

**Introduction**

As the business rebuilds after lockdown and staff/visitors return to Solid Solutions Innovations offices the organisation must ensure their safety by making premises “COVID-19” secure – unsafe workplace premises raise the risks of virus transmission.

Note: Solid Solutions Innovations are part of the Solid Solutions Management Ltd Group both of which are referred to as “Solid Solutions” throughout this document.

**Description**

This risk assessment identifies the hazards, risks and controls activities at all Solid Solutions Offices across the UK and Ireland. The following hazards are included:

1. Personnel working in the offices (Solid Solutions office or customer/prospect office) being exposed to persons(s) infected with or carrying COVID-19 (Coronavirus)
2. Personnel being exposed to surfaces or equipment contaminated with COVID-19 (Coronavirus)
3. Multiple persons being infected with COVID-19 (Coronavirus) after attending a Solid Solutions office

**Resources**

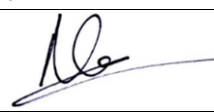
- Pump dispensing hand sanitising gel (refillable bottles, min 70% alcohol) will be situated throughout the offices
- Refill stations (large 5l jerry cans with pump dispensers, min 70% alcohol) will be situated throughout the offices
- Viricidal spray and disposable cloths will be situated throughout the office, kitchen/communal areas and in each meeting room

**Staff and Visitor Communication**

- Signage – Hand Washing, Work Safety Protocol and Safe Use of Masks posters as listed on the [HSE-HPSC](#) website will be situated throughout the offices. A bespoke Solid Solutions branded custom Office Rules poster will accompany the government posters
- Emails – All staff and visitors will be sent a copy of this risk assessment and the office rules before attending a Solid Solutions office
- Website – A copy of this Risk Assessment, our COVID-19 Response Plan and the Office Rules Poster can be found at [www.solidsolutions.ie/COVID-19](http://www.solidsolutions.ie/COVID-19)

**Key References:**

- [gov.ie](http://gov.ie)
- [COVID-19 Travel Advice](#)
- [Health & Safety Authority](#)
- [Health Service Executive](#)
- [Health Protection Surveillance Centre](#)
- [PHECC](#)
- [Department of Foreign Affairs and Trade](#)
- [Solid Solutions](#)

<b>Assessment Team:</b>	Nick Sibly & Sean Belton
<b>Assessment Date:</b>	08 October 2021
<b>Lead Risk Assessor:</b>	Nick Sibly 
<b>Review Date:</b>	See revision table at the end of this document

No	Hazards	Who Might be Harmed and How	Controls Required	Additional Controls
1	<b>Office Working</b> (Onsite at Solid Solutions office or customer/prospect site/office)	<p><b>Who:</b> Employees and visitors (including delivery drivers).</p> <p><b>Harm:</b> Risk of illness, severe illness or fatality connected with the COVID-19 (Coronavirus) pandemic.</p> <p><b>How:</b> Exposure to person(s)</p>	<ul style="list-style-type: none"> <li>Staff should attend work for specific business requirements based on a phased and staggered attendance basis. The schedule of attendance will be communicated by department and office managers.</li> <li>Staff are encouraged to travel to/from work alone. Where this is not possible staff should be accompanied by a maximum of one other passenger, seated in adherence with physical distancing guidance. <ul style="list-style-type: none"> <li><a href="https://www2.hse.ie/conditions/covid19/preventing-the-spread/protect-yourself-and-others/">https://www2.hse.ie/conditions/covid19/preventing-the-spread/protect-yourself-and-others/</a></li> </ul> </li> <li>Staff can attend customer/prospect offices for specific business requirements.</li> <li>Staff needing to travel to the UK should consult the latest guidance as outlined on the Department for Foreign Affairs and Trade. <ul style="list-style-type: none"> <li><a href="https://www.dfa.ie/travel/travel-advice/a-z-list-of-countries/great-britain/">https://www.dfa.ie/travel/travel-advice/a-z-list-of-countries/great-britain/</a></li> </ul> </li> <li>Staff and Prospects/Customers needing to travel to Ireland should consult the latest guidance as outlined on the gov.ie website. <ul style="list-style-type: none"> <li><a href="https://www.gov.ie/en/campaigns/75d92-covid-19-travel-advice/">https://www.gov.ie/en/campaigns/75d92-covid-19-travel-advice/</a></li> </ul> </li> <li>All staff will be required to complete the Work Safely Induction program prior to attending a Solid Solutions or customer/prospect office. The employee must send the completed certification to the Lead Worker Representative (LWR). <ul style="list-style-type: none"> <li><a href="https://www.hsa.ie/RTWS">https://www.hsa.ie/RTWS</a></li> </ul> </li> <li>All staff must also complete the COVID-19 Return to Work Form prior to attending a Solid Solutions or customer/prospect office. <ul style="list-style-type: none"> <li><a href="https://www.hsa.ie/eng/topics/covid-19/return_to_work_safely_templates_checklists_and_posters/return_to_work_form.pdf">https://www.hsa.ie/eng/topics/covid-19/return_to_work_safely_templates_checklists_and_posters/return_to_work_form.pdf</a></li> </ul> </li> </ul>	<p>To help reduce the spread of COVID 19 (Coronavirus) staff and visitors will be reminded of the public health advice:</p> <ul style="list-style-type: none"> <li><a href="https://www.gov.ie/en/campaigns/c36c85-covid-19-coronavirus/">https://www.gov.ie/en/campaigns/c36c85-covid-19-coronavirus/</a></li> <li><a href="https://www2.hse.ie/conditions/covid19/">https://www2.hse.ie/conditions/covid19/</a></li> </ul>

infected with or carrying COVID-19 (Coronavirus)	<ul style="list-style-type: none"> <li>Staff and visitors must not attend a Solid Solutions or customer/prospect office if: <ul style="list-style-type: none"> <li>You have symptoms of Covid19 <ul style="list-style-type: none"> <li><a href="https://www2.hse.ie/conditions/covid19/symptoms/overview/">https://www2.hse.ie/conditions/covid19/symptoms/overview/</a></li> </ul> </li> <li>You have had symptoms of Covid19 within the previous 7 days</li> <li>Anybody in your household has had symptoms of Covid19 within the previous 14 days</li> <li>You have been in close contact with anybody who has had symptoms of Covid19 within the previous 14 days</li> <li>You have been instructed to self-isolate through 'track and trace' or for any other reason</li> <li>You have been instructed to adopt shielding for your personal safety</li> </ul> </li> </ul>	
	<ul style="list-style-type: none"> <li>Staff at higher risk of COVID-19 -are advised to disclose this in section 6 of the COVID-19 Return to Work Form. <ul style="list-style-type: none"> <li><a href="https://www2.hse.ie/conditions/covid19/people-at-higher-risk/overview/">https://www2.hse.ie/conditions/covid19/people-at-higher-risk/overview/</a></li> </ul> </li> </ul>	<p>The LWR and Departmental Managers will discuss on a case-by-case basis the Return-to-Work Protocols with staff members who are deemed to be at higher risk of COVID-19.</p> <p>If necessary, staff at higher risk may continue to work from home here possible.</p>
	<ul style="list-style-type: none"> <li>Staff should follow the "Return to Office" schedule as communicated by their departmental or office manager.</li> </ul>	Office managers should check to ensure the "Return to Office" schedule is being adhered to and will maintain an office attendance register (for all staff and visitors) for a rolling 21 days.
	<ul style="list-style-type: none"> <li>Visitors should only attend by appointment and the Solid Solutions host must inform the Office Manager who is attending and when. <ul style="list-style-type: none"> <li>Contact details, name, email address and phone number (preferably a mobile number) for all visitors should be sent to the office manager.</li> </ul> </li> </ul>	
	<ul style="list-style-type: none"> <li>Staff should inform their line manager if they intend to work from a customer/prospect office.</li> </ul>	
	<ul style="list-style-type: none"> <li>Staff or visitors who develop any symptoms related to COVID-19 whilst in a Solid Solutions Office will be sent home and advised to follow the stay-at-home guidance. <ul style="list-style-type: none"> <li><a href="https://www2.hse.ie/conditions/covid19/symptoms/overview/">https://www2.hse.ie/conditions/covid19/symptoms/overview/</a></li> </ul> </li> </ul>	Refer to <b>Section 3</b> below...
	<ul style="list-style-type: none"> <li>All staff and visitors must wash or sanitise hands immediately upon arrival when leaving a Solid Solutions or customer/prospect office, regularly throughout the day and in particular: <ul style="list-style-type: none"> <li>after coughing and sneezing</li> <li>before and after eating</li> <li>before and after preparing food</li> <li>before and after removing their face covering</li> <li>if in contact with someone who is displaying any COVID-19 symptoms</li> </ul> </li> </ul>	<p>Posters and signs throughout the office will remind staff and visitors to wash their hands for 20 seconds with water and soap.</p> <ul style="list-style-type: none"> <li><a href="https://www2.hse.ie/wellbeing/how-to-wash-your-hands.html">https://www2.hse.ie/wellbeing/how-to-wash-your-hands.html</a></li> <li><a href="https://www.youtube.com/watch?v=lsgLivAD2FE">https://www.youtube.com/watch?v=lsgLivAD2FE</a></li> </ul> <p>Hand sanitising bottles and hand sanitising stations will be available throughout the office.</p>

		<ul style="list-style-type: none"> <li>○ before and after being on public transport</li> <li>○ before and after being in a crowd</li> <li>○ when arriving or leaving the workplace/other sites</li> <li>○ when entering and exiting vehicles</li> <li>○ before having a cigarette or vaping</li> <li>○ when hands are dirty. If visibly dirty, wash hands with soap and water, and</li> <li>○ after toilet use</li> </ul>	
		<ul style="list-style-type: none"> <li>● All staff and visitors must avoid touching face, eyes, nose, or mouth with unclean hands. <ul style="list-style-type: none"> <li>○ <a href="https://www2.hse.ie/conditions/covid19/preventing-the-spread/protect-yourself-and-others/">https://www2.hse.ie/conditions/covid19/preventing-the-spread/protect-yourself-and-others/</a></li> </ul> </li> </ul>	Posters and signs throughout the office will remind staff and visitors 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. Tissues will be made available throughout the workplace. Staff will also be reminded to dispose of tissues in bins/bags provided.
		<ul style="list-style-type: none"> <li>● All staff and visitors must practice social distancing and maintain a separation of at least 2 metres where practicable. <ul style="list-style-type: none"> <li>○ <a href="https://www2.hse.ie/conditions/covid19/preventing-the-spread/protect-yourself-and-others/">https://www2.hse.ie/conditions/covid19/preventing-the-spread/protect-yourself-and-others/</a></li> </ul> </li> </ul>	Staff will be reminded by managers of the importance of social distancing in the workplace.  2m floor markings throughout the office will remind visitors and staff of social distancing.
		<ul style="list-style-type: none"> <li>● All meeting and training rooms will be setup and arranged to ensure a 2m separation between desks.</li> </ul>	
		<ul style="list-style-type: none"> <li>● Staff should use remote meeting tools such as Microsoft Teams, GoToMeeting, Zoom, etc. to avoid in-person meetings. <ul style="list-style-type: none"> <li>○ Where in person meeting cannot be avoided only necessary participants should attend.</li> <li>○ If possible, meetings should be held outside or in well-ventilated rooms whenever possible.</li> </ul> </li> </ul>	Remote meeting tools will be made available to all staff.
		<ul style="list-style-type: none"> <li>● If possible (and weather permitting), all staff and visitors should use a safe area outside for breaks.</li> </ul>	Where possible benches and seating will be made available for staff in a safe outdoor area.
		<ul style="list-style-type: none"> <li>● Where possible and weather permitting all doors and windows should be opened to maintain good ventilation of the working environment.</li> <li>● Fire doors must always remain closed and cannot be used to increase ventilation.</li> </ul>	Staff will be advised to bring a range of clothing so they can be comfortable in work with enhanced ventilation.
		<ul style="list-style-type: none"> <li>● All staff should review the First Aid posters taking notice to the location of the first aid box.</li> </ul>	Staff will be reminded by office managers that any incidents should be reported to the appointed persons including the use of any first aid consumables.
		<ul style="list-style-type: none"> <li>● Staff and visitors should wear a face covering in all communal areas and training classrooms.</li> <li>● Wearing a face covering helps prevent the spread of COVID-19.</li> </ul>	Posters and signs throughout the office will remind staff and visitors to wear a face covering in communal areas.

			<ul style="list-style-type: none"> <li>○ It should fit snugly and cover your nose/chin</li> <li>○ Avoid touching it while wearing</li> <li>○ Not applicable for under 13s or those who have difficulty wearing them</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="https://www.gov.ie/en/publication/aac74c-guidance-on-safe-use-of-face-coverings/">https://www.gov.ie/en/publication/aac74c-guidance-on-safe-use-of-face-coverings/</a></li> <li>• <a href="https://www.hsa.ie/eng/topics/covid-19_coronavirus_information_and_resources/covid-19_business_supports/business_supports/hse-hpsc_posters_and_videos/">https://www.hsa.ie/eng/topics/covid-19_coronavirus_information_and_resources/covid-19_business_supports/business_supports/hse-hpsc_posters_and_videos/</a></li> <li>• <a href="https://www.youtube.com/watch?v=T6ZqdplfSqw">https://www.youtube.com/watch?v=T6ZqdplfSqw</a></li> </ul>
2a	<b>Contaminated Surfaces:</b>  Office/Meeting Areas	<b>Who:</b> Employees , visitors (including delivery drivers).	<ul style="list-style-type: none"> <li>• Enhanced cleaning will take place throughout communal and office areas.</li> </ul>	Office managers will liaise with local cleaning teams, service providers and landlords to ensure that enhanced cleaning is taking place in office/meeting areas.
		<b>Harm:</b> Risk of illness, severe illness or fatality connected with the COVID- 19 (Coronavirus) pandemic.	<ul style="list-style-type: none"> <li>• Wash or sanitise hands after touching any handles, switches, cupboards, cabinets, etc.</li> </ul>	Posters throughout the office will remind staff of the importance of sanitising their own desk areas.
		<b>How:</b> Exposure to person(s) infected with or carrying	<ul style="list-style-type: none"> <li>• Clear Desk Policy – All desk areas should be kept clear of items that are not used on a day-to-day basis, e.g. paper, notepads, pens, folders, books, personal effects, etc.</li> </ul>	Posters and signs throughout the offices will remind staff and visitors to wash their hands for 20 seconds with water and soap.
			<ul style="list-style-type: none"> <li>• Minimise Hot Desking - Items and equipment, such as desks, chairs, pens, keyboards, mice, etc., should not be shared between people as far as reasonably practicable.</li> </ul>	Personal hand sanitising bottles and hand sanitising stations will be available throughout the office.
			<ul style="list-style-type: none"> <li>• Meeting rooms will have restricted capacity to enable 2m distancing.</li> </ul>	LWR and Office Managers will check to ensure this is adhered to.
			<ul style="list-style-type: none"> <li>• All equipment and desk areas should be cleaned with viricidal spray at the start and end of each day.</li> </ul>	Posters throughout the office will remind staff to clear their desks daily.
				<p>Sufficient equipment, desks, chairs, etc. will be made available to staff and visitors to mitigate this risk.</p> <p>Staff may request further equipment from HR or Operations.</p> <p>Signs will be added to meeting room doors to remind staff of meeting room capacities.</p> <p>The number of chairs in each meeting room will match the revised meeting room capacity.</p> <p>Posters throughout the office will remind staff of the importance of sanitising their own desk areas.</p>

		COVID-19 (Coronavirus)	<ul style="list-style-type: none"> <li>Shared resources, items, and equipment (printers, photocopiers, franking machine, box files, keys, etc.) must be cleaned with viricidal spray after each use. Note: If the items cannot be cleaned, hands should be washed or sanitised before using.</li> </ul>	Posters throughout the office will remind staff of the importance of sanitising shared resources.
			<ul style="list-style-type: none"> <li>All training equipment, desks and chairs should be cleaned with viricidal spray at the start and end of each day by the designated course trainer.</li> </ul>	Trainers will be reminded by managers the importance of sanitising all training equipment at the start and end of each day.
			<ul style="list-style-type: none"> <li>All meeting room equipment, desks and chairs should be cleaned with viricidal spray at the start and end of each meeting by the meeting organiser.</li> </ul>	Meeting organisers will be reminded by managers of their obligation to sanitise the meeting room and equipment at the start and end of each meeting.
2b	<b>Contaminated Surfaces:</b>  Kitchen/Communal Areas	<b>Who:</b> Employees, visitors (including delivery drivers).  <b>Harm:</b> Risk of illness, severe illness or fatality connected with the COVID-19 (Coronavirus) pandemic.  <b>How:</b> Exposure to person(s) infected with or	<ul style="list-style-type: none"> <li>Enhanced cleaning will take place throughout communal areas, office areas and high touch points such as:               <ul style="list-style-type: none"> <li>tabletops and desks</li> <li>work equipment</li> <li>door handles, handrails</li> <li>light switches</li> <li>toilets and toilet doors, taps</li> <li>remote controls</li> <li>vending machines</li> <li>kettles, coffee machines, toasters, microwave, fridge handles</li> <li>kitchen surfaces and cupboard handles</li> </ul> </li> </ul>	Office managers will liaise with local cleaning teams, service providers and landlords to ensure that enhanced cleaning is taking place in communal areas.  Posters throughout the office will remind staff of the importance of sanitising their own desk areas.
			<ul style="list-style-type: none"> <li>Wash or sanitise hands before and after using the kitchen/communal facilities and equipment e.g. worktops, drawers, cupboards, handles fridge, dishwasher, coffee machine, cold/hot taps, toaster, microwave, etc.</li> </ul>	Posters throughout the office will remind staff and visitors to wash their hands for 20 seconds with water and soap.  Personal hand sanitising bottles and hand sanitising stations will be available throughout the office.
			<ul style="list-style-type: none"> <li>Communal spaces will have restricted capacity where applicable.</li> </ul>	Signage will notify staff how many people can be in each communal area at one time, based on 2m social distancing.
			<ul style="list-style-type: none"> <li>All used cups/glasses/forks/knives/plates/bowls/etc. must be placed in the dishwasher immediately after use.               <ul style="list-style-type: none"> <li>Empty dishwasher once the cleaning cycle is completed – wash or sanitise hands before unloading the dishwasher</li> </ul> </li> <li>Staff and visitors are encouraged to bring in their own food which should only be stored in Solid Solutions staff fridges.               <ul style="list-style-type: none"> <li>Non-perishable food should be stored in staff lockers or drawers</li> </ul> </li> </ul>	Posters throughout the office will remind staff and visitors to use the dishwasher.  Posters throughout the office will remind staff that food should only be stored in Solid Solutions fridges.

		carrying COVID-19 (Coronavirus)	<ul style="list-style-type: none"> <li>Shared tables and chairs must be cleaned with viricidal spray after each use.</li> </ul>	Posters throughout the office will remind staff of the obligation to sanitise shared tables and chairs after use.
3	<b>COVID-19 (Coronavirus) Outbreak</b>	<p><b>Who:</b> Employees , visitors (including delivery drivers).</p> <p><b>Harm:</b> Risk of illness, severe illness or fatality connected with the COVID- 19 (Coronavirus) pandemic.</p> <p><b>How:</b> Exposure to person(s) infected with or carrying COVID-19 (Coronavirus)</p>	<ul style="list-style-type: none"> <li>Staff or visitors who develop any symptoms related to COVID-19 whilst in a Solid Solutions Office will be sent home and advised to follow the stay-at-home guidance. <ul style="list-style-type: none"> <li><a href="https://www2.hse.ie/conditions/covid19/symptoms/overview/">https://www2.hse.ie/conditions/covid19/symptoms/overview/</a></li> </ul> </li> </ul>	<p>Staff and Visitors must immediately inform the LWR, Office Manager and their Line Manager. Visitors must immediately inform their host or course trainer.</p> <p>If fit and well enough to drive, staff and visitors will be immediately asked to leave the premises and make their way to their car. Doors will be propped open to facilitate a “clean and safe exit”.</p> <p>The affected person will be advised to:</p> <ul style="list-style-type: none"> <li>avoid touching other people, surfaces, and objects</li> <li>cover their mouth and nose with the disposable tissue(s) provided when they cough or sneeze, and to put the tissue in the waste bag provided</li> <li>contact their family doctor/GP</li> <li>been advised not to go to a doctor’s surgery or any pharmacy or hospital (unless as directed above by a family doctor or GP)</li> <li>not use public transport</li> <li>continue wearing a face mask until they reach home</li> </ul> <p>If necessary, a designated room will be available for staff and visitors (who develop symptoms at work) to isolate prior to leaving the office.</p> <p>If the affected person feels unable to go home, a member of the team will let them remain in isolation and help them to call their family doctor/GP.</p> <p>All effected work and communal areas will be cleaned immediately with viricidal spray and disposable cloths. All cleaning consumables will be disposed of in sealed plastic bags. Enhanced ventilation will be actioned for at least one hour after the person has left the office.</p> <ul style="list-style-type: none"> <li><a href="https://www.ecdc.europa.eu/en/publications-data/disinfection-environments-covid-19">https://www.ecdc.europa.eu/en/publications-data/disinfection-environments-covid-19</a></li> </ul>

				Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees.
			<ul style="list-style-type: none"> <li>Staff or visitors who test positive after attending a Solid Solutions site (within the previous 21 days) must immediately contact the nominated SPOC or LWR (see below).</li> </ul>	<p>The SPOC and LWR will assess the situation and follow the latest government guidance.</p> <p>Solid Solutions and line managers will offer support to staff who are affected by Coronavirus or has a family member affected.</p>
			<ul style="list-style-type: none"> <li>A rolling 21-day record of all staff and visitors attending a Solid Solutions office will be maintained by Office Managers.</li> </ul>	Office managers should check to ensure the "Return to Office" schedule is being adhered to and will maintain an office attendance register (for all staff and visitors) for a rolling 21 days.
			<ul style="list-style-type: none"> <li>The single point of contact (SPOC) in the event of an outbreak is: <ul style="list-style-type: none"> <li>Name Nick Sibly</li> <li>Position: Operations Director</li> <li>Email: <a href="mailto:nick.sibly@solidsolutions.co.uk">nick.sibly@solidsolutions.co.uk</a></li> <li>Phone: 07852 361435</li> </ul> </li> <li>Lead Worker Representative <ul style="list-style-type: none"> <li>Name Sean Belton</li> <li>Position: Applications Engineer</li> <li>Email: <a href="mailto:sean.belton@solidsolutions.co.uk">sean.belton@solidsolutions.co.uk</a></li> <li>Phone: + 353 1 2974440</li> </ul> </li> </ul>	<p>If there is more than one case of COVID-19 associated with an office the SPOC or LWR will contact the HSE to report the suspected outbreak.</p> <p>The LWR and SPOC will carry out an assessment of the incident to identify any follow-up actions needed?</p>
			<ul style="list-style-type: none"> <li>Any staff who test positive for COVID-19 will be advised to follow the latest government advice with respect to returning to work.</li> </ul>	<p>Solid Solutions and line managers will offer support to staff who are affected by Coronavirus or has a family member affected.</p> <p>LWR and line managers will work proactively to help the employees return to work as per the government guidance.</p> <ul style="list-style-type: none"> <li><a href="https://www.hsa.ie/eng/topics/covid-19_coronavirus_information_and_resources/covid-19_business_supports/business_supports/fitness_for_work_following_covid-19_absence/">https://www.hsa.ie/eng/topics/covid-19_coronavirus_information_and_resources/covid-19_business_supports/business_supports/fitness_for_work_following_covid-19_absence/</a></li> </ul>



Revision Table

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