR COMPLETING THE ASSESSMENT

This assessment tool includes potential control measures that may reduce the risk of a COVID-19 workplace contamination event. It should be conducted in conjunction with your existing risk assessment policy. Not all of the controls will be appropriate for all buildings and there may be further site specific measures that need to be considered on an individual basis. The assessment may also require input from other stakeholders within the organisation and supply chain including those responsible for health and safety, human resources, cleaning, security, facilities, etc.

For each control measure you will need to judge two elements. The impact score should reflect your assessment of the potential impact of the control

measure at the site being assessed. The adoption score should reflect the current position at your site. The risk assessment should be updated WEEKLY to take into account changes in government guidance.

For Site Impact scores you should score 1 where you consider the impact on controlling COVID-19 on the site would be low, 2 where you consider the impact would be moderate and 3 where the impact would be high. For Site Adoption you should score 1 where you consider the CURRENT adoption of the measure is low, 2 where you consider the adoption is moderate and 3 where the adoption is good. Score 0 where the measure would not be possible or is not applicable

CONTROL MEASURES

Company Name	
Site Name	
Address	

Example:

If a site has multiple entry and exits points but building users could easily be directed to use just one, the assessment might look like this:

1.1 Access Points							
Site Impact (a)	2	Site Adoption (b)	2	Max Score (a x 3)	6	Site Score (a x b)	4
Comment	Agree closure with health & safety officer. Will need to provide clear signage to minimise inconvenience to building users.						

1 Site Control

1.1 Access Points

Consider entry and exit to the building to be limited to the minimum number of points required. This is to make the application of control measures easier to implement and to increase compliance.

Site Impact (a)		Site Adoption (b)		Max Score (a x 3)		Site Score (a x b)	
Comment							

1.2 Visitor Restrictions

Consider restricting access to the building by visitors and maintenance staff. If not possible, confine visitors to strictly defined areas and avoid unnecessary movements around the building

Site Impact (a)		Site Adoption (b)		Max Score (a x 3)		Site Score (a x b)	
Comment							

1.3 Visitor Hygiene

Consider hand sanitisation points clearly placed at all entrance and exit points. Staff to politely direct all staff and visitors to use them when entering and leaving the building.

Site Impact (a)		Site Adoption (b)		Max Score (a x 3)		Site Score (a x b)	
Comment							

1.4 Non Touch Dispensers

Consider the replacement of traditional washroom dispensers such as toilet roll holders, hand towels and warm air dryers with non-touch alternatives that reduce contact frequency.

Site Impact (a)		Site Adoption (b)		Max Score (a x 3)		Site Score (a x b)	
Comment							

1.5 Door Mechanisms

Minimise user contact points by ensuring that revolving doors are sensor operated. Consider retro fitting automatic door opening mechanisms for existing entry and exit points throughout the site.

Site Impact (a)		Site Adoption (b)		Max Score (a x 3)		Site Score (a x b)	
Comment							

Add other site specific measures here

Site Impact (a)		Site Adoption (b)		Max Score (a x 3)		Site Score (a x b)	
Comment							

Site Impact (a)		Site Adoption (b)		Max Score (a x 3)		Site Score (a x b)	
Comment							

Site Impact (a)		Site Adoption (b)		Max Score (a x 3)		Site Score (a x b)	
Comment							

2 Cleaning Provision

2.1 Specification Frequency

Consider increasing cleaning frequency such that cleaning operatives are able to provide on site janitorial cover at all times that the building is occupied.

Site Impact (a)	Site Adoption (b)	Max Score (a x 3)	Site Score (a x b)
Comment			

2.2 Schedule Definitions

Ensure all hand contact points are cleaned throughout the day including, door furniture, handrails, IT equipment, desks, phones, flush plates, taps, dispensers, etc.

Site Impact (a)	Site Adoption (b)	Max Score (a x 3)	Site Score (a x b)
Comment			

2.3 Service Provider Contingency

Ensure the cleaning service provider has a business continuity plan in place to cover their own unplanned sickness and absence.

Site Impact (a)	Site Adoption (b)	Max Score (a x 3)	Site Score (a x b)
Comment			

2.4 Chemical Use

Ensure cleaning operatives are using appropriate certificated virucidal cleaners and wipes for daily preventative cleaning with clear usage methodology.

Site Impact (a)	Site Adoption (b)	Max Score (a x 3)	Site Score (a x b)
Comment			

2.5 Curtains & Blinds

Where practical remove curtains and blinds to minimise the areas where germs can be difficult or time consuming to remove. Keep blinds opened and locked off if they cannot be removed.

Site Impact (a)	Site Adoption (b)	Max Score (a x 3)	Site Score (a x b)
Comment			

2.6 Rugs & Mats

Remove rugs and mats where safe to do so to make cleaning and disinfection of floors easier for cleaning operatives.

Site Impact (a)	Site Adoption (b)	Max Score (a x 3)	Site Score (a x b)
Comment			

2.7 Swab Testing

Consider introducing a swab testing routine that allows for general inspection and auditing of workplace hygiene standards. Whilst these can't explicitly test for COVID-19 they provide an indicative guide to the success of current cleaning and hygiene practices.

Site Impact (a)	Site Adoption (b)	Max Score (a x 3)	Site Score (a x b)
Comment			

2.8 Steam Cleaning

Consider introducing a daily steam cleaning procedure for washroom cleaning.

Site Impact (a)	Site Adoption (b)	Max Score (a x 3)	Site Score (a x b)
Comment			

Add other site specific measures here

Site Impact (a)	Site Adoption (b)	Max Score (a x 3)	Site Score (a x b)
Comment			

Site Impact (a)	Site Adoption (b)	Max Score (a x 3)	Site Score (a x b)
Comment			

Site Impact (a)	Site Adoption (b)	Max Score (a x 3)	Site Score (a x b)
Comment			

3 Signage & Education

3.1 Hand Washing Signage

Display advisory signage throughout the building, especially at entrances and exits and were people congregate. Refresh and update regularly so it doesn't become 'wallpaper'.

Site Impact (a)	Site Adoption (b)	Max Score (a x 3)	Site Score (a x b)
Comment			

3.2 Hand Washing Videos

Arrange demonstrations of how to hand wash effectively and for the correct duration. Make the NHS handwashing video* available on all devices and public area screens.

Site Impact (a)	Site Adoption (b)	Max Score (a x 3)	Site Score (a x b)
Comment			

3 Signage & Education Continued

3.3 Update Alerts

Sign up for daily alerts from government sources eg NOIDs and Public Health England daily alerts. Keep yourself in the loop!

Site Impact (a)		Site Adoption (b)		Max Score (a x 3)		Site Score (a x b)	
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Comment

Add other site specific measures here

Site Impact (a)		Site Adoption (b)		Max Score (a x 3)		Site Score (a x b)	
-----------------	--	-------------------	--	-------------------	--	--------------------	--

Comment

Site Impact (a)		Site Adoption (b)		Max Score (a x 3)		Site Score (a x b)	
-----------------	--	-------------------	--	-------------------	--	--------------------	--

Comment

Site Impact (a)		Site Adoption (b)		Max Score (a x 3)		Site Score (a x b)	
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Comment

4 Building User Behaviours

4.1 Home Working

Consider encouraging building users to work remotely therefore avoiding the need to use public transport and reducing the risk of community transmission.

Site Impact (a)		Site Adoption (b)		Max Score (a x 3)		Site Score (a x b)	
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Comment

4.2 Dress Code

Discourage staff from wearing neck ties and scarves. These are often not washed frequently and can easily collect and transmit germs when working in close proximity to colleagues.

Site Impact (a)		Site Adoption (b)		Max Score (a x 3)		Site Score (a x b)	
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Comment

4.3 Travel Reduction

Encourage building users to minimise business related travel and use video conferencing as an alternative method of maintaining contact with colleagues, suppliers and customers.

Site Impact (a)		Site Adoption (b)		Max Score (a x 3)		Site Score (a x b)	
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Comment

4.4 Hand Shaking

Discourage hand shaking and general close personal greetings. Teach people it's not rude to not shake hands in the current climate.

Site Impact (a)		Site Adoption (b)		Max Score (a x 3)		Site Score (a x b)	
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Comment

4.5 Workspace Hygiene

Use virucidal sprays throughout the building. Make this available to staff so that they can continuously self-clean their work areas throughout the day. Hand sanitiser in pump action/low contact containers should be available in every work area and at main travel routes through a building.

Site Impact (a)		Site Adoption (b)		Max Score (a x 3)		Site Score (a x b)	
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Comment

4.6 Self Isolation

Encourage building users to self isolate if they feel unwell and have flu like symptoms.

Site Impact (a)		Site Adoption (b)		Max Score (a x 3)		Site Score (a x b)	
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Comment

Add other site specific measures here

Site Impact (a)		Site Adoption (b)		Max Score (a x 3)		Site Score (a x b)	
-----------------	--	-------------------	--	-------------------	--	--------------------	--

Comment

Site Impact (a)		Site Adoption (b)		Max Score (a x 3)		Site Score (a x b)	
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Comment

Site Impact (a)		Site Adoption (b)		Max Score (a x 3)		Site Score (a x b)	
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Comment

5 Business Continuity

5.1 Building Closure Plan

Agree at what point you will close the building to some, or all, building users depending on suspected or confirmed COVID-19 cases. Create a building continuity plan and communicate this with all building users. Continually review this in line with government guidelines.

Site Impact (a)		Site Adoption (b)		Max Score (a x 3)		Site Score (a x b)	
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Comment

5.2 Contract Clarification

In the case of contracted cleaning provision, agree the position on continuity of service and invoicing terms should part, or all, of the site be closed. Confirm the liability position in relation to the government change in payment of Statutory Sick Pay.

Site Impact (a)		Site Adoption (b)		Max Score (a x 3)		Site Score (a x b)	
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Comment

5.3 Deep Clean Provision

Identify, and agree terms with, the existing or alternative contract provider to deliver specialist deep cleaning services in the case of confirmed outbreaks.

Site Impact (a)		Site Adoption (b)		Max Score (a x 3)		Site Score (a x b)	
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Comment

5.4 Deep Clean Methodology

Agree the deep cleaning methodology that will be used in the event of confirmed outbreaks. This should be based on a 2 stage process of clean and disinfect using products that have been independently certified against COVID-19 (eg www.steri-7.com or equivalent).

Site Impact (a)		Site Adoption (b)		Max Score (a x 3)		Site Score (a x b)	
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Comment

5.5 Sick Pay Policy

Consult with HR to consider maintaining a full pay policy so as not to discourage building users from self-isolating. Be aware of changing government legislation in relation to Statutory Sick Pay.

Site Impact (a)		Site Adoption (b)		Max Score (a x 3)		Site Score (a x b)	
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Comment

Add other site specific measures here

Site Impact (a)		Site Adoption (b)		Max Score (a x 3)		Site Score (a x b)	
-----------------	--	-------------------	--	-------------------	--	--------------------	--

Comment

Site Impact (a)		Site Adoption (b)		Max Score (a x 3)		Site Score (a x b)	
-----------------	--	-------------------	--	-------------------	--	--------------------	--

Comment

Site Impact (a)		Site Adoption (b)		Max Score (a x 3)		Site Score (a x b)	
-----------------	--	-------------------	--	-------------------	--	--------------------	--

Comment

Total Max Score (e)

Total Site Score (f)

How to calculate your site assessment score

Add up all the **Max Scores** from your assessment and enter them in box (e)

Add up all the **Site Scores** from your assessment and enter them in box (f)

Calculate the overall site compliance score by using this formula **(f) divided by (e) x 100**

eg: if your **Total Site Score (f)** is, say, 46 and your **Total Max Score (e)** is, say, 57 then your current site compliance is 81%

%

Score <75% High Residual Risk

Low compliance scores indicates a significant opportunity to minimise the residual risk and impact of COVID-19. Urgent action is recommended.

Score 75%-95% Moderate Residual Risk

Moderate compliance scores indicates further action required to reduce the residual risk and impact of COVID-19.

Score >95% Low Residual Risk

High compliance scores indicate a site with well managed control measures and low residual risk.

Assessor Name

Position

Date

Don't make
me angry...



...wash your hands now!

Find more resources at www.sitemark.co.uk

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FM Best Practice Benchmarking

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CATCH IT BIN IT KILL IT

Hey you...



...have you washed
your hands?

Find more resources at www.sitemark.co.uk

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CATCH IT BIN IT KILL IT

I want you...



...to wash your hands!

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CATCH IT BIN IT KILL IT

Really???



...you weren't going to
wash your hands.

Find more resources at www.sitemark.co.uk

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CATCH IT BIN IT KILL IT

You cannot
be serious...



...wash your hands now!

Find more resources at www.sitemark.co.uk

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CATCH IT BIN IT KILL IT

Wash hands
you must...



...get sick we have
no time for.

Find more resources at www.sitemark.co.uk

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CATCH IT BIN IT KILL IT

Remember, the key advice to minimise any workplace infection is to encourage building users to wash their hands regularly and for a minimum of 20 seconds. Change signage regularly to maintain a high level of visual impact. As well as NHS signage you can download a range of hand washing signs here: www.sitemark.co.uk/resources

Useful websites resources

- www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public
- www.gov.uk/government/topical-events/coronavirus-covid-19-uk-government-response
- www.hse.gov.uk/news/coronavirus.htm
- www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/guidance-for-employers-and-businesses-on-covid-19
- www.gov.uk/government/collections/covid-19-guidance-for-non-clinical-settings-and-the-public
- www.gov.uk/guidance/travel-advice-novel-coronavirus
- www.nhs.uk/conditions/coronavirus-covid-19/
- * <https://www.nhs.uk/video/pages/how-to-wash-hands.aspx>
- ** www.sitemark.co.uk/coronavirusposter.pdf
- www.sitemark.co.uk/coronavirusposterpf.pdf

CATCH IT

Germs spread easily. Always carry tissues and use them to catch your cough or sneeze.



BIN IT

Germs can live for several hours on tissues. Dispose of your tissue as soon as possible.



KILL IT

Hands can transfer germs to every surface you touch. Clean your hands as soon as you can.



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HM Government



CORONAVIRUS WASH YOUR HANDS MORE OFTEN FOR 20 SECONDS

Use soap and water or a hand sanitiser when you:

- Get home or into work
- Blow your nose, sneeze or cough
- Eat or handle food



For more information and the Government's Action Plan go to nhs.uk/coronavirus

HM Government



Coronavirus Wash your hands more often for 20 seconds

Use soap and water or a hand sanitiser when you:

- Get home or into work
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For more information and the Government's Action Plan go to nhs.uk/coronavirus

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