

RISK ASSESSMENT						COVID19 - Office		Location:		Various		
Severity: 1=Minor, 2=Serious, 3=Major						Date: 24th September 2020		Rev: 3				
Likelihood: 1=Unlikely, 2=Likely, 3=Certain						Key - Who affected (complete to suit your site)						
Risk: Severity x Likelihood						P	Public / Visitors		Personal Protective Equipment:			
Health, Safety and Environment Manager - Kerri Grocock						E	Employees					
Approved						C	Contractors					
Hazards	Risk	Who	S	L	R	Existing Control Methods		Additional Control Methods		S	L	R
Working within 2 metres of another person	Severe illness, Death	All	3	3	9	Protection screens are to be installed in reception areas where social distancing can not be maintained. Hands are washed immediately following close contact. Individuals are to maintain 2m distance where reasonably practicable.		Parcels to be left in a designated area and verbal confirmation of receipt is to be given to delivery personnel		3	1	3
Use of meeting rooms / spaces	Severe illness, Death	All	3	3	9	Meeting rooms are to be booked in advance. Surfaces are wiped down before and after use using anti-bacterial cleaner. The number of people are not to exceed the number stated on the entrance door.		Comply with the requirements of the COSHH Assessments relevant to each product. Waste to be disposed of as standard waste		3	1	3
Travelling to and from the place of work	Severe illness, Death	All	3	3	9	Vehicle sharing and public transport is to be prevented where reasonably practicable		Upon arrival to the office, employees are to check their temperature. In the event of a high temperature, employees are to immediately leave the building and self isolate until a test is carried out. They are to also notify their line manager.		3	1	3
Movement around the building	Severe illness, Death	All	3	3	9	Individuals are asked to keep to the left when making their way around the building and to maintain social distancing at all times. Signs are displayed in prominent locations to remind individuals of this.		Face coverings are to be worn in communal areas		3	1	3
Cleaning	Severe illness, Death	All	3	3	9	Individuals carrying out cleaning will wear disposable gloves (due to the nature of the products they are using). Once an area has been cleaned, all wipes, cloths, used gloves are to be disposed of in a bin bag before moving onto the next working area		Comply with the requirements of the COSHH Assessments relevant to each product. Waste to be disposed of as standard waste		3	1	3
Use of lift	Severe illness, Death	All	3	3	9	The use of the lift is to be minimised where reasonably practicable. The lift will be cleaned on a regular basis (at least every 2 hours) A hand sanitiser is to be used and after use of the lift.		Maximum of 1 person in the lift at any time		3	1	3

Hygiene of individuals	Severe illness, Death	All	3	3	9	All individuals are instructed to wash their hands with soap and water at the regular intervals including but not exclusive; 1. Before and after all meal times 2. Before and after using the toilet facilities 3. On entering and leaving the building and at approximately 2 hour intervals. 4. All disposal hand towels will be placed waste bins Individuals are asked to ask themselves the following questions before entering the building - 1. Have you got a new persistent cough or have difficulty breathing? 2. Have you got a fever or high temperature? 3. Have you got flu like aches and pains or have lost sense of taste and smell? 4. Have you been in contact with anyone who has shown signs of the above? Should they answer yes to the above questions they should not enter the building	1. Kitchen areas, office and toilets will be cleaned thoroughly at least every 2 hours	3	1	3
Signing in at your place of work	Severe illness, Death	All	3	3	9	A regular briefing will be issued by the Company Directors. Relevant information will be shared with tenants when required.	Tenants should report those with any potential symptoms to the Building Manager to enable accurate review of this document. <u>All individuals arriving at the building will be required to scan the NHS COVID-19 QR Code using their phone. The QR Code is to be displayed in a prominent location and its use is to be actively encouraged.</u>	3	1	3
Lack of up to date information	Severe illness, Death	All	3	3	9	Social distancing will be enforced within the kitchen facilities. This will mean breaktimes will be staggered to allow individuals to have sufficient room as well as allow time for the facilities to be cleaned. Individuals are required to bring their own eating utensils, mugs etc and to ensure they are cleaned properly after each use. At the end of the day, all items are to be removed from site by the owner	Additional briefings will be given as and when deemed necessary (ie an additional update given during the day by SLT etc)	3	1	3
Use of kitchen facilities	Severe illness, Death	All	3	3	9	The number of toilets made available may be restricted in order to allow thorough cleaning. This will be monitored to ensure a sufficient number of toilets are available at any one time. The facilities will be cleaned at least every 2 hours. This includes door handles.	Following each break 'shift' the canteen and toilets will be thoroughly cleaned. Due to the size of the majority of the kitchen facilities available in the affected buildings, 1 person at a time is advised.	3	1	3
Use of toilets	Severe illness, Death	All	3	3	9	Notices will be displayed on each entry door to state when it was last cleaned		3	1	3

COVID 19 Specific - Following knowledge of a confirmed case of COVID 19 or of someone who displays symptoms, wherever possible, the affected areas are to be isolated for at least 72 hours before any cleaning takes place as this will kill any potential bacteria. If not possible, the above controls are to be implemented Consult with HSE Manager if required