



Office Work Risk Assessment Re COVID-19	Location: All Tysers Offices
Completed by Chris Jones Date Completed: 28th May 2020 Review Date – Constantly under Review	Other Relevant Risk Assessments All Tysers Office Risk Assessments completed on the Atlas system supplied by Citation.

‘Getting Back into the workplace’

Pages	Reason for Amendment	Issue Date
All	V1 First Draft (C Jones) presented to ‘Office Readiness for Reopening’ Group	4 th June 2020
Risk 3	V2 (C Jones)	10 th June 2020
Multiple	V3 Amendments to reflect changes in social distancing. Risks Numbered chronologically (C Jones, M Spencer, S brown)	12 th -24 th June 2020
Multiple	General revisions to remove out of date guidance, draft wordings and clarification to Proposed Additional Control Measures and their actions (M Spencer, C Jones)	26 th June 2020
Multiple	General revisions to remove out of date guidance and statistics.	3 rd November 2020

What is our 'Duty of Care'?

Sections 2 and 3 of the Health and Safety at Work Act 1984 place a general duty on employers to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all their employees (and others affected by their undertakings) working environment is safe, without risks to health and providing adequate facilities and arrangements for welfare (places to eat and drink and restrooms) at work.

Following the UK Government's Coronavirus advice, a comprehensive risk assessment needs to be completed. This risk assessment will be based on the employer's statutory duty to do so under the Health and Safety at Work Act (1974), the Management of Health and Safety at Work Regulations (1999) together with the various supporting regulations.

The requirement for this risk assessment is further reinforced and guided by, the Health Protection (Coronavirus, Restrictions) England Regulations 2020 – amended June 2020. This Risk Assessment intends to identify the hazards present in the Tysers office work environment linked to Covid-19, and then evaluate the extent of these risks involved, considering any existing precautions, their effectiveness and making proposals for additional mitigation where required.

Current workplace risk assessments on the Atlas system will need to be reviewed together with critical office maintenance programmes. This risk assessment is designed to assess the risk exposure to the following categories of people:

1. Staff employed by Tysers
2. Contractors and visitors to the Tysers Office

This assessment will propose controls for the generic risks associated with 'office working' following the COVID-19 Pandemic and the need to factor in 'social distancing' and increased standards of hygiene in the workplace.

This assessment has been written referring to several sources of guidance including the UK government Guidance. The risk assessment will need to be under continuous review. It is important to note that the guidance is evolving as more information becomes available, it is therefore vital that we refer to the most recent guidance that can be found at:

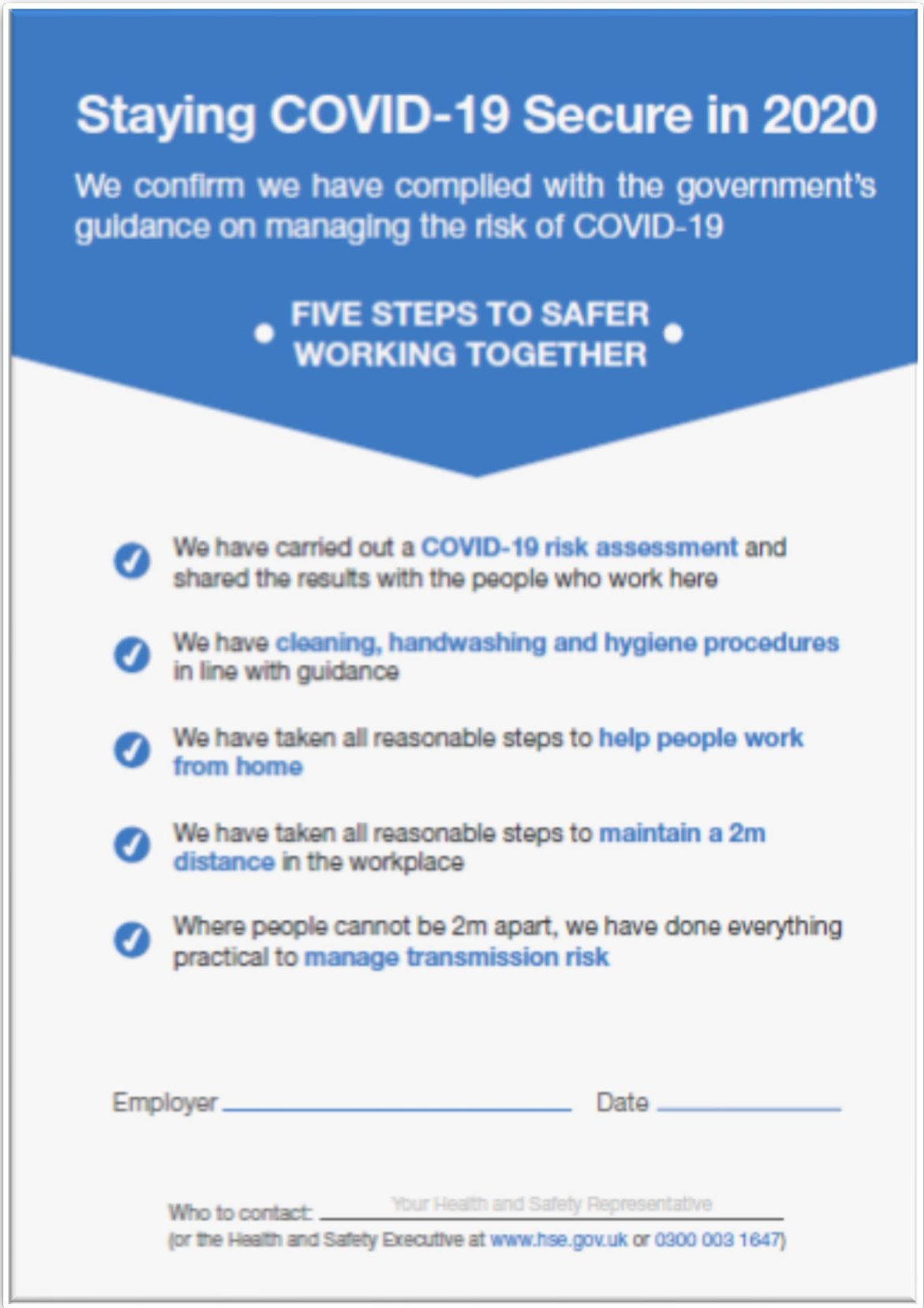
<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres>

Whilst there has been some relaxation of the regulations its important to note that wherever possible, to help contain the virus, everyone who can work effectively from home must do so.

Once the assessment has been agreed, the government guidance company needs to share its findings with staff (note this is not the full risk assessment) and the HSE expect us to display a copy of it on the company website.

Having followed the government guidance, we should also display a signed copy of the 'Staying COVID-19 Secure in 2020' poster stating we have complied with the government's guidance on managing the risk of COVID-19 (see poster below).

HSE and UK Govt Staying COVID Secure in 2020 Office Poster



Staying COVID-19 Secure in 2020

We confirm we have complied with the government's guidance on managing the risk of COVID-19

FIVE STEPS TO SAFER WORKING TOGETHER

- ✓ We have carried out a **COVID-19 risk assessment** and shared the results with the people who work here
- ✓ We have **cleaning, handwashing and hygiene procedures** in line with guidance
- ✓ We have taken all reasonable steps to **help people work from home**
- ✓ We have taken all reasonable steps to **maintain a 2m distance** in the workplace
- ✓ Where people cannot be 2m apart, we have done everything practical to **manage transmission risk**

Employer _____ Date _____

Who to contact: _____ Your Health and Safety Representative
(or the Health and Safety Executive at www.hse.gov.uk or 0300 003 1647)

COVID-19 The Hazard

Coronaviruses are a large family of viruses that cause illness ranging from the common cold to more severe diseases such as MERS-CoV and SARS (cov). The official name for this new disease, not previously seen in humans, is COVID-19. On 11th March 2020 the World Health Organisation (WHO) categorised it as a 'pandemic' which, in WHO terms, is 'the worldwide spread of the disease'.

This risk assessment will recognise the virus as a workplace hazard. As employers (Tysers) understand that the virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing.

The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature).

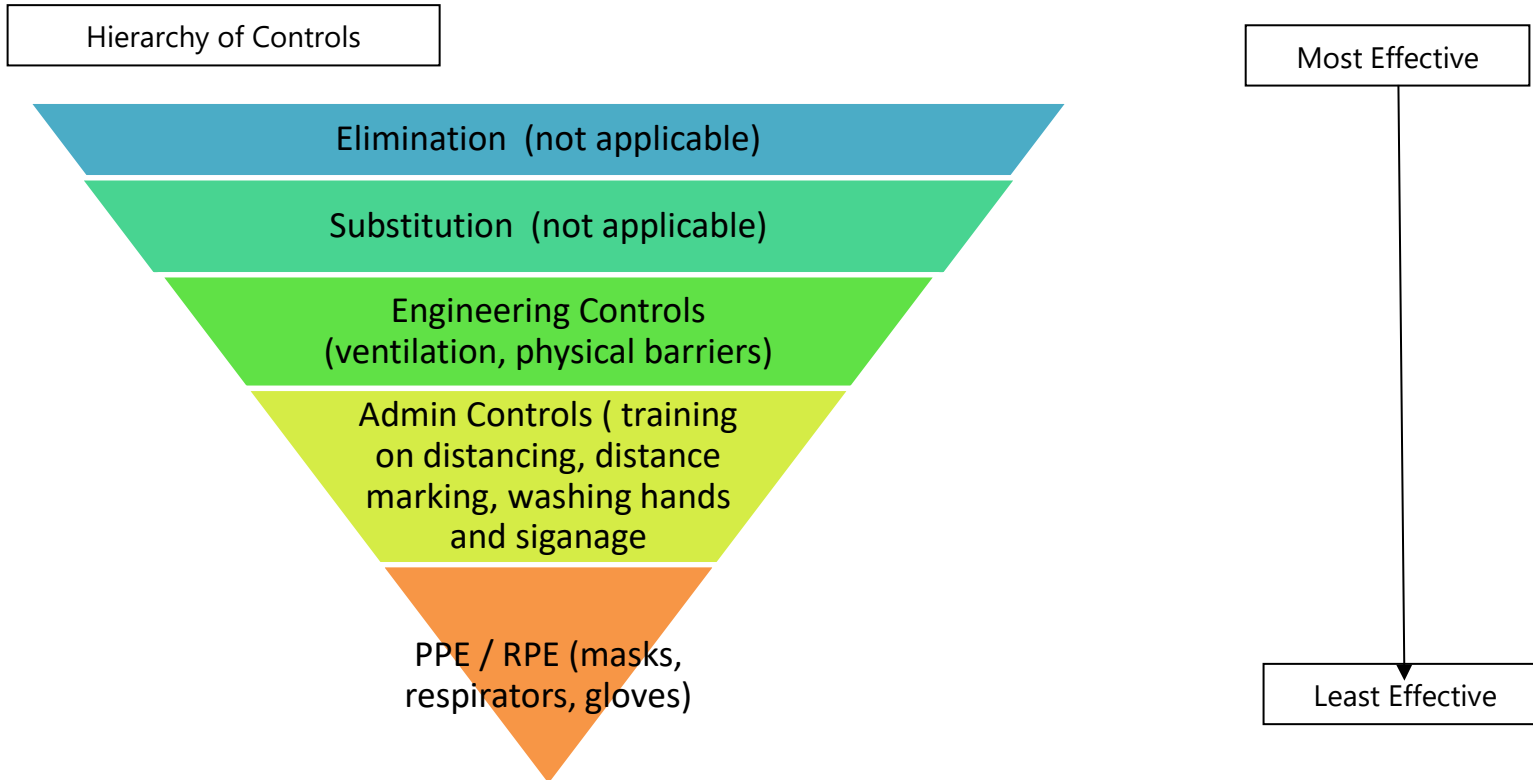
This risk assessment has been drafted on the basis, that if the virus it is passed from one person to another, while many survive the infection, some may die from the disease.

The virus will be regarded as a high hazard having already killed over 46,853 people in the UK as at 3rd November.

This risk assessment will set out the controls that will need to be in place for the workplace and the associated work activities in order to reduce the risk of transmission of the COVID-19 virus and demonstrate that the (insert Tysers office) is 'COVID Secure'



Hierarchy of Controls



The 'hierarchy of controls' are an essential element within the risk assessment process and is a feature in several pieces of legislation around risk assessment. In particular for COVID 19 the management of Health and Safety at Work Regulations and particular to biological hazards the Control of Substances Hazardous to Health Regulations.



The significance of this process is that business needs to follow a line of controls, which provide the most effective and efficient method to prevent exposure and infection from COVID 19.

Risk should be reduced by taking preventative measures in order of priority, the company should not jump to the easiest control measure to put in place. It is important to look at the management system as a whole and implement controls and mitigation that is realistic and reasonably practical to achieve given the situation and the resources available.

Elimination

Elimination is the best form of control; however, the risk can only be eliminated through vaccination, which is not currently available. Inoculation or immunity could be a long-term way of eliminating the harm caused by COVID 19, but it is not clear whether either will offer a lifetime immunity.

Social distancing and staying at home are not forms of elimination – they are an admin control. Social distancing needs to be implemented stringently on order to be effective, together with good hygiene practices, both personal and in the workplace.

Substitution

Not applicable

Engineering Controls

Physical Barriers: Engineering controls place a physical barrier between the person and the hazard or provide mechanical reduction of the hazard. Placing screens between people will interrupt the flow of air from one person to another and therefore provide protection. Placing a physical barrier such as flexible polythene sheet or movable furniture would mitigate the potential droplets reaching personnel working in proximity.

These could be temporary or permanent screens, the use of various screens will need to consider factors such as; barrier material, fixing points, can it be disinfected, weight – portability, access, fire risk. Any controls would need to be assessed for the application intended.

Ventilation. Providing ventilation is also an option, Care must be taken with ventilation (open windows and HVAC), it's a good control if it takes infected air away from people and transfers to somewhere where the virus will do no harm.



Administrative Controls – Systems of Work and Procedures

Administrative Controls appear to be the most effective options for the business. There is a need to introduce revised working practices and procedures to ensure staff are safe. These procedures will need to be adopted and applied collectively together with any engineering controls and when needed the addition of PPE.

Some Examples;

- Redesign the office to maintain social distancing - limit time in close proximity to others
- Introduce floor markings to indicate boundaries and routes
- Workplace capacity reduced.
- Staff should be restricted to work in 'bubbles' to restrict individuals meeting people outside their direct work team
- If staff become infected, they must self-isolate. Other members of the 'bubble / team' would need to self-isolate, rather than the whole work force.
- Enhanced and more frequent cleaning procedures. Ensure cleaning chemicals do not present a hazard.
- Deep clean office before opening to more than critical staff who have been in the building
- Encourage frequent hand washing and fit additional hand sanitizer dispensers
- Identify touch points where people most commonly touch (e.g. Office IT Equipment, handles, handrails, kettles)
- Provide information, instruction, training and supervision to staff re the virus risk
- Brief managers on critical key safety behaviours and the need to manage staff.

Personal Protective Equipment (PPE)

PPE is acknowledged as being at the bottom of the hierarchy of controls, it is considered the weakest control because it relies on people using it correctly. It introduces many possibilities for error, for example; the correct specification, cleanliness, storage, correct use, and availability. Some key points to note are that;

- If gloves are provided/used, the virus can still be transferred to the surfaces. If the wearer touches their face, they could contract the disease. Effective hygiene controls such as frequent hand washing is a better option.
- The wearing of a paper/cloth face mask may reduce the virus being spread from the wearer to others, but its effectiveness of protecting the wearer is debateable. In any case the longer it is worn, the greater the potential viral loading on its surface. Touching the



mask and then the face may increase exposure if masks are not changed regularly. If they are taken off and left lying around, this potentially increases exposure to others who may come in to contact with it, e.g. the cleaners

Behaviour – The company need to develop a list of critical key safety behaviours.

Controls for the COVID 19 risk are limited and therefore we need to develop staff behaviour to respond to the ‘new normal’. The objective is for managers to monitor and observe employee behaviours and to ensure a set of critical safe behaviours is understood and adhered to.

Peer pressure from fellow staff members will also reinforce this behaviour.

Some examples;

- Observe social distance – respect each other’s workspace
- Follow appropriate route markings and be prepared to wait for access
- Hygiene wash your hands often – with soap and water for at least 20 seconds. Use alcohol-based hand sanitiser that contains at least 60% alcohol where soap and water is not available. This is particularly important after arriving at the workplace (smokers need to ensure hand sanitiser is completely evaporated before lighting cigarettes).
- Avoid touching your eye, mouth, nose with unwashed hands.
- If you feel unwell, stay at home, do not attend work but tell your manager immediately.
- Always carry tissues with you to cover your cough or sneeze, then throw the tissue in a bin. See previous advice on Catch it, Bin it, Kill it.

Discipline

Discipline will need to be considered as a final control measure, team leaders and managers will need support to deal with staff who breach these revised work procedures.

Important Information Published by the Health and safety Executive (HSE)



RIDDOR – reporting coronavirus (COVID-19)

HSE has issued details of when and how you should report coronavirus incidents under RIDDOR (the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013).

You must only make a report under RIDDOR, relating to coronavirus, when:

- an unintended incident at work has led to someone's possible or actual exposure to coronavirus. This must be reported as a dangerous occurrence
- a worker has been diagnosed as having COVID-19 and there is reasonable evidence that it was caused by exposure at work. This must be reported as a case of disease.
- a worker dies as a result of occupational exposure to coronavirus.

Coronavirus: joint statement issued

The Health and Safety Executive, the Trades Union Congress (TUC) and the Confederation of British Industry (CBI) have issued a joint statement...

Many workers, union reps and employers have questions and concerns about safe working – especially for those continuing to work away from home.

The joint statement between HSE, the TUC and the CBI is intended to clarify the position, as the health and safety of workers remains paramount. Employers must continue to provide workers with information about risks to their health and the actions their employers must take, particularly in following Public Health England guidelines on social distancing.



Risk Assessment Explanatory Notes

Severity Indices

1. Minor Injury = Abrasions, bruising, minor burns (reddening of the skin).
2. Significant Injury = Lacerations leading to blood loss, secondary burns (leading to blistering), sprains & strains, muscle & ligament injury, minor head injuries, acute representations of underlying conditions i.e. asthma, epilepsy, bronchitic illness, diabetes, hyper/hypothermia.
3. Serious Injury = Fractures, trauma leading to significant blood loss, head injuries leading to periods of unconsciousness, acute representations of underlying conditions such as angina.
4. Major Injury = Multiple fractures, spinal or cervical injury, multiple trauma, injury affecting respiratory system, head injuries leading to significant periods of unconsciousness etc
5. Major Incident/Fatality = Single or multiple fatality or large numbers of injuries in cat 3-4.

Risk x Probability Values

Risk x Probability	1	2	3	4	5
1	2	3	4	5	6
2	4	6	8	10	12
3	6	9	12	15	18
4	8	12	16	20	24
5	10	15	20	25	30



Acceptable Risk



Risk Acceptable with Adequate Control Measures



Unacceptable Risk



Risk Rating Scores

Severity		Probability	
1	Minor Injury	1	Unlikely
2	Significant Injury	2	Possible
3	Serious Injury	3	Highly Possible
4	Major Injury	4	Probable
5	Major incident/Fatality	5	Certainty

The severity and probability rating associated with each individual hazard, is calculated before the controls are put into place. Once the controls are in place, the hazard and its severity may not change, however the probability shall be reduced to ensure the residual risk does not exceed acceptable levels.

ALL CONTRACTORS WORKING WILL BE REQUIRED TO SUPPLY RELEVANT RISK ASSESSMENTS AND SAFE SYSTEMS OF WORK FOR THE WORK THEY ARE CONTRACTED TO CARRY OUT. COPIES OF THESE AND ANY OTHER DOCUMENTS SUCH AS TECHNICAL DATA MUST BE FORWARDED TO TYSERS OPERATIONS TEAM BEFORE ANY WORK ACTIVITY IS AGREED.



Tysers Office Work Risk Assessment Re COVID 19 'Getting Back into the workplace'

Identified Hazard / activity and who may be harmed	How might the people be harmed?	Existing or no measures in place (state objective)	Severity Rating x Probability = Primary risk based on no controls S X P = R			Proposed Additional Control Measures	Controls in place Severity Rating x Probability = Residual Risk S X P = R			Action required Where Risks are Not Adequately Controlled and other Comments
<p>Risk 1:</p> <p>Hazard There is a direct threat to staff health and wellbeing from transmission of the COVID 19 coronavirus while at work.</p> <p>Who may be harmed? All employees, especially clinically vulnerable people / Contractors and visitors to the site</p>	<p>Mild / severe illness and in severe case death.</p> <p>People can catch the virus from others who are infected on the following ways;</p> <ol style="list-style-type: none"> 1. Virus moves from person to person in droplets from the nose and mouth spread when a person with the virus coughs or exhales. 2. The virus can survive for up to 72 hours out of the body on surfaces which people have coughed on etc. 3. People can pick up the virus by breathing in the droplets or by touching contaminated surfaces and then touching their eyes nose or mouth. 	<p>In line with public health England (PHE) guidelines, where it is not possible to follow social distancing guidelines in full in relation to a particular activity the business should consider whether activities need to continue for the office to continue to operate, and , if so take all the mitigating actions possible to reduce the risk of transmission.</p> <p>Currently all staff with the exception of those with business-critical roles such as IT, operations and facilities are working from home.</p> <p>The staff mentioned above in business-critical roles will only attend the office for work activities which cannot be performed remotely. e.g. IT support, building maintenance, sorting mail.</p>	5	4	20	<p>The offices will remain closed until the Executive Committee agree it is safe and appropriate to reopen them.</p> <p>Where there is as agreed essential reason for a member of staff to attend the office, they may do so with the agreement of the line manager, site manager and the Incident Management Team leader for as long as necessary to achieve the approved reason only.</p> <p>Following categories of staff now permitted to work from the office;</p> <ol style="list-style-type: none"> 1. Critical staff from IT, Ops and Facilities <p>There will phased reopening of the offices (both in locations and capacity) in line with the current guidance in effect at that time.</p>	2	5	10	<p>Site managers, Ops and Facilities teams allocated to introduce new social distancing and hygiene controls.</p> <p>Site Managers London 71 FS : Lisa Rodgers London 30 SMA: Sandra Polyviou Basildon: Jo Outridge Hitchin: Richard Bigden Colchester: Dennis Mahoney Stockport: Heath Currie – Tim McNulty</p> <p>Incident Management Team Leader Martin Spencer</p>
<p>Risk 2:</p> <p>Hazard / Work Activity Before opening the office to additional staff</p>	<p>Mild / severe illness and in severe case death.</p>	<p>Any office that has been closed or partially operated is clean and ready for occupation.</p>	5	4	20	<ol style="list-style-type: none"> 1. Arrange for the office to be cleaned with materials recommended to kill the virus 2. Good ventilation is encouraged to help reduce the risk of spreading coronavirus. Need to avoid drafts which blow potentially contaminated air at members of staff. 3. Ensure that windows that can be opened operate effectively. 	5	2	10	<p>Ops / facilities need to liaise with heating/air-conditioning contractors to ensure system can operate. And follow HSE Guidelines.</p> <p>May need to arrange service and regularly check to make sure it is working correctly.</p>



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Who may be harmed? All employees, especially clinically vulnerable people / Contractors and visitors to the site					25	4. Review the functioning of the heating and air conditioning systems. Centralised ventilation systems that removes and circulates air to different rooms need to be set for fresh air supply and not recirculation.			10	
Risk 3: Hazard / Work Activity Protecting people who are at higher risk. Some staff may have pre-existing medical conditions which render them more vulnerable to the dangers of coronavirus. Who may be harmed? All employees, especially clinically vulnerable people / Contractors and visitors to the site	Mild / severe illness and in severe case death.	Objective is to protect the clinically vulnerable and clinically extremely vulnerable individuals. Clinically Extremely vulnerable individuals have been strongly advised not to work outside the home. Clinically Vulnerable individuals who are at higher risk of severe illness have been asked to take extra care in observing social distancing and should be supported working from home either in their current role or an alternative role. Staff who care for or live with people who are clinically vulnerable or clinically extremely vulnerable should be treated as if they fall into these categories.	5	5	25	If clinically vulnerable (but not Clinically extremely vulnerable) individuals cannot work from home, they should always be offered the option of the safest available on-site role, enabling them to stay the current guidance for social distance away from others. Need to consider specific duties of those with protected characteristics for example expectant mothers who are entitled to suspension on full pay is a suitable role cannot be found.	5	2	10	Managers will categorise staff into three phases for their return to the office. Any member of staff who notifies the company they are vulnerable, living with or involved in supporting vulnerable relatives should be placed in the last phase of return to work and the latest position clarified with them just prior to the return to work date for that phase.
Risk 4: Hazard / Work Activity Unable to maintain current social distancing wherever possible, including arriving at and	Mild / severe illness and in severe case death.	Objective – where the social distancing guidelines cannot be followed in full in relation to a particular business function/activity, the business needs to consider whether that activity needs to continue for the office to operate, and, if so take all the mitigating actions	5	5	25	1. Need to encourage an increased frequency of hand washing and surface cleaning. 2. Where it is not possible to move workstations further apart, arrange for people to work side by side or facing away from each other rather than face to face.	5	2	10	Site managers, Ops and Facilities staff will need to prepare appropriate warning signs, floor route and distance markings, rearrange furniture and/or allocate staff seating in line with social distancing requirements.



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departing from work, while in work. Contracting COVID 19 virus passing on to others Who may be harmed? All employees, especially clinically vulnerable people / Contractors and visitors to the site		possible to reduce the risk of transmission between staff. Reduce Transmission due to face to face meetings and maintain social distancing.		<ol style="list-style-type: none"> 3. Where it is not possible to move workstations further apart or leave workstations vacant to provide the current guidance for social distance , install/use screens or barriers to separate people from each other. 4. Use back-to-back or side to side working (rather than face to face) whenever possible. 5. Reducing the capacity of the office. Staff who can work from home should continue to do so. 6. Reducing the number of people that each person comes in to contact with by using 'fixed teams' or floors/departments. No movement permitted into other offices 7. Office meetings to be held using IT such as 'Team' from the individual's desks. 8. In meeting rooms use tape on floor to mark the current guidance for social distance 9. Social distancing applies to all areas of the business, not just workstations. Must also include access and egress from the building, canteens/kitchens, reception, meeting and storerooms. 10. Staggered start times to avoid queues 11. No external meetings to be held in the offices during initial return to work phase 		Need to mark the current social distancing guidelines in effect Managers will need to encourage new workplace behaviour to develop culture and discipline where required.,



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			S	X	P = R		S	X	P = R	
<p>Risk 5:</p> <p>Hazard / Work Activity Site access and egress points – Contracting COVID 19 passing on to others</p> <p>Who may be harmed? All employees, especially clinically vulnerable people / Contractors, visitors to the site and public</p>	Mild / severe illness and in severe case death.	Objective – To stop all non-essential visitors to the office. May need to consider introducing staggered start times / shifts to reduce congestion and contact. Plan site access to enable social distancing. We may need to consider utilising additional doors to reduce congestion or alternately decrease numbers of doors to enable monitoring of social distancing, including in the case of emergencies. Allow plenty of space between people waiting to enter site. Use warning signs.	5	4	20	<ol style="list-style-type: none"> 1. Provide floor markings to ensure current social distancing is maintained between people when queuing. 2. Reduce number of people in the building or parts of the building, hold people in current social distancing guideline queues in peak times. 3. Remind staff not to attend work if they have symptoms of coronavirus and follow government guidelines. 4. Require all workers to wash their hands for 20 seconds when entering or leaving the site /or use 60% alcohol hand sanitiser. 5. Regularly clean common contact surfaces in reception, office, access control points, telephone handsets and desks. 6. Deliveries – where drivers are delivering essential goods, they should sanitise their hands before handling any materials. 	5	2	10	<p>Site managers, Ops and Facilities staff will need to prepare sites for access.</p> <p>Hand sanitisers fitted near to access and egress points. Maintain content of the dispensers.</p> <p>Follow the enhanced office cleaning protocol</p> <p>Staff need to be responsible for clearing their desks at end of day to allow cleaners to clean the entire desktop .</p> <p>Reception need to monitor behaviour and conduct of visitors to the site. Only essential access permitted.</p>
<p>Risk 6:</p> <p>Hazard / Work Activity Hand washing facilities Contracting COVID-19 Virus Passing on Virus to others</p> <p>Who may be harmed? All employees, especially clinically vulnerable people / Contractors and visitors to the site</p>	Mild / severe illness and in severe case death.	Objective: Allow regular breaks to wash hands. Provide additional hand washing facilities in addition to the usual welfare facilities (this will be more important at larger sites or when there are significant numbers of staff on site)	5	4	20	<p>Cleaning of Taps and Washing Facilities. Toilet flush and seats. Door handles and push plates. Handrails on staircases and corridors. Lift Controls and any handheld equipment.</p> <p>All areas used for eating must be cleaned thoroughly at the end of each break (use), including chairs, door handles.</p> <p>Need to clean telephones, switchboard, photocopiers, printers and other office kit.</p> <p>Increase rubbish and recycle bins on each floor.</p> <p>Provide stationary stores on each floor.</p>	5	2	10	<p>Site managers, Ops and Facilities staff will need to prepare sites for access.</p> <p>Provide gloves and wipes to use/clean vending machines kitchen items</p> <p>Telephones and IT kit cleaned at end of each day by cleaning team. Beverages – provide ingredients only in sachets</p> <p>Cleaning procedure for beverage stations.</p>



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			5	4	20		5	2	10	
<p>Risk 7:</p> <p>Hazard / Work Activity Toilet facilities Contracting COVID-19 Virus Passing on Virus to others</p> <p>Who may be harmed? All employees, especially clinically vulnerable people / Contractors and visitors to the site</p>	Mild / severe illness and in severe case death.	Objective: restrict the number of people using toilet facilities at any one time (larger officers may need a welfare attendant)	5	4	20	Use signage such as floor/wall markings, to ensure a current guidance for social distance is maintained between people when queuing Wash or sanitise hands before and after use Enhance the cleaning regime for toilet facilities, particularly door handles, locks, seats and toilet flush device. Provide suitable and sufficient rubbish bins for hand towel waste if used	5	2	10	Site managers, Ops and Facilities staff will need to prepare sites for access. Place hand sanitiser dispenses on outside of toilets Sanitise hands before going into toilet and after use. Need to agree revised cleaning procedures with contractor
<p>Risk 8:</p> <p>Hazard / Work Activity Canteen/kitchen/rest Areas Contracting COVID-19 Virus Passing on Virus to others</p> <p>Who may be harmed? All employees, especially clinically vulnerable people / Contractors and visitors to the site</p>	Mild / severe illness and in severe case death.	Objective: staff should be encouraged to bring their own food to site. Staff should be encouraged to bring their own hot and cold drinks to work if they wish. Minimise use of the kitchen fridges by asking staff to bring food in cool boxes To prevent unnecessary access and egress seek agreement from staff to stay on site and not go to shops to purchase food. If canteen/kitchen large enough ensure social distancing.	5	4	20	Seek agreement from staff to eat their food at their desks. All rubbish to be disposed of in appropriate bins. If canteens and kitchens can be used, they should be signed to state capacity and if occupied. At bigger sites this may need monitoring for the current guidance on social distancing. Break times staggered to reduce congestion and contact Drinking water should be provided with enhanced cleaning measures for the taps. Frequent cleaning of 'surfaces and touch areas' Staff to wash/clean hands with sanitiser before access and on egress	5	2	10	Site managers, Ops and Facilities staff will need to prepare sites for access Beverages – provide ingredients only in sachets Provide paper plates and disposable cutlery if required Need to review cleaning contracts to provide increased frequency of cleaning



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					20	All rubbish to be disposed of in bins and not left for others to clear. Tables cleaned after each use, cutlery and crockery not to be used unless they are disposable or are washed after use.			10	
Risk 9: Hazard / Work Activity Changing facilities and showers Contracting COVID-19 Virus Passing on Virus to others Who may be harmed? All employees, especially clinically vulnerable people / Contractors and visitors to the site	Mild / severe illness and in severe case death.	Objective – consider the need for staff to get changed at work? Restrict the numbers of people using the facility Implement social distancing	5	4	20	Seek agreement from staff not to get changed at work? Seek agreement from staff not to use showers? Introduce staggered start and finish times to reduce use/congestion Introduce more frequent cleaning of shower facilities (links to other controls) All rubbish to be disposed of in bins and not left for others to clear.	5	2	10	Site managers, Ops and Facilities staff will need to prepare sites for access Discussions with workforce need to use facilities
Risk 10: Hazard / Work Activity First Aid and Emergency Response in the office. Contracting COVID-19 Virus Passing on Virus to others Who may be harmed?	Mild / severe illness and in severe case death.	Objective – the primary responsibility is to preserve life and first aid should be administered if required and until emergency services arrive.	5	4	20	Review the current provision of first aid resources and qualified staff Ensure qualified staff available when office is open Need to consider emergency services may have slower response times. Agree guidelines to prevent respirations as part of CPR procedure. Note -NHS advice is to cover the casualty's face with a cloth or tea towel whilst giving compressions Fire and evac procedures to be reviewed including availability of assembly areas.	5	2	10	Site managers, Ops and Facilities staff will need to prepare sites for access Research and implement correct guidance on respiratory support in CPR Ensure there is sufficient fire wardens on site. Brief/remind staff of procedures/revised procedures



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All employees, especially clinically vulnerable people / Contractors and visitors to the site										
<p>Risk 11:</p> <p>Hazard / Work Activity Cleaning and Cleaning contracts Contracting COVID-19 Virus Passing on Virus to others</p> <p>Who may be harmed? All employees, especially clinically vulnerable people / Contractors and visitors to the site</p>	Mild / severe illness and in severe case death.	Objective – Enhanced cleaning procedures should be in place across the office and site, particularly in communal areas and at touch points	5	4	20	<p>Taps and wash bowls toilet flush and seat. Door handles and push plates. Handrails on staircases and corridors. Lift controls.</p> <p>All areas for eating must be cleaned thoroughly at the end of each break, including chairs, tables, door handles.</p> <p>Rubbish collection and storage points should be increased and emptied regularly throughout and at the end of the day (aim is not to have an overflowing bin).</p>	5	2	10	<p>Site managers, Ops and Facilities staff will need to prepare sites for access</p> <p>If staff eat at their desks, we need to provide them with suitable cleaning materials.</p>



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			5	4	20		5	2	10	
<p>Risk 12:</p> <p>Hazard / Work Activity Manual Handling Contracting COVID-19 Virus Passing on Virus to others</p> <p>Who may be harmed? All employees, especially clinically vulnerable people / Contractors and visitors to the site</p>	Mild / severe illness and in severe case death.	Objective to avoid more than one person being required to lift an object.	5	4	20	<p>If possible, break down objects so that one person can carry comfortably.</p> <p>Use mechanical assistance where appropriate such as trolleys or sack trolley.</p> <p>Where 2 person lifts cannot be avoided, lift facing away from each other or side by side rather than face to face where possible and plan the route so the current guidance for social distance from others can be maintained whilst moving the load.</p> <p>Where teams are used, try to keep to fixed teams/partners to avoid mixing of staff. Do not share any PPE,</p>	5	2	10	<p>Site managers, Ops and Facilities staff will need to prepare sites for access</p> <p>Try to avoid need to lift heavy items.</p> <p>May need to issue face masks if lifting as a team is necessary.</p>
<p>Risk 13:</p> <p>Hazard / Work Activity Hot desking and sharing of equipment, post, packages waste. Sharing of equipment and multiple contacts with materials increases the risk of virus transmission</p> <p>Contracting COVID-19 Virus Passing on Virus to others</p> <p>Who may be harmed? All employees, especially clinically</p>	Mild / severe illness and in severe case death.	<p>Objective – Is to reduce the transmission through contact with objects that are in the workplace/office.</p> <p>Maintain social distancing and avoid surface transmission when goods such as mail is delivered or taken away from site.</p>	5	4	20	<p>Seek agreement within the business to avoid 'hot desking'</p> <p>Implement cleaning procedures for shared equipment such as IT, printers after use.</p> <p>Encourage increase hand washing/sanitising.</p> <p>Encourage staff to clean vehicles that they use to drive to work.</p> <p>Avoid movement in/through reception when deliveries or collections are in progress.</p> <p>If any large deliveries need to be made, generate specific method statement for the process.</p>	5	2	10	<p>Site managers, Ops and Facilities staff will need to prepare sites for access</p> <p>Identify other shared equipment that will need a cleaning procedure.</p>



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vulnerable people / Contractors and visitors to the site					20			10		
<p>Risk 14:</p> <p>Hazard / Work Activity Moving around buildings increases the risk of virus transmission</p> <p>Contracting COVID-19 Virus Passing on Virus to others</p> <p>Who may be harmed? All employees, especially clinically vulnerable people / Contractors and visitors to the site</p>	Mild / severe illness and in severe case death.	Objective – To maintain social distancing wherever possible, while people move (inside and outside) through the workplace	5	4	20	<p>Reducing movement within the building. Separate staff into their own work zones/bubbles, staff restricted to their own floors/work areas.</p> <p>Implementing route systems – one way is better. Mark routes</p> <p>Use signs on walls and ground to give instruction and mark the current guidance for social distance points to control flow.</p> <p>If necessary (because of demand) control flow of people through high flow areas such as access, egress, lifts, turnstiles, walkways to maintain social distancing.</p> <p>Lifts – need to agree capacity and mark out suitable position for people to stand. Some lifts may only be big enough for single use.</p>	5	2	10	<p>Site managers, Ops and Facilities staff will need to prepare sites for access</p> <p>Brief Staff on new rules</p> <p>Use of face coverings where it's not possible to maintain social distancing.</p>
<p>Risk 15:</p> <p>Hazard / Work Activity Failing to issue correct PPE (face Masks) increases the risk of virus transmission</p> <p>Contracting COVID-19 Virus Passing on Virus to others</p> <p>Who may be harmed? All employees, especially clinically vulnerable people /</p>	Mild / severe illness and in severe case death.	<p>If issued staff should continue to use PPE for current identified risks (this is not common in our offices).</p> <p>Risk of transmission of COVID 19 within the workplace will be low if the managers and staff follow the controls within this risk assessment. The wearing of a face mask in providing additional protection is extremely limited.</p> <p>If we expect staff to work within current social distancing guidance and there are no suitable barriers in place, we must provide suitable face mask as</p>	5	4	20	<p>Managers must tell staff to follow new safety behaviours</p> <p>Managers should support staff if they choose to wear a face mask</p> <p>Wash hands or use hand sanitiser before putting on a face covering.</p> <p>When wearing a face covering avoid touching your face or the face covering</p> <p>Continue to wash or sanitise hands</p>	5	2	10	<p>Site managers, Ops and Facilities staff will need to prepare sites for access</p> <p>Managers must be instructed about their role to follow new safety behaviours in the workplace.</p> <p>Working within current social distancing guidelines without barriers must be avoided.</p>



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Contractors and visitors to the site		PPE, PPE must be issued free of charge				Change face covering frequently. If washable follow manufacturer's instructions. If not washable dispose of in waste.				
<p>Risk 16:</p> <p>Hazard / Work Activity Unsafe behaviour observed by managers, staff, visitors, contractors on site increases the risk of virus transmission contracting Covid-19 Virus / passing on Virus to others</p> <p>Who may be harmed? All employees, especially clinically vulnerable people / Contractors and visitors to the site</p>	Mild / severe illness and in severe case death.	Objective - To monitor and observe staff behaviour and ensure new critical safety behaviour is understood and adhered to.	5	4	20	Behaviour – develop and publish to staff critical safe behaviours Avoid complacency Observe the current guidance for social distancing Wash or sanitise hands frequently Avoid touching face, eyes, nose and mouth with unwashed hands Avoid contact with people who are ill or look ill If you feel ill stay at home. Always carry tissues and practice – Catch it, Bin it, Kill it.	5	2	10	Site managers, Ops and Facilities staff will need to prepare sites for access Managers and staff must be instructed about their role to follow new safety behaviours in the workplace.
<p>Risk 17:</p> <p>Hazard / Work Activity Member of staff suspects they have COVID_19 when at the office, increases the risk of virus transmission contracting Covid-19 Virus / passing on Virus to others</p>	Mild / severe illness and in severe case death.	Objective – Ensure there is a procedure/reporting process to handle a suspected case of COVID-19	5	4	20	If worker develops high temperature or a persistent cough while at work, they should: <ol style="list-style-type: none"> 1. Return home immediately 2. Avoid touching anything 3. Cough or sneeze into a tissue and put it in a bin. 4. They must then be advised to follow government guidelines on testing and self-isolation. 5. Do not return to work until self-isolation has been completed. 6. Their work area should receive a deep clean and social distancing maintained. 7. Monitor health of other staff in team 	5	2	10	Staff must immediately advise line manager and/or HR and Site Manager



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Who may be harmed? All employees, especially clinically vulnerable people / Contractors and visitors to the site										
Risk 18: Hazard / Work Activity Travelling to Work contracting Covid-19 Virus / passing on Virus to others Who may be harmed? All employees, especially clinically vulnerable people / Contractors and visitors to the site	Mild / severe illness and in severe case death.	Objective - Where possible workers should travel alone, where this is not possible, journeys should be shared with the same individuals and with the minimum number of people at any one time. Good ventilation (i.e. keeping the windows open) and facing away from each other may help to reduce the risk of transmission. The vehicle should be cleaned regularly using gloves and standard cleaning products, with particular emphasis on handles and other areas where passengers may touch surfaces.	5	4	20	Parking arrangements may need to be amended for other means of transport to avoid public transport and to accommodate additional vehicles and bicycles. Other means. Provide hand cleaning facilities at access and egress points. Could be soap and water but hand sanitiser will do. Need to change work hours to avoid congestion in parking areas and queues. Consider staggering arrivals and departure times. Avoid touch points at access and egress. In larger buildings better to show passes than swipe.	5	2	10	May need to work out how people will get home if they become ill at work and cannot drive? Managers need to consider individual circumstances when proposing revised hours of work. Consider those with protected circumstances.



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			5	4	20		5	2	10	
<p>Risk 19:</p> <p>Hazard / Work Activity Driving at/for work Contracting COVID-19 Virus / Passing on virus to others</p> <p>Who may be harmed? All employees, especially clinically vulnerable people / Contractors and visitors to the site</p>	Mild / severe illness and in severe case death.	<p>Objective - Where possible workers should travel alone, where this is not possible, journeys should be shared with the same individuals and with the minimum number of people at any one time.</p> <p>Good ventilation (i.e. keeping the windows open) and facing away from each other may help to reduce the risk of transmission.</p> <p>The vehicle should be cleaned regularly using gloves and standard cleaning products, with particular emphasis on handles and other areas where passengers may touch surfaces.</p>	5	4	20	<p>Is there a requirement to travel? Can the meeting take place using suitable IT?</p> <p>If not possible to travel separately, consider the need for all members of staff to attend?</p> <p>Share with the same individuals and with the minimum number of people at any one time</p> <p>Wherever possible maintain the current guidance for social distance and avoid touching faces. Maintain good ventilation and face away from each other during journey.</p> <p>Wash hands or use hand sanitiser before entry and on exit from the vehicle.</p> <p>Regularly clean the vehicle using gloves and standard cleaning products. Particular emphasis to handles and surfaces that are touched during the journey.</p>	5	2	10	Seek permission from management if more than one person needs to attend a meeting

Additional Reference Material

HSE Guidelines for COVID 19

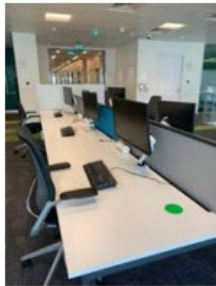
https://www.hse.gov.uk/news/coronavirus.htm?utm_source=govdelivery&utm_medium=email&utm_campaign=coronavirus&utm_term=intro&utm_content=air-con-2205

Example showing 2m social distancing for workstations.

First example shows (side by side sitting) desks in-between staff not used and green markers indicate 2m.

Second example shows where furniture has been moved and Perspex barriers fitted where 2m social distancing has not been achieved.

Green markers to limit desk usage and maintain social distancing



Floor plan and signage to enable social distancing and safe working in office

