

RISK ASSESSMENT

Work activity being assessed: Coronavirus (Covid -19) Office Workers		Location: Offices		Assessment No: 29		
Assessor: H Griffin		Signed: H Griffin		Date prepared: March 2020		
Key to assessment		Risk value:	Low Slightly harmful –Trivial impact / damage quickly repaired	Medium Harmful – Moderate impact / partial loss of operations	High Very harmful – Intolerable with very serious consequences	
		People at risk:	<input checked="" type="checkbox"/> Office workers	<input checked="" type="checkbox"/> Visitors	<input checked="" type="checkbox"/> General public	<input type="checkbox"/> Other
Hazards	Risk (Consequences)	Initial risk value Low Medium High	Precautions / control measures required to reduce the level of risk to the lowest practicable level			Residual risk value Low Medium High
Coming into contact with an infected person Spreading infection to others Accidental contact with virus	Contracting the Covid 19 virus. Passing on to others	High	<u>Eliminate</u> <input type="checkbox"/> Workers who are unwell with symptoms of Coronavirus (Covid-19) should not travel to or attend the workplace <input type="checkbox"/> Workers who live within a household where someone is experiencing symptoms should stay at home for 14 days. <input type="checkbox"/> Working from Home is a priority where possible. Workers to be given resources to enable this <input type="checkbox"/> Rearrange tasks to enable them to be done by one person, or by maintaining social distancing measures (2 metres) <input type="checkbox"/> Avoid skin to skin and face to face contact <input type="checkbox"/> Stairs should be used in preference to lifts and consider one ways systems <input type="checkbox"/> Consider alternative or additional mechanical aids to reduce worker interface			Low
		High	<u>Meetings</u> <input type="checkbox"/> Use remote access to hold meetings as a priority over physical meetings <input type="checkbox"/> Only absolutely necessary meeting participants should attend <input type="checkbox"/> Attendees should be at least two metres apart from each other <input type="checkbox"/> Rooms should be well ventilated / windows opened to allow fresh air circulation <input type="checkbox"/> Consider holding meetings in open areas where possible <input type="checkbox"/> No sharing of pens or equipment			Low
		High	<u>Travel to work</u> <input type="checkbox"/> Wherever possible workers should travel to the Office alone using their own transport. If workers have no option but to share transport: <input type="checkbox"/> Journeys should be shared with the same individuals and with the minimum number of people at any one time <input type="checkbox"/> Good ventilation (i.e. keeping the windows open) and facing away from each other may help to reduce the risk of			Medium

		<p style="text-align: center;">High</p>	<p>transmission</p> <p><input type="checkbox"/> 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> <p>Office:</p> <p><input type="checkbox"/> Increase parking arrangements for additional vehicles and bicycles</p> <p><input type="checkbox"/> Discuss means of transport to avoid public transport e.g. cycling</p> <p><input type="checkbox"/> Stagger start and finish times by 10 mins to reduce risk of crowding in common areas</p> <p><input type="checkbox"/> Hand cleaning facilities installed at entrances, exits, mess rooms and kitchens. This should be soap and water wherever possible or hand sanitiser if soap and water are not available</p> <p><input type="checkbox"/> Install signage on: COVID19 symptoms, hygiene, social distancing and measures to take if feeling unwell.</p> <p><input type="checkbox"/> Install cleaning stations and additional hand cleaning facilities on each floor.</p> <p><input type="checkbox"/> Signing in should be done separately and queued at 2m intervals. Use own pen.</p> <p><input type="checkbox"/> All workers to undertake COVID 19 Procedures briefing.</p> <p><input type="checkbox"/> Install one-way systems to avoid passing on stairs and corridors.</p> <p><input type="checkbox"/> Floor markers to demonstrate 2m distances around workstations and in individual offices.</p> <p><input type="checkbox"/> Remove use of workstations which are closer than 2m where possible.</p> <p><input type="checkbox"/> Empty waste bins daily</p> <p><input type="checkbox"/> Ensure adequate supply of cleaning products in storeroom.</p> <p><input type="checkbox"/> Take all clothing home to wash and dry daily</p> <p><input type="checkbox"/> If someone is taken ill - contact a member of their household to take them home</p>	<p style="text-align: center;">Medium</p>
		<p style="text-align: center;">High</p>	<p>Visitors</p> <p><input type="checkbox"/> No unauthorised visitors. All visitors to be pre-booked by B&A employee and Reception informed of arrival time.</p> <p><input type="checkbox"/> Visitors and contractors to be notified of Office COVID-19 measures and sign to accept them. A B&A host will be responsible for them. Where possible visitors to be kept to the meeting room and restricted from entering the main office areas.</p>	<p style="text-align: center;">Medium</p>
		<p style="text-align: center;">High</p>	<p>Smoking</p> <p><input type="checkbox"/> Smoking will only be permitted in areas designated by the management team.</p> <p><input type="checkbox"/> Individuals using the smoking areas must obey the 2 metre social distancing measures.</p> <p><input type="checkbox"/> Cigarette butts must only be extinguished in receptacles provided – either a sand/water filled bucket or “proper” cigarette bin and must not be discarded on the floor.</p>	<p style="text-align: center;">Low</p>
		<p style="text-align: center;">Medium</p>	<p>Driving at Work</p> <p>When travelling at work or between site locations, workers should travel alone.</p>	<p style="text-align: center;">Low</p>

			<p><u>Behaviours</u></p> <p>The measures necessary to minimise the risk of spread of infection rely on everyone taking responsibility for their actions and behaviours. Please encourage an open and collaborative approach between workers and employers where any issues can be openly discussed and addressed.</p>	
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I have read, understand and will abide by the requirements of this risk assessment.		
Name	Signature	Date