

<b>Risk Assessment</b>	<b>Coronavirus (Covid-19)</b>
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<b>Office Locations</b>	<b>RISK ASSESSMENT No: HO - 003</b>
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<b>ORIGINATOR:</b> R Cullum	<b>Date:</b> 24.04.20	<b>REVIEWED/UPDATED by:</b> R Cullum	<b>Date:</b> 14.05.2020	<b>APPROVED BY:</b> Construction Director	H Finucane <i>H Finucane</i>	<b>DATE:</b> 15.05.2020	<b>REVIEW FREQUENCY:</b>	<b>ANNUAL</b> or earlier if deemed necessary
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<b>RA reviewed/updated</b>	Initial Issue	Annual Review	Additional Controls added	✓	Comments	Updated in line with the latest government guidance
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**WHO MAY BE HARMED (✓)**

Office Staff, Visitors, Cleaners, Contractors, Delivery drivers, Vulnerable groups, Pregnant workers, those with existing underlying health conditions, anyone else who physically comes in contact with you in relation to your business.

**PPE REQUIREMENT (✓)**

	✓						EN 397		✓						RUBBER		When Req'd		When Req'd		When Req'd		Where required				DISPOSABLE
When Req'd																											

**Action**  
■ L = Risks have been mitigated as far as reasonably practicable. ■ M = Risk has been controlled as far as reasonably practicable. ■ H = Hazard is still High - additional controls must be identified before proceeding.

HAZARD	INHERENT RISK	CONTROL MEASURE	RESIDUAL RISK			ADDITIONAL CONTROLS IF REQUIRED
			L	M	H	
Spread of Covid-19 Coronavirus	Mild Illness Serious Illness Death	<p><b>Travelling to the office</b> Office staff are encouraged to travel to the office locations alone using their own transport and avoid using public transport. Parking arrangements for additional cars and bicycles will be put in place where possible. Other means of transport should be used to avoid using public transport e.g. Cycling/Walking Motor cycle/Scooter.</p> <p><b>Office Induction</b> All staff returning from a period of absence due to furlough etc. will be briefed in the controls put in place in the office location to minimise the risk of spreading Covid-19, once briefed they will be required to sign the induction form to confirm their understanding.</p> <p><b>Staff entering the office building</b> All staff entering the office building will be required to use the hand sanitiser before passing through the reception area.</p>	L			

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By signing the in-out registers and or using the face scanner, staff will be confirming that they have no symptoms of the Covid-19 virus.

**Hand Washing**  
 Hand washing facilities with soap and water will be in place in the toilet areas and where possible in the canteen, staff are actively encouraged to wash their hands on a regular basis throughout the day.  
 Stringent hand washing should take place,

See hand washing guidance.  
<https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/>

Drying of hands with disposable paper towels is recommended as the best option to minimise the spread of Covid-19.  
 See link below  
<https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/>

When using hand sanitisers on a more regular basis staff are encouraged to protect the skin by applying emollient cream regularly.  
<https://www.nhs.uk/conditions/emollients/>

Hand sanitisers will be made available in any area where washing facilities are not readily available e.g. next to equipment that is regularly used by more than one person (photocopiers, printers etc.)

**Cleaning**  
 Office staff must frequently clean and disinfect their work areas such as equipment and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, using appropriate cleaning products and methods, cleaning products (sprays, wipes etc.) will be made available along with the relevant CoSHH assessment.

Where possible doors should be left open to minimise contact with door handles.

If possible do not use other peoples equipment or work area

**Canteen Facilities**



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.  
 Staff to be encouraged to report any problems and carry out skin checks as part of a skin surveillance programme

<https://www.hse.gov.uk/skin/professional/health-surveillance.htm>

To help reduce the spread of coronavirus (COVID-19) staff to be reminded of the public health advice

Posters, leaflets and other materials are available for display.  
<https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19>

Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed.

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The canteen areas will be limited to 1 person at a time where social distancing measures cannot be met.

All staff to keep this area clean and tidy, place dirty dishes in the dishwasher, wipe down dirty or contaminated surfaces after use etc.

**Social Distancing**

Reduce the number of persons in any office work area to comply with the 2-metre gap recommended by the Public Health Agency

Should there be a need identified to amend start & finish times in the office to maintain social distancing consultation will take place with the affected individuals.

Redesigning of seating arrangements in communal areas may have to take place to ensure social distancing remains in place.

Internal meetings in the head office board room to be limited to 4 people, similar controls to be applied in all office meeting rooms.

Conference calls to be used instead of face to face meetings where possible. Social distancing also to be adhered to in canteen and smoking areas.

Ascending and descending office stairs can at times breach the Social Distancing guidelines, signage will be put in place to manage this in the most effective way.

Max 1 person in the lift at Head Office at any time

When parking in the car parks and walking to the office locations maintain Social distancing

**Office Visitors (excluding delivery drivers)**

All visitors will be by invitation only and they must complete the "Visitors Approval Card" before coming to the office.

All office visitors will be required to use the hand sanitiser, before being allowed to sign the visitors book and entrance past the reception area.

Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it.

Management checks to ensure this is adhered to.

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Visitors will be informed that they must conform to social distancing requirements at all times.

A Perspex screen will be erected in the reception areas where deemed necessary to protect employees working in the reception areas.

**Wearing of Gloves**  
Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.

**Disposable gloves will be made available for any member of staff who feels the need to wear them during the course of their daily work.**

**RPE (This should not be required in the office building)**  
Public Health guidance on the use of PPE (personal protective equipment) to protect against COVID-19 relates to health care settings. In all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours

Where RPE is a requirement for risks associated with the work undertaken the following measures will be followed-

Tight-fitting respirators (such as disposable FFP3 masks and reusable half masks) rely on having a good seal with the wearer’s face. A face fit test will be carried out to ensure the respiratory protective equipment (RPE) can protect the wearer.

**Disposable Medical type masks will be made available for any staff member who feels the need to wear them during the course of their daily work.**

**Symptoms of Covid-19**  
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.



Staff to be reminded that wearing of gloves is not a substitute for good hand washing.

To minimise the risk of transmission of COVID-19 during face-fit testing the following additional measures should be carried out –  
Both the fit tester and those being fit tested should wash their hands before and after the test.  
Those being fit tested with non-disposable masks should clean the mask themselves before and immediately after the test using a suitable disinfectant cleaning wipe (check with manufacturer to avoid damaging the mask).  
Test face pieces that cannot be adequately disinfected (e.g. disposable half masks) should not be used by more than one individual.  
Fit testers should wear disposable gloves when undertaking cleaning of the tubes, hoods etc. and ensure they remove gloves following the correct procedure (PDF)  
Reference <https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm>

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.

Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.

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<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

Line managers will maintain regular contact with staff members during this time.

If advised that a member of staff has developed Covid-19 and were recently on our premises, the management team will identify people who have been in contact with them.

Anyone showing symptoms of the Covid-19 virus can obtain a test and should be encouraged to do so at the earliest opportunity, they will also be advised to follow Government guidelines.

**Deliveries of Goods to the office**  
All delivery drivers should be advised the location to leave the good being delivered, office staff should not assist in the handling of the goods, they are to wait until the goods have been offloaded and the delivery driver has left the premises before attending to the goods – ensure social distancing at all times.

**Mental Health**  
Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help.

**Information Updates**  
The notice boards around the office will be populated with Covid-19 information and updates as and when they become available.

Regular communication of mental health information and open-door policy for those who need additional support.