

Risk Assessment

NOTE: Before completing this risk assessment please see guidance notes towards the end of the document.

Date:	08/06/2020
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Assessors Name:	David Newsham	Reference Number:	RA48	Review Date:	Ongoing (at least weekly or as per government guidance updates)
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Endorsed By:	Ian Drake	Signature:		Position:		Date:	
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Description of assessment	Coronavirus (COVID-19) – working in an office
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Location Details	Office
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Identified Hazards	Who may be affected	Risk Level before control measures S x L = R				Existing control measures	Additional Control measures required	To be actioned by	Completion date	Final Risk level S x L = R			
		S	L	R	RR					S	L	R	RR
COVID-19 General/Self-Isolation	Employees, Contractors, Visitors	5	3	15	H	<ul style="list-style-type: none"> • Employees are to continue working from home if possible • A screening questionnaire to be issued to all employees to assess the risk of each individual. This is to be carried out prior to an employee returning to work • Anyone who meets one of the following criteria must follow the Governments guidance on Self Isolation. <ul style="list-style-type: none"> ○ Has a high temperature or a new persistent cough? ○ Is a vulnerable person (by virtue of their age, underlying health condition, clinical condition or are pregnant)? ○ Is living with someone in self-isolation or a vulnerable person. 	<ul style="list-style-type: none"> • Guidance on self-isolation found via the Government website. 			5	1	5	M

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COVID-19 Somebody showing Symptoms	Employees, Contractors, Visitors	5	3	15	H	<ul style="list-style-type: none"> Return home immediately Avoid touching anything Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow. They must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed. If employees' symptoms persist or deteriorate, they are to seek further advice by phoning the NHS on 111. Do not attend your local GP 	<ul style="list-style-type: none"> All employees to download the new government app (smartphone) to track and trace the virus. Employees to stay at home if requested 			5	1	5	M

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Travelling to and from the office Catching and Spreading Car sharing and the use of public transport	Employees	5	3	15	H	<ul style="list-style-type: none"> Where possible all employees should travel to the office alone using their own transport. If employees have no option but to share transport: <ul style="list-style-type: none"> Journeys should be shared with the same individuals and with the minimum number of people at any one time Good 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 Consider providing more parking spaces or bike racks where necessary so employees do not have to car share. Employees should avoid public transport. Where public transport is the only option for employees - Changing and staggering office opening hours to reduce congestion on the network. Hand cleaning facilities to be provided at all entrances and exits for the office or employees to be told to wash their hands immediately when entering the office. All employees to wash and clean hands for 20 seconds before entering or leaving the Factory / Warehouse work areas. 	<ul style="list-style-type: none"> Emergency procedure to be reviewed and communicated on how someone taken ill would get home or to hospital For operatives having to use public transport, issuing PPE should be considered. This would include hand sanitisers, nitrile gloves and face protection 			5	1	5	M

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Office Access and Egress Catching / Spreading. Congregation of staff	Employees, Contractors, Visitors	5	3	15	H	<ul style="list-style-type: none"> No non-essential visitors are allowed to access the office Keep a record of visitors Start and finish times to be staggered to reduce congestion at access and egress points. All entry systems which require skin contact i.e. keypads should be removed or disabled. Compulsory hand cleaning / hand gels (sanitisers) to be used Implement a one-way system on the stairways to reduce passing Ensure plenty of space is available to ensure employees are keeping 2m social distancing as a minimum.. Monitor office access points to enable social distancing – you may need to change the number of access points, either increase to reduce congestion or decrease to enable monitoring Discourage non-essential trips within the building and any external sites Booking in and out for visitors to be monitored by office staff rather than a signing in procedure Use floor tape or paint to mark out two-metre distances 	<ul style="list-style-type: none"> Consider arrangements for monitoring compliance. Any contractors carrying out essential maintenance to complete a screening questionnaire prior to being allowed on site 			5	1	5	M

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Office Access and Egress - Continued Catching / Spreading. Congregation of staff	Employees, Contractors, Visitors	5	3	15	H	<ul style="list-style-type: none"> Regularly clean common contact surfaces including door handles, wash areas, rest areas etc. Highlight the hygiene and safe distancing measures required through posters/signage throughout the office to raise the awareness to all employees 				5	1	5	M

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Welfare Facilities Catching / Spreading Congregation of staff Sharing of welfare facilities such as toilets or kitchen appliances Poor Personal Hygiene	Employees, Contractors, Visitors	5	3	15	H	Hand Washing <ul style="list-style-type: none"> Allow regular breaks to wash hands Ensure soap and fresh water is readily available and kept topped up at all times Provide hand sanitiser (70% alcohol based if possible) where hand washing facilities are unavailable Regularly clean the hand washing facilities and check soap and sanitiser levels Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal. Toilet Facilities <ul style="list-style-type: none"> Restrict the number of people using toilet facilities at any one time. Use a simple one in one out method with temporary signage on the main door. Where this may not be possible restrict urinal to one person at a time Washing of hands for a minimum of 20 seconds before and after using the facilities. Increase cleaning regime for toilet facilities particularly door handles, locks and toilet flush. Provide more bins for hand towels where necessary. 	<ul style="list-style-type: none"> Consider a documented cleaning regime to ensure the cleaning requirements are being met and maintained 			5	1	5	M

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Welfare Facilities – Continued Catching / Spreading Congregation of staff Sharing of welfare facilities such as toilets or kitchen appliances Poor Personal Hygiene	Employees, Contractors, Visitors	5	3	15	H	Canteens and Eating Arrangements <ul style="list-style-type: none"> Individuals are responsible for cleaning any canteen equipment, kettles, microwaves etc, after they have used them Use of local shops is to be discouraged. Dedicated eating areas should be identified on site to reduce food waste and contamination The capacity of the rest areas should be clearly identified at the entry to each facility Break times should be staggered to reduce congestion and contact at all times Hand cleaning facilities or hand sanitiser should be available at the entrance of any room where people eat and should be used by workers when entering and leaving the area. Operatives should be asked to bring pre-prepared food and refillable drinking bottles Change seating, tables and layouts so staff sit further apart and reduce face-to-face interaction All self-generated waste to be disposed of by individuals 				5	1	5	M

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Welfare Facilities - Continued Catching / Spreading Congregation of staff Sharing of welfare facilities such as toilets or kitchen appliances Poor Personal Hygiene	Employees, Contractors, Visitors	5	3	15	H	<ul style="list-style-type: none"> All rubbish should be put straight in the bin and not left for someone else to clear up All areas used for eating must be thoroughly cleaned daily, including chairs, tables, door handles, water dispensers, etc <p>Note that the Welfare Regulations must still be adhered to in regard to providing clean fresh water and means to heat food and drink.</p>				5	1	5	M

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Office Working Maintaining 2m Social Distancing Catching / Spreading	Employees, Contractors, Visitors	5	3	15	H	<ul style="list-style-type: none"> ○ Where employees can distance themselves by 2 meters or more: ○ Plan work to minimise interaction between employees. Minimise face to face contact. Non-essential trips around the office are to cease where possible. ○ Separate desks and chairs to social distancing 2m rule. ○ Where open plan offices are in operation look to avoid employees sitting opposite each other. ○ Use screens to create physical barriers between people if necessary ○ Avoid use of "hot desking" or sharing equipment such as stationary or phones or other office equipment ○ Use remote working tools (Skype, Zoom Etc) to hold meetings. ● Encourage employees to wash and clean hands for 20 seconds more often during their working day ● Remove waste at the end of the working day or as required 	<ul style="list-style-type: none"> ● Additional hand sanitisers should be made available within these areas 			5	1	5	M

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Team / Shift Meetings Catching and Spreading	Employees Others attending meetings	5	3	15	H	<ul style="list-style-type: none"> Avoid cross team meetings. If necessary, keep attendees to a minimum Use remote working tools to avoid in-person meetings Only absolutely necessary meeting participants should attend Attendees should be two metres apart from each other Avoid transmission during meetings, for example by not sharing pens and other objects Provide hand sanitation (70% alcohol based if possible) in meeting rooms 				5	1	5	M

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First Aid Provisions Applying First Aid Catching / Spreading	Employees, Contractors, Visitors	5	3	15	H	<ul style="list-style-type: none"> Provide additional PPE for all first aiders, this should include face mask, eye protection, latex gloves and apron. Gloves aprons and masks should be disposed of after use and eye protection cleaned. First aiders must make sure that they wash their hands or use an alcohol gel, before and after treating a casualty also ensure that they don't cough or sneeze over a casualty when you are treating them. CPR - cardiopulmonary resuscitation <ul style="list-style-type: none"> If an adult is unresponsive and not breathing normally, call 999 or 112 for emergency help and start CPR straight away Do not perform rescue breaths on the casualty when performing CPR! Before you start CPR, use a towel or piece of clothing and lay it over the mouth and nose of the casualty 	<ul style="list-style-type: none"> Emergency plans including contact details should be kept up to date Consideration to be given to ensure suitable first aid cover is available when reducing the workforce in the office. A dedicated risk assessment maybe necessary 			5	1	5	M

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Cleaning Catching / Spreading	Employees	5	3	15	H	<ul style="list-style-type: none"> Enhanced cleaning procedures should be in place across the office, particularly in communal areas and at touch points including: <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 and hoist controls Food preparation and eating surfaces Telephone equipment Keyboards, photocopiers, and other office equipment All employees are responsible for cleaning their workstation at the end of their shift Rubbish bins to be emptied at the end of the day or as and when necessary Office staff should remove their mouse and keyboard from the computer and store them in their locker at the end of their shift. 	<ul style="list-style-type: none"> Reduce hot desking if possible, enforce clean desk policy 			5	1	5	M

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COVID-19 Lack of awareness	Employees, Contractors, Visitors	5	3	15	H	<ul style="list-style-type: none"> The latest government information posters will be displayed in the welfare areas and in suitable places around site. Regular bulletins will be issued and where possible and safe to do so at an acceptable distance, toolbox talks and safety briefings will be carried out, warning employees of the risks posed by the virus as well as the control measures outlined in this assessment and from government guidance. This will include informing personnel of the known symptoms and making them aware of new Government advice as and when updated. We will continually adopt and review new government / WHO guidance as and when it is available. 				5	1	5	M

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Clinically Vulnerable Groups 'Increased Risk' Employees	Employees	5	4	20	VH	<ul style="list-style-type: none"> Medical questionnaires are issued upon employment. Employees known to be at an increased risk of severe illness from coronavirus (COVID-19) to be particularly stringent in following social distancing measures. For employees with an underlying health condition, the government "strongly advises" that you work from home where possible. If your job isn't suitable for home working the employer will consider offering you furloughed, temporarily re-deployed to a role that would allow home working for the duration of this crisis, or undertake a risk assessment to identify any additional steps that need to take, such as re-allocating some duties or providing additional personal protective equipment. 	<ul style="list-style-type: none"> Reissue medical questionnaires to all employees and review. 			5	1	5	M

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<p>“at-risk” employees</p> <p>Specific medical conditions that place someone at greatest risk of severe illness from COVID-19</p>	Employees	5	4	20	VH	<ul style="list-style-type: none"> There are some clinical conditions which put people at even higher risk of severe illness from COVID-19, These people may have received letters from the NHS to state that they must self-isolate for 12 weeks. People falling into this group are those who may be at particular risk due to complex health problems such as Employees must speak to their GP or care team if they have not been contacted and think they should have been. 	<ul style="list-style-type: none"> Reissue medical questionnaires to all employees and review. 			5	1	5	M

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Fire and Emergency Evacuation Procedure Covid-19	Employees Contractors Visitors	4	2	8	M	<ul style="list-style-type: none"> Primary Fire evacuation routes posted in each area of the building Fire alarm system in place Fire drills conducted on a bi-annual basis Weekly fire alarm test Identified Assembly point 	<ul style="list-style-type: none"> During an evacuation social distancing rules and one-way stair access rules are suspended At Assembly point all persons to stand side by side in two rows, back to back to avoid face-to-face contact as much as possible 			4	1	4	L

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Guidance Notes

SEVERITY	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
	LIKELIHOOD					

LIKELIHOOD	
5	Almost Certain – Very High Risk
4	Probable – High Risk
3	50/50 – Medium Risk
2	Improbable – Low Risk
1	Almost impossible – Low Risk

SEVERITY	
5	Fatality – Very High Risk
4	Severe incapacity – High Risk
3	Absent 3 weeks – Medium Risk
2	Absent less than 1 day – Low Risk
1	Insignificant – Low Risk

1–4 LOW	5–9 MEDIUM	10–15 HIGH	16–25 VERY HIGH
Continue with existing control, however monitor for changes. Implement any additional control measures required, within the timescales given in the risk assessment.	Requires attention to reduce the rating as well as regular ongoing monitoring. Implement any additional control measures required, within the timescales given in the risk assessment.	Requires immediate attention to bring the risk down to an acceptable level. Implement the control measures required, within the timescales given in the risk assessment and continue to review working practices to reduce the probability of an accident to the lowest possible level.	Stop immediately – the risk is too high. Take immediate action to reduce the risk to the lowest level possible.

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Additional comments:

1. This risk assessment needs to be discussed with employees to ensure that they are fully aware of all control measures
2. Employees are to sign an acknowledgement sheet for their understanding of this risk assessment
3. The risk assessment is to be reviewed on an ongoing basis as per government guidance
4. This risk assessment must be approved by the nominated person for health and safety before being issued as a live document

Assessor 1 name:		Signature:		Date:	
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Assessor 2 name:		Signature:		Date:	
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