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Revision History

Ver	Date Submitted	Authored / Revised By	Document Owner	Description of Changes
1	25.03.2020	D Trembath	D. Trembath	Pandemic response
2	27.05.2020	D. Trembath	D. Trembath	Updated

NOTE 1: The actual released date of the document resides within the documentation management system.
NOTE 2: Only the last 5 versions are required to be shown above.



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1 Introduction

This risk assessment details how we aim to protect our employees and contractors working within the office environment and anybody they might come into contact with from the Coronavirus (COVID-19). We have completed a risk assessment and managed the risk of Coronavirus. This includes taking measures to work at home where possible, maintaining social distancing, cleaning and hygiene.

2. How The Risk Assessment Completed?

To identify the hazards we:

- Examined switch based tasks, to identify where hazards can occur,
- Talked to members of staff to learn from their knowledge and experience, and listened to their concerns and opinions about health and safety issues

3 Generic Covid19 Controls Measures

All employees are reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Sanitiser and wipes will be made available throughout the workplace.

To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice - <https://www.gov.uk/coronavirus>.

4 Specific Covid19 Control Measures for Office Based Activities

All aspects of office based operations were examined to deem what was essential and what could be postponed to when the Pandemic restrictions were lifted.

Office Based Work – Only essential/business critical work that cannot be done from home

Project Work – Only essential/business critical work

Faults – Deemed essential


Testing and Comms Rooms - Only essential/business critical work

Electrical Inspections – Suspended

Catering & Kitchens – Limited service and restricted access

Facilities Management - Only essential/business critical work

Stores - Only essential/business critical work

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5 Office and Building Preparedness

All workplaces are to be set up to meet the new COVID-19 secure guidelines.

These will keep employees as safe as possible, whilst allowing as many of them to resume working from their normal place of work.

All offices have been assessed to ensure employees can maintain a two-metre distance from others, and provide the necessary sanitisation and PPE.

To help the business meet these requirements Motorola Solutions have contracted Sitemark to aid in auditing of the premises.

Sitemark provide a COVID-19 Workplace Hygiene Programme, which has been developed to aid businesses to manage the short and long term cleaning requirements following the Coronavirus pandemic. Unlike traditional cleaning specifications, which focus almost entirely on visual standards of cleanliness, this programme helps identify and control those areas where additional hygiene standards are required. This will help minimise the risk of workplace contamination as buildings gradually become reoccupied to enable building users to remain safe and healthy.

Cleaning of buildings has increased and sanitisation stations and PPE provided.

6 Risk Assessment

Hazard Description	Risk	Controls	L	S	Risk
Driving to site	Not adhering to social distancing. Contamination from refilling fuel Contamination from person with Covid19	Sole occupancy of vehicle. If using public transport adhere to 2m guidance and wear PPE. Provision of Hand wipes, Sanitiser, Gloves and Facemasks	1	4	4
Office Working	Not adhering to social distancing. Contamination from person with Covid19	Sitemark have assessed office sites. Vulnerable employees or employees with vulnerable relatives in their household to self-isolate and work from home.	1	4	4

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		<p>Only employees that cannot work from home should come to the office.</p> <p>High frequency touch points identified and labelled. Sanitiser stations installed close to touch points.</p> <p>Office areas assessed to ensure 2m rule adhered to between workstations.</p> <p>Meeting rooms assessed to ensure 2m rule adhered.</p> <p>Walkways established where necessary</p> <p>Washing and toilet facilities signed to instigate 2m rule.</p> <p>Lifts restricted to one person</p> <p>Masks provided to employees</p> <p>Photocopying and printers set up with cleaning stations</p> <p>Site guidance presentation made available.</p> <p>Strict hygiene and site cleaning regime established.</p>			
Catering and Kitchens	<p>Not adhering to social distancing.</p> <p>Contamination from person with Covid19</p>	<p>Limited menu being operated at the Rugby restaurant.</p> <p>All office kitchens have had tables and chairs removed to enforce the 2m guidance. Meals to be eaten at desk or externally from the building.</p>	1	4	4



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		<p>Kitchens assessed and signed to enforce 2m guidance.</p> <p>High frequency touch points identified and labelled. Sanitiser stations installed close to touch points.</p> <p>Strict hygiene and site cleaning regime established.</p> <p>Masks Wipes and Gloves provided</p>			
Installation and decommissioning of racks and equipment.	<p>Not adhering to social distancing.</p> <p>Contamination from person with Covid19</p>	<p>Installation of new equipment should be done where possible individually but might require two people in some scenarios for manual handling purposes. If it is not possible to observe social distancing masks and PPE to be worn.</p> <p>High frequency touch points identified and labelled. Sanitiser stations installed close to touch points.</p> <p>Strict hygiene and site cleaning regime established.</p> <p>Masks Wipes and Gloves provided</p>	2	4	8
Comms and Equipment Room Working (including RF chambers)	<p>Not adhering to social distancing.</p> <p>Contamination from person with Covid19</p>	<p>Work restricted to business critical.</p> <p>Where social distancing can't always be observed the wearing of PPE is mandatory</p> <p>High frequency touch points identified and labelled. Sanitiser stations installed close to touch points.</p>	2	4	8



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		<p>Strict hygiene and site cleaning regime established.</p> <p>Masks Wipes and Gloves provided</p>			
Faults	<p>Not adhering to social distancing.</p> <p>Contamination from person with Covid19</p>	<p>Lone working for fault analysis where possible. Safe system of work for lone working is in place.</p> <p>Where social distancing can't always be observed the wearing of PPE is mandatory</p> <p>Provision of Hand wipes, Sanitiser, Gloves and Facemasks.</p> <p>Adhere to site rules for hygiene and PPE</p> <p>Observe social distancing guidance at all times</p> <p>Sanitiser Points installed</p> <p>Wipe down equipment</p>	1	4	4
Project Working	<p>Not adhering to social distancing.</p> <p>Contractors working within the premises</p> <p>Contamination from person with Covid19</p>	<p>Work restricted to business critical.</p> <p>Where social distancing can't always be observed the wearing of PPE is mandatory</p> <p>High frequency touch points identified and labelled. Sanitiser stations installed close to touch points.</p> <p>Strict hygiene and site cleaning regime established.</p> <p>Masks Wipes and Gloves provided</p> <p>All contractors to submit their COVID19 Risk assessment and</p>	2	4	8



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		<p>must adhere to Motorola Solutions site rules for hygiene and PPE.</p> <p>All projects must adhere to social distancing guidance and keep a record of how many people need to attend a site at any one time.</p> <p>Where social distancing can't always be observed the wearing of PPE is mandatory</p>			
Facilities Management	<p>Not adhering to social distancing.</p> <p>Contractors working within the premises</p> <p>Contamination from person with Covid19</p>	<p>Most of the time by lone working; if task cannot be done alone then it can be postponed.</p> <p>Adhere to site rules for hygiene and PPE</p> <p>Observe social distancing guidance at all times</p> <p>Wipe down equipment</p> <p>Manage Facilities Contractors on site</p>	1	4	4
Electrical Testing	<p>Not adhering to social distancing.</p> <p>Contamination from person with Covid19</p>	<p>Fixed wiring testing of switch postponed</p> <p>PAT postponed</p>	1	4	4
Stores	<p>Not adhering to social distancing.</p> <p>Contaminated equipment returned</p>	<p>Only business critical operations</p> <p>All returned equipment to be cleaned with rubbing alcohol and wipes.</p> <p>Where social distancing can't always be observed the wearing of PPE is mandatory</p>	2	4	8

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		<p>High frequency touch points identified and labelled. Sanitiser stations installed close to touch points.</p> <p>Strict hygiene and site cleaning regime established.</p> <p>Masks Wipes and Gloves provided</p>			
Mental Health Issues	Isolation Anxiety Stress Grief	<p>Regular communication of mental health information and open door policy for those who need additional support.</p> <p>Mental health support made available and Mental Health First aiders appointed within the business.</p>	1	3	3

6 Emergency Process

Action in the case of suspected symptom(s)

Employees or contractors working within the switch who experience a new continuous cough or high temperature will be asked to withdraw from work and advised to go home and follow the published Government staying at home guidance.


(Employees will notify their line manager for the reason and their subsequent actions)

(Contractors that are or have worked at a Motorola Switch must report to their employer who subsequently must inform Motorola Solutions of the possible infection)

Any employee who has had close contact with a person will wash their hands thoroughly. If any follow up actions are required, this will be taken in accordance with advice from health agencies.

Any person who has become unwell should follow current government guidance.

Any case of suspected symptoms in a candidate will be reported immediately to senior management.

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PPE

Masks, Sanitiser, wipes and gloves are available within all offices

Hygiene

All employees are reminded to maintain personal hygiene standards by washing hands or using sanitiser where soap and water is not available.

Cleaning regimes within all premises have been increased to ensure high frequency touch points are cleaned regularly.

All equipment to be wiped with alcohol based wipes.