

# Risk Assessment

Activity:	<b>Protecting Office Staff Against COVID-10</b>
RA Number:	<b>DW111 – OF04 Version 3</b>
Site RA No.:	<b>DW111 – OF04</b>

Assessment Date:	19.05.2020
Assessor:	SHEQ Manager
Review date:	<b>19.10.2020; 06.01.2021</b>
Reviewed By:	<b>SHEQ Manager</b>

PPE: <input type="checkbox"/> Head protection <input type="checkbox"/> High viz clothing <input type="checkbox"/> Safety Boots <input checked="" type="checkbox"/> Other: <input type="checkbox"/> Gloves <input type="checkbox"/> Eye Protection <input type="checkbox"/> Hearing Protection    Face covering as appropriate <input type="checkbox"/> Respiratory protection <input type="checkbox"/> Harness & Lanyard <input type="checkbox"/> Coveralls	Those at Risk: <input checked="" type="checkbox"/> Employee <input checked="" type="checkbox"/> Members of Public <input type="checkbox"/> Others:
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Covid-19 Risk Matrix		Likelihood				
		Certain 5	Very Likely 4	Likely 3	May Happen 2	Unlikely 1
Hazard Severity	5 Fatality or multiple fatality	25	20	15	10	5
	4 Specified illness	20	16	12	8	4
	3 Serious (illness)	15	12	9	6	3
	2 Minor illness / infection	10	8	6	4	2
	1 No Infection	5	4	3	2	1

<b>1-5</b>	Action is required to reduce the risk, although low priority. Time, effort and cost expended should be proportional to the risk.
<b>6-10</b>	Action required soon to control the risks. Interim measures may be required in the short term.
<b>11+</b>	Action required urgently to control the risk. Additional resources may be required to action quickly.

Activity	Hazard	Risk Assess (No Controls)			Control Measures	Risk Assess (Controlled)			Person Responsible <i>(Nominate person who will action control)</i>	Control Frequency Check Rate
		S	L	R		S	L	R		
Communication and Record Keeping	No active management of COVID-19 requirements Office unable to open or shut down by HSE	4	4	16	COVID-19 restrictions communicated to office personnel prior to visiting office. Receptionist monitors controls for effectiveness. Finance Director to maintain regular contact with Senior Management.	4	1	4	Finance Director SHEQ Manager Receptionist	Prior to anyone returning to office
Self Isolation	Spreading the COVID-19 virus	4	4	16	Working in the office is voluntary, until further notice, but employees are encouraged to continue to work from home. TBT communicated to office staff regarding isolation and testing protocols. On arrival to office, health assessment undertaken and documented as part of sign-in process.	4	1	4	Line Managers Receptionist	Prior to anyone returning to the office



**THINK SAFETY – WORK SAFELY**

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		S	L	R		S	L	R		
					Receptionist has the authority to refuse entry to anyone she feels may not be fit for entry.					
Procedure if someone falls ill	Spreading the Covid-19 virus	4	4	16	<p>If an office worker develops symptoms of COVID-19 they should:</p> <ul style="list-style-type: none"> <li>▪ Return home immediately</li> <li>▪ Avoid touching anything</li> <li>▪ 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.</li> </ul> <p>They must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed.</p> <p>The office will be emptied, left empty for 72 hours and a deep clean organised.</p>	4	1	4	All	Daily
Travelling to and from the office	<p>Travelling with an infected colleague</p> <p>Transporting infection to the office</p> <p>Spreading the COVID-19 virus</p>	4	4	16	<p>Where possible avoid public transport and travel alone using your own transport.</p> <p>Co-habiting of vehicles is only allowed if personnel are from the same residential household or where face coverings are utilised and air conditioning systems are turned off.</p>	4	2	8	All	Daily
Travelling to and from the office in the event of an Emergency	<p>Travelling with an infected colleague</p> <p>Spreading the COVID-19 virus</p>	4	4	16	<p>In the event of an emergency, a second person may travel in a vehicle. Where this is required the following must be taken:</p> <ul style="list-style-type: none"> <li>▪ Wash your hands thoroughly prior to getting into the vehicle</li> <li>▪ Where possible keep to your own seat</li> <li>▪ Wear a fluid resistant surgical face mask where you are car sharing with someone who is not from your household and where you cannot comply with the 2m separation rule.</li> <li>▪ Don't use the air conditioning. Keep windows open in the vehicle to let in fresh air.</li> </ul>	4	2	8	Highest ranking member of staff in the office at the time to manage the situation	When required
Travelling to and from the office or clients office Staying in hotels	<p>Travelling with an infected colleague</p> <p>Spreading the COVID-19 virus</p>	4	4	16	<p>Travel to client's facilities must be pre-planned and approved by them, but should be avoided where possible.</p> <p>When this cannot be eliminated then travel should be undertaken in single occupancy vehicles.</p> <p>Staying in hotels should be avoided where possible, however, hotel controls should be adhered to at all times.</p>	4	2	8	As relevant	As Required
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		S	L	R		S	L	R		
Site Access Points	Spreading the COVID-19 virus  Breaking 2m Social Distancing Zone	4	4	16	Any non-essential visitors will not be permitted to enter the office. One way system implemented in Reception area and must be adhered to at all times. QR Code erected at entrance and should be scanned by all visitors. Some employees have been highlighted as unable to return to work in the office due to the location of their desk. Receptionist's workstation protected through use of vanity boards. Receptionist to monitor visitors to ensure they sanitise their hands on entry to the building. Sanitisers provide on desks. Receptionist to undertake health assessment of all visitors as part of signing-in process and turned away if not deemed fit for work. Receptionist to complete signing-in documentation. Internal doors propped open and cleaning regime implemented. Place markers at 2m intervals on entry to the front door in the event of a queue to enter. <i>Face covering must be worn to enter the building and must remain in place until person is seated. Covering can be removed if social distance is maintained.</i>	4	2	8	All Receptionist	Daily
Hand Washing	Spreading the COVID-19 virus  Breaking 2m social distancing zone	4	2	8	Wipes and disinfectant sprays available in common areas of the office and on desks – hands to be sanitised prior to leaving desks and immediately on return. Secure printing removed from network printers to minimise touch points. Regularly clean common contact surfaces around the office. Minimise the use of desk 'phones by using mobile devices – mobile devices not to be shared. Hand washing facilities regularly cleaned and checked for soap and sanitiser levels. Rubbish bins provided for hand towels with regular removal and disposal. Paper hand towels provided instead of hand dryers. Suitable and sufficient storage of cleaning products available.	4	1	4	All	Daily
Toilet Facilities	Spreading the COVID-19 virus	4	2	8	Toilet to be used by one person at a time. Signage erected at door entrance to indicate vacant or occupied. No queuing is allowed. Sanitise hand before heading to the toilet and wash hands before and after use. Sanitise hands upon returning to your desk.	4	1	4	All	Daily



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	Breaking 2m social distancing zone				Enhance cleaning regimes for toilet facilities particularly door handles, locks and the toilet flush. Rubbish bins provided for hand towels with regular removal and disposal. <i>Face covering must be worn on entry and exit from toilet facilities and maintained until returning to workstation if social distancing is maintained.</i>					
Kitchen / Rest facilities	Spreading the COVID-19 virus  Breaking 2m social distancing zone	4	4	16	Only one person permitted into the kitchen at any one time. No queuing is allowed. Sanitise hands before heading to the facility. Clean facilities prior and after use and sanitise hands again on returning to your desk. Signage erected on door to indicate one person capacity at any one time. Hand sanitiser available at the kitchen door. The use of the cooker, microwave and toaster are prohibited until further notice. Personnel are encouraged to bring a packed lunch which does not require food preparation areas/equipment. All rubbish to be put straight in the bin and not left for someone else to clear up. Crockery, eating utensils, cups etc. should not be used unless they are disposable or are washed, dried and put away after use, i.e. DO NOT SHARE. <i>Face covering must be worn while using the kitchen facilities and maintained until returning to workstation if social distancing is maintained.</i> The external picnic area can be used while maintaining 2m social distancing requirements.	4	2	8	All	Daily
Cleaning	Spreading the COVID-19 virus  Breaking 2m social distancing zone  No provisions available / Closure of Site	4	4	16	Enhanced cleaning procedures implemented through an external resource, particularly in communal areas and at touch points including: <ul style="list-style-type: none"> <li>▪ Taps and washing facilities</li> <li>▪ Toilet flush and seats</li> <li>▪ Door handles and push plates</li> <li>▪ Handrails on staircases and corridors</li> <li>▪ Machinery controls</li> <li>▪ Food preparation areas</li> <li>▪ Telephone equipment, keyboards, photocopiers and other office equipment</li> </ul> Daily internal rubbish collection.	4	2	8	MD Receptionist Purchasing	Daily



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				16	Receptionist to monitor the use of supplies and ensure orders are placed with the Purchasing Teams in plenty of time to replenish stocks. Supplies to be securely locked away. (Stealing these will be a disciplinary offence). Welfare areas to be closely monitored to ensure replenishment of facilities and prevent theft of supplies. Face covering must be worn while cleaning regimes undertaken.			8		
Work Planning to Avoiding Close Working	Spreading the COVID-19 virus  Breaking 2m social distancing zone	4	4	16	All persons are to maintain the 2m distance ruling when working, taking rest breaks and using welfare. Stairs should be used in preference to the lift. Where this cannot be achieved on person at a time can use the lift. Regular touchpoints including handles, doors, buttons are to be cleaned. Do not share any equipment, e.g. scissors, staplers, pens etc.	4	2	8	All	Daily
Close Working (within 2m)	Spreading the COVID-19 virus  Breaking 2m social distancing zone  Close Working  Skin Contact	4	4	16	Where the social distancing measures (2m) cannot be applied: <ul style="list-style-type: none"> <li>▪ Minimise the frequency and time workers are within 2m of each other.</li> <li>▪ Face coverings should be worn.</li> <li>▪ Minimise the number of workers involved in these tasks.</li> <li>▪ Workers should work side by side, or facing away from each other, rather than face to face</li> <li>▪ Regularly clean common touchpoints, doors, buttons, handles, vehicle cabs, tools, equipment etc.</li> <li>▪ Increase ventilation in enclosed spaces.</li> <li>▪ Workers should wash their hands before and after using any equipment.</li> </ul> Keep groups of workers that have to work within 2m: <ul style="list-style-type: none"> <li>▪ Together in teams (e.g. do not change workers within teams).</li> <li>▪ As small as possible.</li> <li>▪ Away from other workers where possible.</li> <li>▪ Where it is not possible to maintain a 2m distance, each activity should be risk assessed using the hierarchy of controls and against any sector-specific guidance, mindful that PPE and RPE are the last resort in the hierarchy.</li> <li>▪ Where skin contact has been made with a colleague, both individuals to wash hands and skin area immediately.</li> </ul>	4	2	8	All	Daily
Use of PPE	Contamination	4	4	16	During cleaning regimes gloves, mask and glasses are advised.	4	2	8	Receptionist	Daily
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		S	L	R		S	L	R		
	Effectiveness				PPE should not be shared. PPE should be disposed of in waste containers following use. Masks should cover both the nose and mouth with the straps placed as appropriate to the mask.				Cleaners	
Meeting	Staff unwittingly bringing the virus to the meeting	4	4	16	All non-essential meetings, training, workshops and events are cancelled until further notice. Meeting attendees to be limited to a reduced number and social distancing maintained. Split the meeting if large numbers attend. Encourage regular handwashing or use of an alcohol rub by all participants at the meeting. <b>Face coverings to be worn where social distance cannot be maintained.</b> Encourage participants to cover their face with the bend of their elbow or a tissue if they cough or sneeze. Use of Teams, Skype or Zoom should be utilised whenever possible. Meetings can be carried out outdoors if weather permits, maintaining social distancing.	4	2	8	All	Daily
Preventing the spread of the virus	New starters / Staff	4	4	16	All personnel to the office provided with information on COVID-19. Office controls emailed to staff prior to arriving and understanding of these controls to be checked as part of the signing in process. Posters displayed that mandate staying home when displaying COVID-19 symptoms. Instruct persons to clean their hands frequently by washing their hands with soap and water for at least 20 seconds or as a last resort using an alcohol-based hand sanitiser that contains at least 60-95% alcohol.	4	2	8	HR All	Daily
Supply Chain	Infected deliveries Reduce labour force Small businesses unable to continue/provide services	4	4	16	Deliveries Drivers are restricted to the reception area of the <b>building and must wear a face covering to enter.</b> Signatures for deliveries are no longer required – Receptionist to log deliveries accepted. Purchasing have information from supply chain of their contingency and how they intend to manage and to operate within COVID-19 guidelines. Where possible, delivery drivers to make contact 30 minutes prior to arrival where delivery instructions will be provided, and health assessment will be undertaken.	4	2	8	Delivery Drivers Receptionist Purchasing	Daily



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		S	L	R		S	L	R		
Office work	High risk and vulnerable persons	5	5	15	Those employees who are vulnerable or at risk continue to work from home until further notice. They are not permitted entry to the office.	4	1	4	Line Managers	As required
Returning from isolation	Spread of virus Isolation requirements not met	5	5	15	Employees who voluntarily self-isolate, or who have been advised to self-isolate must complete a declaration on return to the workplace to check if isolation controls have been met and timescales achieved. Declaration includes a health review. Records retained with occupational health records for 40 years.	4	1	4	All workers Line Managers	As required
<b>Environment:</b>										
General works	Stress put on workers due to uncertain times	3	4	12	Mental health first aiders available within the organisation and communicated to workers. Personnel can choose to continue to work from home. Personnel can choose to talk freely amongst themselves, however, ensure only accurate guidance is discussed provided by the NHS, the Government or the World Health Organisation. Do not spread false rumours. Workers can consult with line managers at any time during working hours. If colleagues are not adhering to control measures these should be addressed through line managers.	3	2	6	All Mental Health First Aiders Line Managers	Daily
Refuelling vehicles	Infection at petrol pumps	3	3	9	Gloves to be worn at all times when using service station petrol pumps. Payment should be made through contactless system or payment cards - no cash should be exchanged. Face coverings should be worn when entering shop facilities and hand sanitised on exit and before re-entering your vehicle.	3	1	3	All	Daily
Coughing or sneezing	Potential spread of virus	3	3	9	Cover your mouth with either a tissue or your sleeve (in your elbow) when coughing or sneezing to contain droplets. If using a tissue dispose of it and sanitise or wash your hands with soap and water immediately. When entering public retail outlets, face coverings must be used.	3	1	3	All	Daily