

COVID-19 RISK ASSESSMENT (Version effective 01/02/22)



No	Hazard	Who might be harmed?	Control measures to reduce risks	Remarks/Comments
1	Contact between potentially infected personnel	Pure Retirements Staff, Clients and Contractors	<p>If a Pure Retirement employee, contractor, or third party visitor:-</p> <ul style="list-style-type: none"> • displays any of the symptoms of COVID (a high temperature, a new, continuous cough or has loss or change to their sense of smell or taste) • has tested positive for COVID (lateral flow or PCO) • are required to self-isolate as part of NHS track and trace <p>they should:</p> <ul style="list-style-type: none"> • Step 1 - Ensure their team manager is informed. • Step 2 – If they are in the office, avoid touching anything and they should immediately return home. • Step 3 – Arrange to take a COVID test as soon as they are able (in accordance with Government guidance regarding testing). • Step 4 – They must isolate for the appropriate period in line with Government guidance or longer if symptoms continue and not return to work until their period of self-isolation has been completed, and a clear test result obtained. If symptoms start to be displayed during a period of self-isolation, the 10 full day period should restart. (A summary of the guidance at the date this was updates is at the end of this document, but will be subject to change). • Step 5 - Staff should follow the guidance from our HR department and government/NHS guidance generally. • Step 6 – Keep your Manager up to date. <p>If a Pure Retirement employee, contractor, or third party visitor:-</p> <ul style="list-style-type: none"> • becomes aware that they live in a household with, or has been in close contact with somebody who has symptoms or who has tested positive • They do not need to self-isolate provided they are fully vaccinated or have a medical vaccination exception – but should take a daily lateral flow for 7 days, or 10 days since last contact. • If not fully vaccinated or exempt, they must self-isolate. <p>General:</p>	2022 Feb - whilst restrictions are being lifted, this remains very pertinent. Updated to include change to isolation periods and testing regime.

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			<ul style="list-style-type: none"> • Report to HR and/or your team manager any underlying respiratory health conditions. • Handwashing and cleanliness activities must continue as during the period of restrictions – see separate areas in this assessment. In particular use personal hygiene supplies (sanitiser) provided. • Face masks are optional, but colleagues are encouraged to wear them in crowded or enclosed places. • Caution and consideration for others to be exercised with regards to all non-critical face to face internal and client meetings in particular where other attendees indicate they are taking precautions. • Red, amber or green lanyards are being provided for colleagues who so choose to wear, indicating their distancing preference. • The air conditioning has been serviced and set to the optimum settings for the current situation. Colleagues do not have access to the settings to change these. • Regular updates and information will be provided on the Intranet. • Colleagues are encouraged to take lateral flow tests on a regular basis, or if feeling unwell at all. 	
2	Travel to Work	Pure Retirement Staff	<p>Where staff do not travel to site alone, using their own transport, they should be aware of the risks around them and ensure they are comfortable in the situation. On public transport they should follow Government and Travel provider’s guidance, in particular whether they should wear face masks. Colleagues are advised to assess the risks of their travel plans and to take ownership of their own safety and potential exposure.</p> <p>If workers share transport, they are advised to consider:</p> <ul style="list-style-type: none"> • Journeys should be shared with the same individuals where possible, and with the minimum number of people at any one time. • Consider ventilation (i.e. keeping the windows open) and facing away from each other may help to reduce the risk of transmission. • The vehicle should be cleaned regularly using gloves and standard cleaning products, with particular emphasis on handles and other areas where passengers may touch surfaces. <p>At the Office considerations:</p> <ul style="list-style-type: none"> • Pure will continue to review parking arrangements and to recommend other means of transport to avoid public transport e.g. cycling. 	2022 Feb – No change as this is advisory

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			<ul style="list-style-type: none"> Pure will continue to provide hand cleaning facilities at entrances and exits. This should be soap and water wherever possible or hand sanitiser if soap and water are not available. 	
3	Site Access & Exit Points	Pure Retirement Staff, Clients and Contractors	<ul style="list-style-type: none"> Whereas the guidance allows non-essential visitors, all staff should be aware of the risks and ensure they are comfortable in the situation. Colleagues are advised to assess the risks of any visitors they invite or admit to the premises, and to take ownership of their visitor and their own safety and potential exposure whilst hosting them. Each visitor must have an appointed host to ensure the guidance and actions from this risk assessment are followed. Managers will consider the ongoing use of staggered start and finish times, as appropriate per team, to reduce congestion and contact. Colleagues to be respectful of colleague's personal distancing wishes, with red, amber or green lanyards being made available for colleagues to indicate their preferences. Workers advised to wash their hands for 20 seconds using soap and water when entering and leaving the site/use hand sanitisers. Where delivery drivers are required to exit their vehicle, facilities should be available to allow them to wash or sanitise their hands before handling any goods. Sanitising wipes are available at the entrance to clean any deliveries before handling. 	2022 Feb - whilst restrictions are being lifted, this remains pertinent as we live with the virus and therefore remains in force. One way system removed as no longer in place.
4	Hand Washing	Pure Retirement Staff, Clients and Contractors	<ul style="list-style-type: none"> Allow regular breaks to wash hands. Ensure adequate supplies of soap and fresh water are readily available and kept topped up at all times. Provide hand sanitiser (minimum 60% alcohol based) where hand washing facilities are unavailable. Regularly clean the hand washing facilities. Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal. 	2022 Feb - whilst restrictions are being lifted, this remains pertinent as we live with the virus and therefore remains in force.

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5	Toilet Facilities	Pure Retirement Staff, Clients and contractors	<ul style="list-style-type: none"> • We do not need to restrict the number of people using toilet facilities at any one time, but all staff should be aware of other colleagues and respectful of distancing. • Wash or sanitise hands before and after using the facilities. • Cleaning regimes remain enhanced for toilet facilities, particularly door handles, locks and the toilet flush. • Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal. 	2022 Feb - whilst restrictions are being lifted, this remains pertinent as we live with the virus and therefore remains in force.
6	Canteen/ Rest Area	Pure Retirement Staff	<ul style="list-style-type: none"> • Workers should continue to be encouraged to bring their own food. • Within each canteen or rest area, colleagues are advised to consider and be respectful of distance. Red, amber and green lanyards are available to indicate an individual's preference and should be respected. • Break times continue to be staggered to reduce congestion and contact at all times. • Drinking water should be provided with enhanced cleaning measures of the tap mechanism continued. • Individuals/facilities continue to clean surfaces that are touched regularly, using standard cleaning products e.g. kettles, refrigerators, microwaves. • Hand cleaning facilities or hand sanitiser should be available at the entrance to any kitchen/rest area where people eat and should be used by staff when entering and leaving the area • All rubbish to be put straight in the bin and not left for someone else to clear up. • Wipes are available so that staff can clean tables between each use. • Crockery, eating utensils, cups etc. should not be used unless they are disposable or are washed and dried between uses. • Facilities manager to monitor compliance. 	2022 Feb - whilst restrictions are being lifted, this remains pertinent as we live with the virus and therefore remains in force.
7	Changing Facilities and Showers	Pure Retirement Staff	<ul style="list-style-type: none"> • Based on the size of the facility, only one person can go in at a time. • Introduce staggered start and finish times to reduce congestion and contact. • Introduce enhanced cleaning of all facilities throughout the day and at the end of each day. • Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal. 	2021 Oct – reopened by CBRE 2022 Feb – no change

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8	Work planning to avoid close working	Pure Retirement Staff and Contractors	<p>General:</p> <ul style="list-style-type: none"> Red, amber and green lanyards are available for staff to indicate their personal distancing preferences. These should be respected at all times. Where possible, those regularly in the office should work to shift patterns that try to keep colleagues in shifts with the same people to reduce the number of people they are in contact with. <p>Eliminate:</p> <ul style="list-style-type: none"> Workers who are unwell with symptoms of Coronavirus (Covid-19) should not travel to or attend the workplace – please refer to the first section on “contact” for further details Avoid skin to skin and face to face contact Consider alternative or additional mechanical aids to reduce worker interface. <p>Site Meetings:</p> <ul style="list-style-type: none"> Care should be taken to consider the requirement and arrangements for all face to face meetings, with consideration for the participants Rooms should be well ventilated/windows or doors opened to allow fresh air circulation where able and feasible Consider holding meetings in open areas where possible 	2022 Feb - whilst restrictions are being lifted, this remains pertinent as we live with the virus and therefore remains in force.
9	First Aid & Emergency service response	Pure Retirement Staff, Clients and Contractors	<ul style="list-style-type: none"> The primary responsibility is to preserve life and first aid should be administered if required and until the emergency services attend. When planning site activities, the provision of adequate first aid resources must be agreed between the relevant parties on site. Emergency plans including contact details to be kept up to date. Consideration must be given to potential delays in emergency services response, due to the current pressure on resources 	2022 Feb - whilst restrictions are being lifted, this remains pertinent as we live with the virus and therefore remains in force.
10	Cleaning	Pure Retirement Staff, Clients and Contractors.	<p>Enhanced cleaning procedures should be in place across the site, particularly in communal areas and at touch points including:</p> <ul style="list-style-type: none"> Taps and washing facilities Toilet flush and seats Door handles and push plates Lift controls 	2022 Feb - whilst restrictions are being lifted, this remains pertinent as we live with the virus and therefore remains in

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			<ul style="list-style-type: none"> • Machinery and equipment controls • All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles, and vending machines. • Telephone equipment. • Keyboards, photocopiers and other office equipment. • Rubbish collection and storage points should be increased and emptied regularly throughout and at the end of each day. • Office deep cleaned once a month, and on demand where required per other sections of this risk assessment 	force.
11	Outbreak in the Workplace	Pure Retirement Staff, Clients and Contractors.	In the event of an outbreak in the office, then section 1 “contact” will be followed for affected individuals, and the Pure Retirement Business Contingency Plan will be invoked, which includes provisions for a pandemic outbreak.	2021 Feb – no change from previous versions

26 January 2022 – current isolation guidance

You should self-isolate if:-

- IF YOU HAVE TESTED POSITIVE or
- IF YOU HAVE BEEN TOLD TO ISOLATE BY NHS TRACK AND TRACE or
- IF YOU HAVE COVID SYMPTOMS until you get a negative PCR test or for 10 days

If you have had close contact with someone with COVID 19:-

You do not need to self-isolate provided you are FULLY VACCINATED or you have a MEDICAL VACCINATION exception – but should take a daily LATERAL FLOW for 7 days, or 10 days since last contact. If not fully vaccinated or exempt, you must self-isolate.

Self-Isolation times:-

- If you test POSITIVE **10 days** even if fully vaccinated – you are not required to take a PCR

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- Isolation period starts from the date of a positive test, or the date you develop symptoms if later
- You can end your self-isolation earlier if you have 5 full days isolation (i.e. starts the day after the positive test or symptoms show) and you must have 2 negative lateral flow tests on days 6 and start of day 7, so that you can then come to work on day 7. Otherwise it is 10 days.