

RISK ASSESSMENT

Work activity being assessed: Coronavirus (Covid -19) Office Workers		Location: Offices		Assessment No: 29		
Assessor: H Griffin		Signed: H Griffin		Date prepared: January 2022 Revision 0.3		
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	<p style="text-align: center;">High</p> <p style="text-align: center;">High</p> <p style="text-align: center;">High</p>	<p>Eliminate</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Workers who are unwell with symptoms of Coronavirus (Covid-19) should not travel to or attend the workplace <input checked="" type="checkbox"/> Workers who live within a household where someone is experiencing symptoms should carry out daily LFT and where possible WFH for 7 days. <input checked="" type="checkbox"/> Working from Home is a priority where possible. Workers to be given resources to enable this <input checked="" type="checkbox"/> Rearrange tasks to enable them to be done by one person, or by maintaining social distancing measures (2 metres) <input checked="" type="checkbox"/> Avoid skin to skin and face to face contact <input checked="" type="checkbox"/> Stairs should be used in preference to lifts and consider one ways systems <input checked="" type="checkbox"/> Consider alternative or additional mechanical aids to reduce worker interface <p>Meetings</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Use remote access to hold meetings as a priority over physical meetings <input checked="" type="checkbox"/> Only absolutely necessary meeting participants should attend <input checked="" type="checkbox"/> Attendees should be at least two metres apart from each other <input checked="" type="checkbox"/> Rooms should be well ventilated / windows opened to allow fresh air circulation <input checked="" type="checkbox"/> Consider holding meetings in open areas where possible <input checked="" type="checkbox"/> No sharing of pens or equipment <p>Travel to work</p> <ul style="list-style-type: none"> <input checked="" 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 checked="" type="checkbox"/> Journeys should be shared with the same individuals and with the minimum number of people at any one time 			<p style="text-align: center;">Low</p> <p style="text-align: center;">Low</p> <p style="text-align: center;">Medium</p>

			<input checked="" type="checkbox"/> Good ventilation (i.e. keeping the windows open) and facing away from each other may help to reduce the risk of transmission <input checked="" 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	
		High	<p>Office:</p> <input checked="" type="checkbox"/> Increase parking arrangements for additional vehicles and bicycles <input checked="" type="checkbox"/> Discuss means of transport to avoid public transport e.g. cycling <input checked="" type="checkbox"/> Stagger start and finish times by 10 mins to reduce risk of crowding in common areas <input checked="" 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 <input checked="" type="checkbox"/> Install signage on: COVID19 symptoms, hygiene, social distancing and measures to take if feeling unwell. <input checked="" type="checkbox"/> Install cleaning stations and additional hand cleaning facilities on each floor. <input checked="" type="checkbox"/> Signing in should be done using the clocking in App on mobile device or using a fob. <input checked="" type="checkbox"/> All workers to undertake COVID 19 Procedures briefing. <input checked="" type="checkbox"/> Install one-way systems to avoid passing on stairs and corridors. <input checked="" type="checkbox"/> Floor markers to demonstrate 2m distances around workstations and in individual offices. <input checked="" type="checkbox"/> Remove use of workstations which are closer than 2m where possible. <input checked="" type="checkbox"/> Install protective screens between face to face desks and those less than 2m apart <input checked="" type="checkbox"/> Empty waste bins daily <input checked="" type="checkbox"/> Ensure adequate supply of cleaning products in storeroom. <input checked="" type="checkbox"/> Take all clothing home to wash and dry daily <input checked="" type="checkbox"/> If someone is taken ill - contact a member of their household to take them home	Medium
		High	<p>Visitors</p> <input checked="" type="checkbox"/> No unauthorised visitors. All visitors to be pre-booked by B&A employee and Reception informed of arrival time. <input checked="" 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.	Medium
		High	<p>Smoking</p> <input checked="" type="checkbox"/> Smoking will only be permitted in areas designated by the management team. <input checked="" type="checkbox"/> Individuals using the smoking areas must obey the 2 metre social distancing measures. <input checked="" 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.	Low

		<p>Medium</p>	<p><u>Driving at Work</u></p> <p>When travelling at work or between site locations, workers should travel alone.</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Where possible use the same driver same cab. <input checked="" type="checkbox"/> Clean the cab regularly (Vehicles and Plant), paying particular attention to handles, levers, gearbox controls and indicator stalks. <input checked="" type="checkbox"/> Refrain from leaving your cab while on customers sites. <p>If workers have no option but to share a vehicle, then they should:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Share with the same individuals and with the minimum number of people at any one time <input checked="" type="checkbox"/> Wherever possible maintain a distance of two metres and avoid touching their faces <input checked="" type="checkbox"/> Maintain good ventilation (i.e. keeping the windows open) and face away from each other during the journey <input checked="" type="checkbox"/> Wash their hands for 20 seconds using soap and water or hand sanitiser if soap and water are not available before entering and after getting out of the vehicle <input checked="" type="checkbox"/> Regularly clean the vehicle using gloves and standard cleaning products, with particular emphasis on handles and other surfaces which may be touched during the journey. 	<p>Low</p>
		<p>High</p>	<p><u>Welfare Facilities</u></p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Stagger rest breaks to maintain social distance in mess rooms. Only 2 people permitted to enter the kitchens at one time, ensuring they are 2m apart. <input checked="" type="checkbox"/> Remove extra chairs and tables to reduce the number of workers allowed in the canteen. Use 'green ticks' for seats workers can sit in. <input checked="" type="checkbox"/> Encourage workers to bring in own food and drink. <input checked="" type="checkbox"/> Clean down area prior to eating using disinfectant spray or wipes. <input checked="" type="checkbox"/> Thoroughly wash hands for 20 seconds prior to eating and smoking <input checked="" type="checkbox"/> It is recommended to take your breaks in your own vehicle or workstation, which has been kept clean and only used by yourself. 	<p>Low</p>
		<p>High</p>	<p><u>Reduce</u></p> <p>Where the social distancing measures (2 metres) cannot be applied:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Minimise the frequency and time workers are within 2 metres of each other <input checked="" type="checkbox"/> Minimise the number of workers involved in these tasks <input checked="" type="checkbox"/> Workers should work side by side, or facing away from each other, rather than face to face <input checked="" type="checkbox"/> Regularly clean common touchpoints, doors, buttons, handles, vehicle cabs, tools, equipment etc. <input checked="" type="checkbox"/> Increase ventilation in enclosed spaces 	<p>Medium</p>

		<p>High</p> <p>High</p> <p>High</p> <p>High</p>	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Workers should wash their hands before and after using any equipment <input checked="" type="checkbox"/> Wear gloves while handling Waste Transfer Notes, remove by pulling them inside out and dispose in bins. <input checked="" type="checkbox"/> Screens to be erected where social distancing measures cannot be applied. <input checked="" type="checkbox"/> Install drop off and collection points around the building and workshop to reduce the need for face to face deliveries. Clearly mark these areas and communicate to all workers. <input checked="" type="checkbox"/> No personal parcels to be delivered to the Office or Workshop <p>Isolate Keep groups of workers that have to work within 2 metres:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Together in teams e.g. (do not change workers within teams) <input checked="" type="checkbox"/> As small as possible <input checked="" type="checkbox"/> Away from other workers where possible <p>Control Where face to face working is essential to carry out a task when working within 2 metres:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Keep this to 15 minutes or less where possible <input checked="" type="checkbox"/> Provide additional supervision to monitor and manage compliance <p>First Aid</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> There must be a minimum of one suitably qualified first aider on site at all times. <input checked="" type="checkbox"/> Avoid person-to-person contact where possible – make sure that hands (and other bare skin) is thoroughly washed with soap and water before and after administering first aid. <input checked="" type="checkbox"/> Do not administer mouth-to-mouth resuscitation unless it is a life or death situation. If mouth-to-mouth is absolutely necessary, then use face shields provided and monitor for symptoms of Coronavirus (Covid-19) for following fourteen days. <input checked="" type="checkbox"/> Clean and disinfect all equipment used after use. <p>PPE Sites should not use RPE for Coronavirus (Covid-19) where the two metre social distancing guidelines are met.</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Where it is not possible to maintain a two-metre distance, each activity should be risk assessed using the hierarchy of controls and against any sector-specific guidance, mindful that masks (RPE) are the last resort in the hierarchy <input checked="" type="checkbox"/> Re-usable PPE should be thoroughly cleaned after use and not shared between workers <input checked="" type="checkbox"/> Single use PPE should be disposed of so that it cannot be reused 	<p>Medium</p> <p>Medium</p> <p>Medium</p> <p>Medium</p>
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Coronavirus (Covid -19) Office Workers

2. DECLARATION

I confirm I have read, understand, and will abide by the requirements of this Coronavirus (Covid -19) Office Workers risk assessment.

Company Name	Transport (BAT)	<input type="checkbox"/>	Stone Supplies (BASS)	<input type="checkbox"/>
Employee Name (print)				
Signature				
Date				