



Coronavirus (COVID19) - Office Risk Assessment (Addendum)

Working in offices

To enable emh to appropriately manage its duty of care it is emh group policy that no colleague should attend or work at any emh office / premise without the explicit permission of their Executive Director. Managers will be required to maintain a register of staff with appropriate approval.

All everyone should play their part by observing social distancing when entering, working and moving around emh premises and property. This means that you should stay alert, always maintain a 2-metre distance between yourself and others and follow the risk assessment and safe systems of work put in place for your safety.

No person should attend work / emh sites or offices, if they have any recognised symptoms of the coronavirus.

The main symptoms of coronavirus are:

- a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- a loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

Clear Desk

The need to enforce a clear desk and clear office policy is paramount to the success of the COVID-19 Risk Assessment.

Cleaners will be required to ensure a deep clean of all desk and office spaces daily. To facilitate this, all personal effects need to be removed or locked away in desk drawers. Only the ICT and telephone equipment should remain on the desks, these can then be cleaned by each user as required and by the cleaners daily.

Boxes of paperwork and rarely used equipment should be moved into storage cupboards or placed away from the desk spaces during this period.

Document exchange stations

Staff may need to exchange documents from time to time. This should be done via a document exchange station where the document can be placed on a workstation that is 2m from other colleagues, allowing the recipient to safely collect the document in full view and retaining GDPR requirements.

Signage and Posters

A range of signage has been produced to guide and inform persons. Facilities teams and office managers have been advised of the folder and can select the appropriate signs for the spaces under their control. Any additional signage can be requested via the Health and Safety Team.

The Poster and Signage folder is located here: <S:\Shared\H&S\200. Coronavirus\Posters - Signage>

Examples of some of the signage produced:

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<p>2 Metres</p> <p>Maintain Social Distancing</p>	<p>Cleaning Station</p>	<p>You Can Sit Here</p>	<p>Hot Desk Rules</p> <ol style="list-style-type: none"> 1) Wipe Surfaces Before You Use 2) Sanitise Hands Before Using the Equipment 3) Wipe Surfaces After You Finish 4) Throw Waste in the Bin(s) Provided
<p>Kitchen Rules</p> <ol style="list-style-type: none"> 1) Maintain Social Distancing 2) Sanitise Hands Before Using the Kitchen 3) Wipe Surfaces Before You Leave 4) Throw Waste in the Bin Provided 		<p>Do not enter if you have not gained permission from your line manager or</p> <p>If you are displaying any signs of COVID 19, such as:</p> <ul style="list-style-type: none"> ★ A High Temperature ★ A New and Continuous Cough ★ A Loss or Change to Your Sense of Smell or Taste. <p>Maintain a safe social distance at all times. Wash / sanitise your hands before or on entering the building. Follow all building protocols at all times.</p>	<p>You CANNOT Sit Here</p>
<p>Shared Office Rules</p> <p>Only One Person At A Time Is Allowed To Work In Small Shared Offices</p>	<p>Using Kitchen Facilities During COVID-19</p> <ul style="list-style-type: none"> Use safe outdoor areas for breaks if possible. Stagger break times to minimise numbers in kitchens. Wash hands for at least 20 seconds before entering the kitchen. Maintain a social distance of 2m at all times. Bring your own prepackaged food and bottled water. Clean surfaces before and after use. Dispose of your rubbish and food waste immediately after use. Use your own cup for drinks. Do not make drinks for others. Report any concerns to your line manager immediately. 	<p>Using Smoking Shelters During COVID-19</p> <ul style="list-style-type: none"> Only one person allowed in the smoking shelter at any time, no groups. Maintain a safe distance of 2m at all times. Do not share cigarettes, matches or lighters. Only stay in the shelter for as long as necessary. Dispose of all rubbish / cigarette ends in the bins provided. Sanitise hands when re-entering the building. 	<p>Using Toilet Facilities During COVID-19</p> <ul style="list-style-type: none"> Wash hands for at least 20 seconds before entering and exiting the toilet facilities. Maintain a social distance of 2m at all times. Dispose of paper towels in the bin provided. Report any concerns to your line manager immediately.

Key Responsibilities

EMT	To provide approval for access to the offices or changes to operational practices to ensure emh remain compliant with Coronavirus guidelines and the emh policies.
Health and Safety Team	Ensure documentation, signage and advice is kept up to date. To be available to offer advice and guidance through normal working hours. Share resources with all stakeholders and invested parties.
Facilities Staff	Ensure the regular supply sanitiser, wipes and any other required materials to all areas requiring them. Ensure plentiful stocks of sanitisation goods to reduce the potential of running out.
Managers / Supervisors	To ensure their spaces and team members have been considered and all changes can be put into place to ensure social distancing.

Associated Documents

- [200.01.RA001 - Coronavirus \(COVID19\) - Offices Risk Assessment](#)
- [200.03.F02 - COVID-19 Desk Signature Form and Rules](#)

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- [200.03.F03 - COVID-19 Desk Signature Form Only](#)
- [Posters / Signage Folder](#)

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