

		LIKELIHOOD				
		VERY UNLIKELY	UNLIKELY	LIKELY	HIGH LIKELY	ALMOST CERTAIN
SEVERITY	NEGLIGIBLE	LOW	LOW	LOW	LOW	LOW
	MINOR	LOW	LOW	LOW	MEDIUM	MEDIUM
	SERIOUS	LOW	MEDIUM	MEDIUM	MEDIUM	HIGH
	SEVERE	LOW	MEDIUM	MEDIUM	HIGH	HIGH
	VERY SEVERE	MEDIUM	MEDIUM	HIGH	HIGH	HIGH

COVID-19 Risk Assessment

Assessment Date	15 th December 2021	Review Date	15 th January 2022	Version	17
Risk Assessment for:	NFU COVID-19 Risk Assessment. NFU Staff who are based out of other organisations offices are also subject to their Risk Assessment. This Risk Assessment should be read in conjunction with NFU Health and Safety Policies, Procedures and Guidance				
Activity location(s):	NFU HQ, NFU Cymru, London and Regional Offices - <i>For colleagues in Wales, follow the current restrictions and Welsh Government information.</i> <i>For colleagues in Brussels, Belgium Government information.</i>				
	<p>Risk(s): There is a threat to staff health and wellbeing from transmission of COVID-19 while at work - Possible transmission of COVID-19 to staff from other staff, visitors or contractors. There is potential for contracting COVID-19 which can affect the lungs and airways, and for some people, Long COVID. There is also a risk of staff transmitting this virus to others in their household, or to others with whom they have any significant contact. COVID-19 is spread by airborne transmission, close contact via droplets, and via surfaces. Airborne transmission is a very significant way that the virus circulates. It is possible to be infected by someone you don't have close contact with, especially if you're in a crowded and/or poorly ventilated space. Close contact with an infected person is also a significant way COVID-19 is spread. When someone with COVID-19 breathes, speaks, coughs or sneezes, they release particles containing the virus that causes COVID-19. The particles can come into contact with the eyes, nose or mouth or can be breathed in by another person. The particles can also land on surfaces and be passed from person to person via touch. In general, the risk of catching or passing on COVID-19 is higher in crowded and enclosed spaces, where there are more people who might be infectious and limited fresh air.</p> <p>The Government has announced that England will move to Plan B in response to the risks of the Omicron variant. Find out what you must do to help prevent the spread.</p> <ul style="list-style-type: none"> • Wear a face covering in most indoor public places and on public transport • Get tested and self-isolate if required • Work from home, if you can • If you haven't already, get vaccinated • Let fresh air in if you meet indoors. Meeting outdoors is safer. <p>Government in England – Work from home if you can - Office workers who can work from home should do so from Monday 13 December. Anyone who cannot work from home should continue to go into work - for example, to access equipment necessary for their role or where their role must be completed in person. In-person working will be necessary in some cases to continue the effective and accessible delivery of some public services and private industries. If you need to continue to go into work, consider taking lateral flow tests regularly to manage your own risk and the risk to others.</p>				

		Employers should consider whether home working is appropriate for workers facing mental or physical health difficulties, or those with a particularly challenging home working environment. In indoor settings where a face covering is not legally required, you should still continue to wear a face covering in crowded and enclosed spaces where you may come into contact with other people you do not normally meet.				
Hazard ID	What are the hazards <i>(i.e. what can cause harm)</i>	Who might be harmed and how? <i>(e.g. employees, members of the public, etc. and the significant risk(s))?</i>	What existing control measures are in place to reduce/prevent the risk? <i>(i.e. what are you already doing?)</i>	Considering existing controls, what is the current risk level <i>(i.e. high, medium or low – use the matrix above)</i>	Further Action to be taken to control the risk? <i>(i.e. only record action/additional controls measures you are going to implement)</i>	Final Risk Level
1	Staff return to work and the workplace is not COVID-19 secure - staff are not able to maintain physical distancing; insufficient cleaning; high risk areas are not controlled e.g. toilets, kitchens; person becomes unwell in the workplace.	Employees, contractors, visitors to site and members of the public	<p><i>Office workers who can work from home should do so from Monday 13 December.</i></p> <p>Not all colleagues can work from home due to their roles or for other reasons, and they should talk to their line managers about mental or physical health difficulties, or a challenging home working environment. Line managers should know where their direct reports are working, i.e. at home or in the office.</p> <p>If you need to continue to go into work, take lateral flow tests regularly to manage your own risk and the risk to others.</p> <p>In order to keep the virus under control, it is important that people work safely. The risk of transmission can be substantially reduced if COVID-19 secure guidelines are followed closely.</p> <p>Staff will be able to adopt a hybrid of a working in the office and working from home, thus reducing the overall numbers within the office.</p> <p>Staff who go into the office on a regular basis are encouraged to be responsible and carry out <u>twice weekly lateral flow testing</u>,</p>	Medium	<p>Induct staff on safe working measures – email guidance and new procedures setting out safety requirements to observe ‘COVID Secure Staff Guidance’.</p> <p>Ensure distancing on site by displaying signs to keep a safe distance apart around the building.</p> <p>Staff at HQ must access the building by using their Green Card (the entry system logs all staff entering, and a register list is generated for evacuation purposes, and track and trace, and is kept at Reception).</p> <p>Staff at HQ must tick themselves off the register list when they leave the building.</p> <p>In Regions, Staff must sign a register when they enter the building at reception or main entrance, for track and trace purposes.</p> <p>Keep contact with contractors to a minimum.</p> <p>Make sure staff on-site can spot symptoms - see next hazard section.</p> <p>Ongoing building compliance testing, maintenance, and inspection before returning to working.</p>	Medium/Low

			<p>Follow the Government guidance - Please see link for latest guidance: https://www.gov.uk/coronavirus The Government provides free lateral flow tests which are available to anyone without symptoms.</p> <p>We encourage colleagues and visitors who go to the office regularly to be responsible and to take part in regular COVID testing. It is possible for anyone to order test kits to be delivered to their home.</p> <p>Extra consideration should be given to those people at higher risk - Clinically extremely vulnerable individuals and pregnant workers are strongly advised to work from home. Pregnant workers must follow the Government's Coronavirus (COVID-19) advice for pregnant employees, and should work from home, particularly if not fully vaccinated, because they have an increased risk of becoming severely ill and of pre-term birth if they contract COVID-19.</p> <p>If a vulnerable individual or pregnant worker wishes to return to work, the completion of a personal risk assessment via HR to Occupational Health is required with the necessary control measures required to ensure their health and safety. NHS advice for vulnerable people should be followed.</p> <p>Ensure that disabled workers and new and expectant mothers can do their work from home (responsibility to prevent discrimination at work).</p> <p>Engage and consult with staff, via Employee Reps, to explain the precautions, and to</p>		Ongoing monitoring of safety precautions.	
--	--	--	---	--	---	--

			<p>cover any staff concerns they may have, or ideas for safe working.</p> <p>Procedure in place for <u>visitors</u> – record of visitors and contractor details logged, Visitor and Contractor COVID Secure Guidance in place.</p>			
2	Ill-health of persons after exposure to COVID-19 virus	Employees, contractors, visitors to site and members of the public	<p>Any person (or if anyone in their household) with the following symptoms should not come to work for any reason, even if mild symptoms, should get a PCR test and should immediately self-isolate for 10 days:</p> <ul style="list-style-type: none"> • High temperature • New persistent cough - coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours • Loss/change of sense of taste or smell. <p>The World Health Organisation (WHO) advises there are other symptoms that are less common and may affect some patients including:</p> <ul style="list-style-type: none"> • Tiredness, fatigue, Confusion, • Nasal congestion, • Conjunctivitis, • Sore throat, • Headache, • Muscle or joint pain, • Different types of skin rash, • Nausea or vomiting, Diarrhoea, • Chills or dizziness' • Persistent pain or pressure in chest. <p>The symptoms are linked with COVID-19, but may have another cause – seeking medical advice is recommended.</p> <p>Any person returning to the UK from a foreign country must follow Government advice</p>	High/Medium	<p>If an employee or visitor develops a high temperature, persistent cough, loss/change of taste or smell, while at work, they should:</p> <ul style="list-style-type: none"> • Immediately go home • Avoid touching anything • Cough or sneeze into a tissue and put it into the bin (open or foot pedal operated lid), or if they do not have tissues, cough and sneeze into the crook of their elbow. <p>Follow the latest guidance for NHS Test and Trace Workplace Guidance</p> <p>If you have any of the symptoms above you must stay at home and arrange to have a test to see if you have COVID-19 – go to testing to arrange a PCR test.</p> <p>If you have been in close contact with a person who has tested positive for COVID-19 - Anyone who has been identified as a contact of someone with COVID-19 and who is not legally required to self-isolate, is now strongly advised to take a rapid lateral flow device (LFD) test every day for 7 days or until 10 days since their last contact with the person who tested positive for COVID-19 if this is earlier. If any of these LFD tests are positive they should self-isolate in order to protect other people.</p> <p>Guidance for contacts of people with confirmed coronavirus (COVID-19) infection who do not live with the person - GOV.UK (www.gov.uk)</p>	Medium

			<p>The person becoming unwell must inform their Line Manager.</p> <p>Reporting process in place if the person has been in contact with a person who becomes ill - Staff to advise their line manager, who advise H&S, HR, Membership for members, Facilities for contractors.</p> <p>If an employee in work has symptoms, they follow the current Sickness Absence Policy and procedures.</p>		<p>Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection - GOV.UK (www.gov.uk)</p> <p>Follow the NFU procedure for Reporting cases of COVID-19.</p> <p>Cleaners to clean and disinfect the employee's workstation, and all surfaces that person has come into contact with, including all potentially contaminated and frequently touched areas – door handles, rails on stairs, toilets. If someone has symptoms follow the specific instructions for cleaning after a case of COVID-19.</p>	
3	Contracting or further spread of virus during travel to work	Employees, contractors, visitors to site and members of the public	<p>Wherever possible workers should travel to work alone using their own transport.</p> <p>The use of public transport should be avoided where possible, but where necessary it is advisable to wear face coverings throughout the entire journey, and in transport hubs.</p> <p>Try to avoid peak travel times, carry and regularly use hand sanitiser gel.</p>	High/Medium	<p>Before leaving your car ensure there is sufficient space around you to allow physical distancing.</p> <p>When using Public Transport, you may wish to consider if you can:</p> <ul style="list-style-type: none"> • travel at off-peak times • use quieter stations and stops – get off a stop early if it's less busy • keep changes to a minimum, for example, between bus and train • walk for more of your journey, for example, the first or last mile. <p>Consider using other means of transport to avoid public transport (e.g. cycling – provision of cycle racks of NFU offices).</p>	Medium
4	Entering and exiting the building, including Reception / Post room / Security areas – contracting or further spread of the virus	Employees, contractors, visitors to site and members of the public	<p><i>Government advice - In indoor settings where a face covering is not legally required, you should still continue to wear a face covering in crowded and enclosed spaces where you may come into contact with other people you do not normally meet.</i></p> <p>Staff may wish to wear a face covering when sitting, as well as when moving about the building.</p>	Medium	<p>People should keep an appropriate physical distance by not using entry/exit points at the same time.</p> <p>Provision of hand sanitiser at all main entrances and exits (excluding emergency exits).</p> <p>Coronavirus posters (Physical distancing, symptoms, hand washing/hygiene) displayed at Reception for people to see when entering the building.</p>	Medium/Low

			<p>Staff and visitors/contractors should wear a face covering when entering and exiting the building, and when moving around the building.</p> <p>Wearing a face covering in an enclosed space helps protect individuals and those around them from COVID-19.</p> <p>It is preferable for people to provide their own face covering, but a small supply of disposable face masks is available at Reception.</p> <p>Some people may not be able to wear a face covering – this includes people who cannot put on, wear or remove a face covering because of a physical or mental illness or impairment, or disability.</p> <p>All persons to wash or sanitise their hands upon entering or leaving site.</p> <p>Avoid sharing pens for people signing in/out at Reception - either use own pen / wipe down pen after use or use hand sanitiser after using pen).</p> <p>Hand sanitising dispensers located in reception foyer, and at bottom and top of staircases. For HQ and for Regional offices.</p> <p>Perspex screens installed at HQ Reception.</p>		<p>Where Reception and Security are sharing the same space, if possible, allocate a separate keyboard for each person to use, staff to wipe down desk, chairs, pens, keyboards, phones at the beginning and end of each day or shift.</p> <p>Clean and maintain security access systems. Make sure people touch things as little as possible, e.g. door release buttons.</p> <p>Wash hands or use sanitising hand gel regularly throughout the day, particularly when handling external post and parcels.</p>	
5	Physical Distance – close contact leading to contracting or further spread of the virus	Employees, contractors, visitors to site and members of the public	<p>Where possible avoid close working and maintain a safe distance from other people at all times including entering and exiting the building and moving around the building.</p> <p>Desks that can be used are marked with a green sticker, ensuring that people can sit at workstations to minimise close contact with other people. Desks and seating are</p>	Medium	<p>Where possible, reduce the number of people that staff come into contact with, by using ‘fixed teams or partnering’ or ‘cohorting’ (so each person works with only a few others). Heads of Departments will be responsible for a staff rota in their own Department.</p> <p>Stairs should be used in preference to lifts. Where lifts must be used, limit to 1 person, and regularly clean touch points, i.e. doors, buttons etc.</p>	Medium/Low

			<p>arranged in order to avoid face-to-face working.</p> <p>Stagger start and finish times to help with physical distancing and reduce crowding.</p> <p>Co-ordinate with other building users/companies/landlords – Regions, Wales, London, Brussels.</p>			
6	Moving around the building - close physical contact / contact with touch points leading to contracting or further spread of the virus	Employees, contractors, visitors to site	<p>Staff and visitors/ contractors should wear a face covering when moving around the building, at all times when leave desk / work area to move around.</p> <p>Spare face coverings are available on site for those staff who have forgotten theirs.</p> <p>Signs displayed to remind staff about Physical Distancing, Keep Left, Sanitising hands, etc.</p> <p>We all have a responsibility for our health and safety and that of others. Report problems to your line manager, who can advise Health and Safety Manager.</p> <p>Staff to be aware where there are blind spots in the buildings e.g. corridors to kitchen.</p> <p>Seating areas have been adjusted to encourage physical distancing for staff to avoid close contact with other people.</p> <p>All contact points e.g. door handles, cleaning regularly. Cleaning wipes to be provided.</p> <p>Only 1 person in the lift (sign displayed).</p> <p>Reminders displayed - posters, floor marker signage about keeping a safe distance.</p>	Medium	<p>Display signs to use stairs instead of lifts whenever possible.</p> <p>Sanitise hands before and after use of any shared equipment or reference books - or where practicable provide individual or use online source if available.</p> <p>Consider fitting convex mirrors in areas with blind spots e.g. kitchenettes.</p>	Low

			People to keep to the left (signs) when moving around the building where possible.			
7	Workstations – close contact leading to contracting or further spread of the virus	Employees, contractors	<p>Sanitising hand gel to be available at workstations for personal use in the workplace for teams who regularly handle documents, parcels or equipment.</p> <p>Anti-bacterial wipes to be provided:</p> <ul style="list-style-type: none"> • at each desk that is shared e.g. Call First. People must wipe down touch points at start and end of their working day and dispose of wipe in nearby bin. • for the IT team to use when working on IT equipment belonging to another member of staff. • for staff to clean their work areas, and shared equipment each day, and dispose of in nearby bin. <p>Follow the new clear desk policy and remove all personal items at the end of the working day.</p> <p>Desks that can be used have been marked with a green sticker, ensuring that people can sit at workstations to minimise close contact with other people. Desks and seating are arranged to avoid face-to-face working.</p>	Medium	<p>Floor plans will specify which desks / areas can used.</p> <p>Desk sharing should be limited to a small set team of staff.</p> <p>Sanitise workstations between use where people share.</p> <p>Staff may bring in their keyboard from home to use they wish.</p> <p>Some sit-stand desks will be placed on available green stickered desks for those staff who have previously used before the pandemic.</p>	Low
8	Meetings - close contact leading to contracting or further spread of the virus	Employees, contractors, visitors	<p>Currently it is still possible to attend external appointments (meetings or events) if there is a strong business need to meet physically in person as long this is done following all COVID-19 guidance, but please use remote working tools to hold meetings otherwise e.g. Microsoft Teams.</p> <p>Speaking to one colleague face to face within the office is acceptable, when</p>	Medium	<p>For External meetings – refer to COVID-19 Risk Assessment for External Appointments.</p> <p>Required use of the NHS COVID Pass- <u>From 15 December</u>, certain venues and events will be required by law to check that all visitors aged 18 years or over are fully vaccinated, have proof of a negative test in the last 48 hours, or have an exemption.</p> <p>Sign displayed outside meeting room stating how many people can safely use the room.</p>	Medium/Low

			<p>following physical distancing, and wearing a face covering.</p> <p>Meetings must be kept as short as possible.</p> <p>Meeting participants should keep a 1 metre distance between seats, and not sit directly opposite each other, and within a well-ventilated area.</p> <p>Meeting participants are encouraged to wear a face covering.</p> <p>Sanitising hand gel and antibacterial wipes located in meeting rooms.</p>		<p>Meeting rooms at HQ should be booked via reception@nfu.org.uk</p> <p>A gap of 1 hour should be enabled in between meeting room bookings to allow for cleaning and ventilating.</p> <p>Have meetings outdoors where environmental conditions allow.</p> <p>Sanitise hands before and after use of any shared equipment or reference books - or where practicable provide individual or use online source if available.</p>	
9	Printers, shredders, franking machines or other regularly used shared equipment - contracting or further spread of the virus	Employees	<p>Sanitising hand gel is available.</p> <p>Recommend regular hand washing.</p>	Medium	<p>Anti-bacterial wipes to be provided by shared equipment e.g. printers.</p> <p>Encourage staff to wipe down touch points before and after use and to dispose of the used wipe in a bin next to the regularly used shared equipment e.g. printer.</p> <p>Signs to be displayed, about cleaning with wipes by the regularly used shared equipment.</p>	Low
10	Hand washing - Poor condition of facilities leading to contracting or further spread of the virus	Employees, contractors, visitors to site and members of the public	<p>Soap and fresh water is available on site. Inform Facilities if soap needs topping up.</p> <p>Hand sanitiser is provided where hand-washing facilities are unavailable.</p> <p>Suitable and sufficient rubbish bins are provided for hand towels with regular removal and disposal.</p> <p>Hand Sanitiser located immediately inside building entrance, with notice - Please Sanitise Hands.</p>	Medium	<p>Ensure that condition of facilities are covered by regular checks, to ensure soap and paper towel supplies are available.</p>	Low
11	Toilet facilities – Poor condition of facilities leading to contracting or	Employees, contractors, visitors to site and	<p>Whilst using toilets, staff are advised to keep their distance from others and minimise close contacts as much as possible.</p>	Medium	<p>Ensure that condition of facilities are kept to an acceptable clean standard at all times and covered by regular checks.</p>	Low

	further spread of the virus	members of the public	<p>Suitable and sufficient rubbish bins are provided for hand towels with regular removal and disposal.</p> <p>Coronavirus posters displayed in toilet areas.</p> <p>Display signs and posters with instructions for employees to wash their hands for 20 seconds as often as possible, to avoid touching their faces and to catch coughs and sneezes in tissues.</p> <p>Where environmental conditions allow, toilet facilities are well ventilated with a fresh supply of air from air conditioning or windows.</p>		<p>People to wear a face covering in the toilet areas where physical distancing may not be possible.</p> <p>Sanitise hands – hand sanitiser located outside toilet facility;</p> <p>Wipe down surfaces such as handles and taps with anti-bacterial wipes provided on entering/leaving the toilet. Dispose of wipes in the bins provided;</p> <p>Wash hands using soap and hot water for 20 seconds (following Public Health England guidelines);</p> <p>Use paper towel to dry hands and dispose of towel in the bin;</p> <p>Use a paper towel, instead of hand dryer where possible.</p> <p>Upon exiting the toilets, use hand sanitiser located outside toilet facility.</p> <p>Surfaces (including high use touch points) are cleaned regularly by the cleaners – A full-time Facilities Assistant will be in place at HQ to clean surfaces throughout the day.</p>	
12	Restaurant/ /Kitchen areas/Eating Arrangements – Poor condition of facilities leading to contracting or further spread of the virus	Employees, contractors, visitors to site and members of the public	<p>Staff must wear a face covering in the kitchen areas.</p> <p>Staff are encouraged to have a lunch break away from their desk.</p> <p>Staff may go home, or off site, for lunch, maintaining physical distancing while off-site.</p> <p>Staff may eat whilst at the site, ensuring physical distancing and good hygiene, standards can be maintained.</p> <p>At HQ, the restaurant seating area is open. Further seating remains outside, plus there will be a new covered area at the back of the main building.</p>	Medium	<p>Ensure that conditions of facilities are kept to an acceptable standard and covered by regular checks.</p> <p>Coronavirus posters should be displayed in kitchen areas.</p> <p>Be aware of blind spots when approaching kitchens.</p> <p>Surfaces should be cleaned between use - Anti-bacterial wipes also to be provided in each kitchen:</p> <ul style="list-style-type: none"> • Encourage people to wipe down touch points (taps, kettles/water boilers, water dispensers, fridges, cupboards, works surface) before and after use and to dispose of the used wipe in the kitchen bin. • Encourage people to wipe down touch points before and after using vending machines. • Signs to be displayed, about cleaning with wipes, in each kitchen. 	Low

			<p>Whilst using the kitchenette staff are advised to keep their distance from others and minimise close contacts as much as possible.</p> <p>Staff may wish to make use of NFU supplied tea, coffee, milk and sugar, or to bring in their own individual supplies to be kept their belongings.</p> <p>Communal plates and cutlery across all offices should not be used. – these items will be removed. Staff are advised to bring in own items and take home.</p> <p>Sanitising hand gel to be located in kitchens. Hand cleaning facilities or sanitiser should be available at the entrance of any room where people eat and should be used by people when entering and leaving the area.</p> <p>Staff should bring in their own packed lunch, or use the food delivery service at HQ.</p> <p>Tables should be marked out and set out to maintain appropriate physical distancing of 1 metre to avoid close contacts between staff.</p> <p>Ensure that all areas used for eating are thoroughly cleaned at the end of each break, including chairs, door handles.</p>		<ul style="list-style-type: none"> • If kitchenette facilities are not cleaned by staff after using, the NFU may close the facility. Table and chair/stool should be thoroughly cleaned after each use, using antibacterial wipes. <p>All staff should put their rubbish straight in the bin.</p> <p>New signs displayed in HQ staff restaurant – <i>Please Remember – when using the Restaurant</i></p> <ul style="list-style-type: none"> ➤ <i>Physical distancing</i> ➤ <i>Avoid sitting face to face</i> ➤ <i>Maximum 4 per table</i> <p><i>Please be considerate of colleagues who may wish to limit close contact with others.</i></p>	
13	Changing Facilities, Shower Rooms – Poor condition of facilities leading to contracting or spread of the virus.	Employees, contractors, visitors to site	Shower facilities and locker facilities should be closed and locked, due to cleaning implications, as well as physical distancing.	Medium	If not possible to close changing rooms and showers, keep them free of all personal items (such as clothes, towels and toiletries).	Low
14	Cleaning – contracting or further spread of the virus -	Employees, contractors, visitors to site and	Deep cleanse of buildings before returning to work, including surfaces and ventilation systems as below.	Medium	Ongoing clear desk policy and clutter free policy to enable effective regular cleaning of the building.	Low

	<p>Coronavirus can transfer from people to surfaces. It can be passed on to others who touch the same surfaces.</p> <p>Keeping the workplace clean reduces the potential for coronavirus to spread and is a critical part of making and keeping the business 'COVID-secure'.</p>	members of the public	<p>All common contact surfaces to be regularly cleaned.</p> <p>Normal cleaning products can be used for daily cleaning purposes.</p> <p>Before reopening where environmental conditions allow:</p> <ul style="list-style-type: none"> • Service and adjust ventilation systems to draw in fresh air from outside rather than recirculating. • Open windows and doors to get as much ventilation as possible. <p>Responsibility for liaising with cleaners regarding the daily end of working day cleaning and, at HQ, the additional daytime cleaning is with the Property Helpdesk.</p> <p>To minimise the risk of the virus spreading:</p> <ul style="list-style-type: none"> • Avoid shared food or drink, e.g. cakes, biscuits, fruit. • clean work areas, surfaces and equipment frequently between use with usual cleaning products • clean busy areas more often and more thoroughly • provide more rubbish bins and empty them more often • clear workspaces and remove waste and belongings from the area at the end of the day. • Wear disposable gloves when emptying rubbish bins. 		<p>Encourage staff to co-operate with cleaners - ensure that surfaces are left clear at the end of the day so that deep cleaning can be done more effectively.</p> <p><u>At HQ</u>, please collect a 'PLEASE CLEAN THIS DESK' laminated notice from Reception when you enter the building each day – please place the notice on the desk you are using, to alert the cleaners to clean it at the end of each day.</p> <p>HSE advise there are 2 components in adequate cleaning regimes: -</p> <p><u>Deep cleaning</u> - is a thorough clean of all frequently touched surfaces at least once a day by cleaning staff.</p> <p><u>Periodic cleaning</u> - is cleaning at different times throughout the day. Periodic cleaning includes cleaning items immediately after use, as well as cleaning surfaces on a regular basis throughout a day.</p> <p>Onsite cleaning team to be established.</p> <p>Rubbish collection and storage points may need to be increased and emptied regularly and at the end of each day.</p> <p>Ensure enhanced regular workplace cleaning procedures are in place across site and must include high-use touch points:</p> <ul style="list-style-type: none"> • Taps and washing facilities • Toilet flush and seats • Door handles and push plates • Handrails on staircases and corridors • Lift controls where applicable • Machinery and equipment controls • Food preparation and eating surfaces. 	
15	Poor ventilation leading to risks of coronavirus spreading	Employees, contractors, visitors to site and	Air circulation systems should be set to draw in fresh air, rather than recirculating air, wherever possible to ensure an adequate supply of fresh air.	Medium	Maintain air circulation systems in accordance with manufacturers recommendations.	Low

		members of the public	<p>Improve natural ventilation by fully or partially opening windows, air vents and doors. Don't prop fire doors open.</p> <p>Where environmental conditions allow, increase air flow in all parts of the workplace.</p> <p>Use of desk fans to improve air circulation, in areas of good ventilation only.</p> <p>At <u>HQ</u>, fresh air is introduced into and distributed round the building via a specifically designed Air Handling Unit. In view of the cold weather, we have reviewed our ventilation plans and we have consulted a mechanical ventilation specialist, who has confirmed that our system at HQ provides sufficient fresh air into the building without the need for opening windows. Therefore, it is possible to close windows at HQ while continuing to adhere to our risk assessment and the government guidance in place to protect people from COVID-19, whilst setting heating to keep workplace temperatures comfortable.</p> <p>If you do wish to open a window next to where you are sitting, please take into account your colleagues to ensure everyone is as comfortable as possible.</p> <p>Some <u>Regional offices</u> have mechanical ventilation (air conditioning) to provide fresh air, and the systems are regularly maintained.</p> <p>Windows or doors can be partially or fully opened to provide natural ventilation in addition, whilst keeping workplace temperatures comfortable.</p>		<p>Ventilation into the buildings will be optimised and adequate to ensure a fresh air supply is provided to all areas of the facility and increased wherever possible for HQ and in the regions.</p> <p><u>Ventilation</u> Government advice is as follows:- <i>If you're indoors, you should let fresh air in to reduce the risk of catching or spreading COVID-19. You can let in fresh air by uncovering vents and opening doors and windows. Opening your windows for just 10 minutes, or a small amount of time continuously where you can, makes a significant difference.</i> <i>In the workplace - you should maximise the supply of fresh air in your premises. You can do this through:</i></p> <ul style="list-style-type: none"> • <i>fully or partially opening windows, air vents and doors to improve natural ventilation</i> • <i>mechanical ventilation system providing fresh air.</i> <p>Ventilation to provide fresh air into our buildings is just one of our COVID secure measures, in our COVID-19 risk assessment, along with wearing face coverings, frequent hand sanitising/washing, lateral flow testing, increased cleaning, and physical distancing.</p> <p>Where air conditioning (AC) in the server rooms is recirculated air, as a precaution we would advise anyone who goes in there to wear an FFP2 mask. These will be provided.</p>	
--	--	-----------------------	--	--	--	--

			<p>Some Regional offices have acceptable natural ventilation by partially or fully opening windows and doors, to regularly provide additional fresh air. This can be done while people leave the room for a break.</p> <p>Consideration will be given to providing additional sources of heating if required.</p> <p>Staff may wish to dress for warmth with layers and warmer clothing for cooler environmental conditions, with the use of natural ventilation in mind.</p>			
16	Receiving and sending goods safely - risk of the virus coming into the workplace through goods	Employees, Contractors, Recipients	<p>Staff handling deliveries advised to wear disposable gloves when handling post and parcels, and wash their hands more often, or use hand sanitiser.</p> <p>Staff advised to keep a safe distance to avoid close contact with other people.</p> <p>Staff to wash their hands thoroughly after signing for goods, if offered portable electronic device.</p> <p>Parcels are to be left in a designated store area.</p>	Medium	<p>Minimise contact with other people at drop-off and collection.</p> <p>Minimise the frequency of deliveries, for example by ordering larger amounts at a time.</p> <p>Restricted non-business deliveries to NFU buildings - no personal deliveries to staff.</p> <p>Reception staff advised to clean goods coming into the workplace – wipe over parcels with antibacterial wipe.</p> <p>Dispose of packaging safely.</p> <p>Clean items like reusable delivery boxes regularly.</p>	Medium/Low
17	Use of shared vehicles e.g. pool cars or hire cars - contracting or further spread of the virus	Employees	<p>Where feasible only 1 person should travel in a vehicle at any time, but those staff who are sharing vehicles, are to be fixed travel partners, and don't sit face to face.</p> <p>Wear a face covering, and/or open windows during journeys.</p> <p>Staff must follow the COVID-19 External Appointments Risk Assessment.</p>	Medium	<p>Regularly clean and disinfect any vehicles that workers take home e.g. pool cars or hire cars.</p> <p>Cleaning should include vehicle handles, steering wheel, seat belts and internal surfaces.</p>	Medium/Low

18	Keeping employees safe when they travel for work	Employees	<p>Only travel for essential work.</p> <p>When travelling, staff should plan ahead or avoid busy times and routes; walk or cycle if they can.</p> <p>Staff must follow the COVID-19 External Appointments Risk Assessment.</p> <p>For <u>Travel Overseas</u> staff should follow the latest Government advice as appropriate - for England, for Wales, or for Belgium.</p>	High/Medium	<p>Consider fixed groups of people travelling so that any contact happens between the same people.</p> <p>Clean pool / hire vehicles between use (see Hazard number 17).</p> <p>Make sure accommodation meets physical distancing guidelines.</p> <p>Keep a log of who is staying where.</p>	Medium/Low
19	Accidents and incidents	Employees, contractors, visitors to site and members of the public	<p>In an emergency, for example, an accident, provision of first aid, fire or break-in, people do not have to comply with physical distancing guidelines if it would be unsafe.</p> <p>Consider how to evacuate people safely in an emergency – fire marshals, role callers, evac chair operators.</p> <p>People involved in the provision of assistance to others should pay particular attention to sanitisation measures immediately afterwards including washing hands.</p>	Medium	<p>Consider first aid cover, and fire evacuation cover (fire marshals, etc.)</p> <p>First aiders should use PPE - a fluid-repellent surgical mask, disposable gloves, face visor, apron. Available with the first aid kit.</p> <p>Consider how to provide first aid treatment – follow NFU Briefing – First Aid during COVID-19 Pandemic – taken from Government guidance for first responders.</p>	Medium/Low
20	Working remotely from home - Musculoskeletal disorders and eye fatigue as a result	Employees	Follow HSE guidance on display screen equipment.	Medium	<p>Refreshed DSE and Posture reminder guidance on Intranet.</p> <p>For those staff who are working at home on a long-term basis, any risks must be controlled. This</p>	Low

	of using DSE at home for a long period of time		<p>Staff are able to contact the IT Support team regarding any problems with their IT equipment for working at home.</p> <p>For all staff working at home using display screen equipment (DSE) information is available on the intranet and iHASCO e-learning training is available on how to protect themselves, e.g. take regular breaks, stretching exercises, set the equipment up properly.</p> <p>Staff to follow NFU Hybrid Working Guidelines.</p> <p>Facilitate disabled workers and new and expectant mothers can do their work from home (responsibility to prevent discrimination at work).</p> <p>Self assessments for DSE to be carried out by all staff, guidance available on Intranet and from the Health and Safety Manager.</p>		<p>includes the staff completing DSE self-assessments at home, consulting their line manager and the Health and Safety Manager as necessary.</p> <p>There are some simple steps people can take to reduce the risks from display screen work:</p> <ul style="list-style-type: none"> • breaking up long spells of DSE work with rest breaks (at least 5 minutes every hour) or changes in activity • avoiding awkward, static postures by regularly changing position • getting up and moving or doing stretching exercises • avoiding eye fatigue by changing focus or blinking from time to time <p>The Chartered Institute of Ergonomics and Human Factors has published infographics (PDF) - Portable Document Format to help people working at home.</p>	
21	Mental health and wellbeing affected through isolation or anxiety about coronavirus	Employees	<p>Health and Wellbeing Hub on the Intranet provides staff with information help and assistance.</p> <p>Follow HSE guidance on stress and mental health look after people's mental health</p> <p>Have regular keep in touch meetings/calls with staff working at home to talk about any work issues.</p> <p>Talk openly with staff about what to do to raise concerns or who to go to so they can talk things through.</p> <p>Staff are able to access the Employee Assistance Programme (details on the Intranet) for help with supportive strategies.</p>	Medium	<p>Consider an occupational health referral if personal stress and anxiety issues are identified.</p> <p>Discuss the issue of fatigue with staff and make sure they take regular breaks, are encouraged to take leave, set working hours to ensure they are not working long hours.</p> <p>Training/guidance for line managers on supporting their staff on mental health and wellbeing.</p> <p>A CIPD guide is available outlining considerations and provides advice for employers and managers during COVID-19 on mental health support for employees.</p> <p>CIPD have a disability discrimination topic page</p> <p>Questionnaire on mental health for staff.</p>	Medium/Low

			<p>Staff involved in completing risk assessments, so they can help identify potential problems and identify solutions Staff updated on what is happening so they feel involved and reassured.</p> <p>Staff may wish to work through a Wellness Action Plan with their line manager – staff should not be forced to go to the office.</p>		<p>Mental health and wellbeing material available to staff – ‘Mind’ how to be mentally healthy at work.</p>	
Further Controls Required or In Place?						
All hazards		<p>Review fire risk assessments for buildings. Keep insurers informed of workplace changes. Teams to carry out risk assessments for tasks and activities undertaken by their staff, consulting the Health and Safety Manager. Additional assessments should be completed if any hazards are not covered by this assessment.</p>				
Name of Assessor			Vicky Jones Health and Safety Manager	Signature	<i>Vicky Jones</i>	