

Risk Assessment for Reopening the Office During Coronavirus Pandemic

What are the hazards?	Who might be harmed	Controls Required	Additional Controls	Action by who?	Action by when?	Done
Spread of Covid-19 Coronavirus	<ul style="list-style-type: none"> • Staff • Visitors to your premises • Cleaners • Contractors • Drivers • Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions • Anyone else who physically comes in contact with you in relation to your business 	<p><u>Hand Washing</u> Hand washing facilities with soap and water available in the Community Space and disabled toilet on the ground floor for easy access prior to entering the rest of the building.</p> <p>Stringent hand washing taking place.</p> <p>Drying of hands with disposable paper towels.</p> <p>Staff encouraged to protect the skin by applying emollient cream regularly</p> <p>Gel sanitisers available in any area where washing facilities not readily available, i.e. in the entrance hall and 1st floor corridor.</p>	<p>Employees to be 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. Tissues will be made available throughout the workplace.</p> <p>Continual reminders regarding Public Health advice.</p> <p>Posters available for display.</p>	LM	24/9/20	24/9/20
		<p><u>Cleaning</u> Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods. Use of cleaning rota, ticklist and reminders.</p>	Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed.	LM	24/9/20	24/9/20
		<p><u>Social Distancing</u> Social Distancing</p>	Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it.	LM	24/9/20	24/9/20

		<p>-Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency</p> <p>Taking steps to review work schedules including start & finish times/shift patterns, working from home etc. to reduce number of workers on site at any one time. Also relocating workers to other tasks.</p> <p>Redesigning processes to ensure social distancing in place.</p> <p>Conference calls to be used instead of face to face meetings.</p> <p>Ensuring sufficient rest breaks for staff.</p> <p>Maximum numbers of people within meeting rooms and kitchen area. (SMR 1, CR 1, TR 6, CS 4 and CMR 4)</p> <p>Only 8 available desks in the entire office with 4 on each floor, well spaced out.</p>	<p>Management checks to ensure this is adhered to.</p>			
		<p><u>Ventilation</u> A window must be open in each office space to allow for fresh air and good ventilation at all times.</p> <p>Doors to meeting rooms must be open if possible.</p>		LM	24/9/20	24/9/20
		<p><u>PPE</u> Public Health Guidance on the use of PPE to protect against COVID-19 states that people must wear masks while in community spaces. As a result we ask all visitors to wear a mask in the building, and also staff must wear masks while meeting with visitors as well as in meeting rooms with other staff.</p>	<p>Staff to be reminded that the use of PPE does not substitute for good hand washing and observing social distancing measures.</p>	LM	24/9/20	24/9/20

		<p>Masks available for those who do not bring one.</p> <p>Where risk assessments identify the need to use PPE (dependant on the results of each project) staff will be instructed on the safe application and removal to reduce contamination and how to dispose of them safely.</p>				
		<p><u>Symptoms of Covid-19</u> If anyone becomes unwell with a new continuous cough or a high temperature in the workplace they will be sent home and advised to follow the stay at home guidance.</p> <p>Line managers will maintain regular contact with staff members during this time.</p> <p>If advised that a member of staff or public has developed Covid-19 and were recently on our premises, we will follow current government guidance regarding test and trace procedures.</p>	<p>Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a fast changing situation.</p> <p>Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.</p>	LM	24/9/20	24/9/20
		<p><u>Mental Health</u> Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help.</p> <p>Elements of home working can remain to aid in the transition from home working back to office working, or a combination of the two depending on the staff member in question and their role.</p>	<p>Regular communication of mental health information and open door policy for those who need additional support.</p> <p>Ongoing commitment to looking and agreeing a flexible working pattern with each staff member to address child care issues and reduce stress – therefore supporting staff wellbeing.</p>	LM	24/9/20	24/9/20
		<p><u>Visitors to the Building</u> Strict control will be kept over anyone visiting the building – see our office procedures.</p>				