



Coronavirus (COVID19) - Office Risk Assessment

Risk Analysis

It was determined that the risks presented to office workers would be similar at all locations, therefore, one risk assessment document would be suitable to cover all locations.

An addendum document has been created to detail specific office arrangements, this and any other support documentation will be available here:

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Team Arrangements

This risk assessment is drafted to facilitate corporate risks. Managers should therefore prepare and communicate local operational safe systems of work to facilitate the controls detailed within this document.

Associated Documents

- [200.01.RA001 - Coronavirus \(COVID19\) - Offices Risk Assessment \(Addendum\)](#)
- [200.03.F02 - COVID-19 Desk Signature Form and Rules](#)
- [200.03.F03 - COVID-19 Desk Signature Form Only](#)
- [Posters / Signage Folder](#)

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| A | Significant Hazards: | Persons at Risk | Likelihood 0 to 6 | Severity 0 to 6 | Risk Rating 0 to 36 |
|----|---|--------------------|----------------------|--------------------|---------------------------|
| 1 | Risk of infection when travelling / arriving at office workplace. | Employees / others | 2 | 5 | 10 |
| 2 | Risk of infection through lack of training information. | Employees / others | 3 | 5 | 15 |
| 3 | Risk of infection when manoeuvring within the building. | Employees / others | 2 | 5 | 10 |
| 4 | Risk of infection due to the lack of adequate cleaning regimes. | Employees / others | 4 | 5 | 20 |
| 5 | Risk of infection when working at a workstation. | Employees / others | 3 | 5 | 15 |
| 6 | Risk of infection during breaks. | Employees / others | 3 | 5 | 15 |
| 7 | Risk of infection when receiving visitors / contactors / deliveries. | Employees / others | 3 | 5 | 15 |
| 8 | Risk of infection when using toilet facilities. | Employees / others | 2 | 5 | 10 |
| 9 | Risk of infection / injury due to the lack of adequate first aid cover. | Employees / others | 2 | 5 | 10 |
| 10 | Risk of injury from fire. | Employees / others | 1 | 6 | 6 |

Behavioural Controls:

Only competent, qualified and experienced personnel are used with a positive attitude towards safe working. Give priority to hazards where the persons at risk, likelihood or severity are high. Include any controls that reduce the risks from the significant hazard in section A.

| B | Control Measures | Likelihood 0 to 6 | Severity 0 to 6 | Residual Risk Rating 0 to 36 |
|---|---|----------------------|--------------------|---------------------------------------|
| 1 | <p>Risk of Infection When Travelling / Arriving at Office Workplace.</p> <ul style="list-style-type: none"> It is essential that only authorised personnel who cannot conduct their tasks from home will be allowed to work from the offices. Only people with the explicit permission of their executive director should visit or work at emh offices / sites. Employees who show any signs of coronavirus such as high temperatures, new continuous cough or a loss and change of your sense of taste and smell must not travel to their place of work and inform their line manager at the earliest opportunity. Anyone living with others who have underlying health conditions or are in some way vulnerable to diseases should not work in offices. When travelling to offices, consider the following: <ul style="list-style-type: none"> Avoid public transport if possible. Avoid car sharing only allow members of the same household to vehicle share. Consider the using a bicycle to travel to work. Attempt to park in every other space, where spaces are at a premium, maintain personal two metre rules with others using nearby spaces. Wait for the area to be clear before getting in or out of your vehicle. <p>Gaining access to office buildings:</p> <ul style="list-style-type: none"> Stop all non-essential access. Use own pen for signing in. Maintain social distancing at all times with others. Use staggered start and finish times / Consider shift working. Remove or disable entry systems which require hand contact. Promote good hygiene practice always wash hands before entering and leaving the building. Provide the facilities to do this, warm water soap or hand sanitizer. Regularly clean reception areas. Ask all visitors / delivery drivers to wait in their vehicles and agree a protocol with them to progress the delivery / collection of items | 1 | 5 | 5 |

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| <p>2</p> | <p>Risk of Infection Through Lack of Training Information. The current COVID-19 Crisis is fast moving and ever changing it is vital that managers ensure that all staff are kept informed trained on any new procedures activities prior to entering the workplace such as:</p> <ul style="list-style-type: none"> ➤ Any staff with approval to return to a workplace MUST be receive a Coronavirus H&S induction prior to them returning to the workplace ➤ Use interactive / digital means such as MS teams, e-learning, you tube to deliver training if possible. ➤ Social distancing measures. ➤ Use of work stations. ➤ Use of facilities such as toilets / meeting rooms / rest areas / canteens / smoking areas / lifts / stairwells etc. ➤ Fire evacuation procedures. ➤ Office lone working. ➤ First aid procedures. ➤ Visitors / contractor / delivery arrangements. ➤ Cleaning regimes. ➤ Procedure for dealing with a suspected case of COVID 19 in the office environment. | <p>1</p> | <p>5</p> | <p>5</p> |
| <p>3</p> | <p>Risk of Infection When Manoeuvring Within the Building. There is a risk of infection when manoeuvring through the building due to contact with possible infected persons, surfaces or air flow. The following control measures could be adapted:</p> <ul style="list-style-type: none"> ➤ Limit the number of personnel in the building at any time. ➤ Ask personnel / visitors who have approval to visit the offices to wait in their vehicle if they visiting a workplace, A procedure should be agreed with them to enable them to access the person they are visiting safely. ➤ Adopt a one-way system wherever possible. ➤ Only one person to use the lift at any time. ➤ Regular cleaning and sanitising of hands. ➤ Good housekeeping and waste disposal. ➤ Maintain a 2m safe distance at all times. | <p>1</p> | <p>5</p> | <p>5</p> |
| <p>4</p> | <p>Risk of Infection Due to Lack of Adequate Cleaning Regimes. To reduce the risk of infection cleaning regimes should <u>be increased</u> and adequate procedures implemented, documented and the correct cleaning materials, wipes and hand sanitisers made available. Facilities teams should ensure that there is sufficient materials available and managers should ensure that staff access to and use these.</p> <p>Facilities teams should ensure that cleaning requirements are clearly specified to emh appointed cleaners and standards are audited and reported to the staff facilities and communities H&S committee.</p> <p>A clear desk / workstation & tidy office policy is to be established by all teams. This is to ensure desks are cleared of non-essentials items, leaving the ICT equipment only, this will allow for easy and thorough cleaning access.</p> <p>Managers should inform all employees of the operational arrangements and they should provide briefings for staff on their duties and responsibilities at regular intervals. Mangers should monitor compliance with these requirements and address none compliances / complacency promptly.</p> <p>Provide cleaners with updated with checklist of revised cleaning regimes and protocols to include touch points / points of contamination such as:</p> <ul style="list-style-type: none"> ➤ Access and egress areas. ➤ Reception and delivery areas. ➤ Taps and washing facilities, toilet flush and seats. ➤ Doors handle's and push plates. ➤ Lifts ➤ First aid room ➤ Intercoms ➤ Safes ➤ Hand rails on staircases and corridors and lift controls. ➤ All ICT equipment, including, keyboards, mice, telephones, terminal and monitors. ➤ Equipment controls, food preparation and eating surfaces. ➤ Photocopiers, scanners, binders, guillotines and other office equipment. | <p>1</p> | <p>5</p> | <p>5</p> |

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| 5 | <p>Risk of Infection When Using A Workstation.</p> <p>There is a risk of infection from contamination from workstations, desks, chairs, office equipment such as photo copiers, stationary, handles, documents, ventilation, air conditioning etc. The following control measures could be adapted:</p> <ul style="list-style-type: none"> ➤ Prior to using any desk, the persons using the desk should sanitise the work area as described in the hot desk rules. ➤ Ensure all personal effects are removed from desks and items either taken home or locked in the drawers or lockers. Ensure boxes, rarely used equipment and other clutter is removed / stored appropriately. ➤ Discourage hot desking. When hot desking is necessary (and approved), persons should attempt to use the same hot desk all the time whenever possible. They should always follow the hot desk rules. which will be located on the designated hot desks. ➤ Due to the smaller number of workers, spread them out throughout different offices. ➤ Consider task rotation to minimise the number of staff required in a location. ➤ Every other desk is to be used or the minimum required to maintain the 2m rules & Personnel should sit at diagonal workstations and not opposite each other. ➤ Manager the workstations in use to ensure that social distancing rules can be maintained whilst facilitating staff working at their own designated work station. ➤ Clean all workstation equipment before and after use (equipment and facilities must be provided to conduct this task). ➤ Desks should be physically moved (where possible) to ensure they are a safe distance apart (please refer to safe manual handling techniques and other DSE requirements if this approach is taken). ➤ Physical barriers should be in place (such as screens) wherever possible. ➤ Record and document employees who have used each workstation for possible future tracking purposes. ➤ Small meeting rooms could be used for individuals to work in. ➤ Ensure sanitisers and wipes are in plentiful supply in the office spaces. | 1 | 5 | 5 |
| 6 | <p>Risk of Infection During Breaks.</p> <p>To reduce the risk of infection the following control measure could be infected:</p> <ul style="list-style-type: none"> ➤ Stagger break times. ➤ Limit the number in canteens smoking areas at any one time ensuring safe distancing. ➤ Ensure and cleaning measures and equipment is in place at the entry and exit points of canteens. ➤ Tables and surface to be cleaned before and after use. ➤ Discourage or close the use of fridges. ➤ Good housekeeping all rubbish to be put straight in bins. ➤ Rearrange the layout to ensure social distancing can always be maintained. ➤ Discourage the sharing of cups and utensils. ➤ Ask workers to bring prepared premade meals and bottled water from home. ➤ Ensure sanitisers and wipes are in plentiful supply in the kitchen and break areas. | 1 | 5 | 5 |
| 7 | <p>Risk of Infection When Receiving Contractors and Visitors.</p> <p>Gaining access to office buildings:</p> <ul style="list-style-type: none"> ➤ Stop all non-essential access. ➤ Install safety screens at all reception ➤ Where offices have reception personnel that is open to regular visitors including deliveries and the public, screens should be placed / installed to prevent viral transference. Where screens are placed, hearing loop systems may need to be installed or amended to accommodate visitors who are hard of hearing, these should be assessed. ➤ Ask all visitors / delivery drivers to wait in their vehicles. ➤ Don't share stationary and pens. ➤ Use own pen for signing in. ➤ Always maintain social distance with others. ➤ Ensure all contractors visitor's clean hand before entering the building. Promote good hygiene practice always wash hands before entering and leaving the building. Provide the facilities to do this, warm water soap or hand sanitiser. ➤ Regularly clean reception areas (see section 4). ➤ Ensure visitors are made aware of the various office rules, conduct a mini-induction. | 1 | 5 | 5 |

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| 8 | <p>Risk of Infection When Using Toilet Facilities.</p> <ul style="list-style-type: none"> ➤ Restrict the number of personnel using the toilet at any one time. ➤ Clean hands when exiting the toilets, following good hand hygiene principles. ➤ Enhance cleaning regimes for toilets especially, taps, handles, flush systems, door handles and push pads. ➤ Provide suitable and sufficient bins for paper towels and ensure they are emptied regularly. | 1 | 5 | 5 |
| 9 | <p>Risk of Infection / Injury Due to The Lack of Adequate First Aid Cover.</p> <ul style="list-style-type: none"> ➤ There must be a trained (in date) nominated first aider in the office environment. ➤ The first aider must have been trained on the delivery of first aid during COVID 19. ➤ All staff must be informed of the location name and contact of the first aider. This should be displayed on office noticeboards. ➤ Cover for holiday, sickness or absence for other reason should be maintained. | 1 | 5 | 5 |
| 10 | <p>Risk of Injury from Fire.</p> <ul style="list-style-type: none"> ➤ Consider if there is a change of use of the building which would require a review of the fire risk assessment. ➤ Fire wardens should be on hand during office working. ➤ Ensure that any PEEPS required are reviewed and maintained ➤ Office Managers / facilities teams should review the way fire evacuation, fire drills are conducted to ensure that safe evaluation can be sustained. ➤ Ensure that fire testing continues in line with policy. ➤ Ensure any new arrival has been brief on the fire safety arrangements. | 1 | 6 | 6 |
| Add. | <p>Each administrator should evaluate the risks above to determine whether they apply and take appropriate measures to reduce those risks.</p> <p>Check the following links GOV.UK Websites:</p> <ul style="list-style-type: none"> ○ GOV.UK - Government Response ○ GOV.UK - Stay at Home Guidance ○ GOV.UK - Guidance on Social Distancing and for Vulnerable People ○ GOV.UK - New Guidance for Households with Possible COVID-19 Infection ○ Corona virus first aid toolbox talk. | | | |

Personal Protective Equipment (PPE) / Measures

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| Maintain Social Distancing at All Times | Perform Dynamic Risk Assessments (Non-Documented of Given Situations) | Clean / Sanitise as Advised Above | Wear PPE if Advised Above. |

Risk Matrix and Methodology

The rating given will be calculated following a chart score of severity of the hazard / impact and the likelihood of the risk / impact occurring. This is rated via the number scale as follows:

| Scale | Severity | Likelihood |
|-------|---|--------------|
| 1 | Negligible Injury / Impact | < 10% Chance |
| 2 | Minor Injury / Impact | < 25% Chance |
| 3 | Injury Requiring First Aid or Time Away from Duties | < 40% Chance |
| 4 | Low Lost Time Injury or Minor Medical Treatment | < 75% Chance |
| 5 | RIDDOR / Over Seven Day Injury | < 85% Chance |
| 6 | Multiple RIDDOR / Fatality | > 85% Chance |

The two ratings are plotted on the chart below and the subsequent rating shown in the chart. The items will be determined as follows:

| | | | | | | | |
|------------|---|---|----|----|----|----|----|
| Severity | 6 | 6 | 12 | 18 | 24 | 30 | 36 |
| | 5 | 5 | 10 | 15 | 20 | 25 | 30 |
| | 4 | 4 | 8 | 12 | 16 | 20 | 24 |
| | 3 | 3 | 6 | 9 | 12 | 15 | 18 |
| | 2 | 2 | 4 | 6 | 8 | 10 | 12 |
| | 1 | 1 | 2 | 3 | 4 | 5 | 6 |
| | | 1 | 2 | 3 | 4 | 5 | 6 |
| Likelihood | | | | | | | |

GREEN = Low Risk / Impact
YELLOW = Medium Risk / Impact - Control Measures Required (Such as written instructions / training / mechanical controls 'so far as is reasonably practicable' / PPE)
RED = High Risk / Impact- Further Controls Required (Such as mechanical controls / PPE as a last resort)
 When recording the Risk Rating ensure that both the Likelihood and Severity scores are included.

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| High | Improve control measures; consider stopping work until further controls or methods can be put in place. Conducting work at this level of risk is to be reported up the Line Management / Command chain. |
| Medium | Review control measures and improve if reasonably practicable to do so, consider alternative ways of working. |
| Low | Maintain control measures and review if there are any changes. |

Record the residual Risk Rating to demonstrate that the risk has been reduced to an acceptable level, record Likelihood and Severity scores. Risk Assessments are to be reviewed:

- Annually
- If there is reason to doubt the effectiveness of the assessment
- Following an accident or near miss
- Following significant changes to the task, process or procedure
- Following the introduction of more vulnerable personnel

It will be the duty of the responsible person to ensure the control measures above are in place and are being adhered to by all operatives at all times. Regular monitoring will be completed by the responsible person and any queries or concerns regarding the controls should be directed to a responsible person immediately. Operatives also have a responsibility in accordance with Section 2 (7) of the Health and Safety at Work Act to comply with their employer and work in a safe manner at all times not putting themselves or others at risk of injury through their actions.