

Health & Safety Risk Assessment	RA Ref No.	Revision 03	DATE	06 July 2020
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TASK (Operation/Process)	Company Activities (Exposure to the Coronavirus COVID 19)	References: <ul style="list-style-type: none"> • Public Health England • Health and Safety Executive • National Health Service
Location	Location of works (Company Offices)	
Operational Hours	As directed locally	
Risk Assessor Name	Chas Bray (Health & Safety Consultants - COVAL)	

Note: This is a generic risk assessment based on the current threat and level of information being released by Public Health England (PHE) & Health & Safety Executive (HSE). This assessment will need to be reviewed as the current situation escalates and new information is released.
This assessment is generic and will need to be made site specific to each office within the business.

Mandatory PPE (In accordance with the Statutory PPE Assessment)
 No PPE is required for working within an office environment, face coverings will be advised when travelling on public transport/crowded areas outside of the workplace.

Safe System of Work (SSOW)
 A safe system of works will be detailed within the site-specific assessments based on the scope and activity. This assessment outlines the current information released by Public Health England/Health & Safety Executive and the National Health Service.

- PHE <https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public>
- NHS <https://www.nhs.uk/conditions/coronavirus-covid-19/>
- HSE <https://www.hse.gov.uk/news/coronavirus.htm>
- Gov <https://www.gov.uk/government/publications/how-to-wear-and-make-a-cloth-face-covering/how-to-wear-and-make-a-cloth-face-covering>
- Gov <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres>

We have based this assessment on the information/advice given by PHE/NHS and HSE (links listed above).



Introduction:

This assessment must be briefed to all staff returning to work after a period of working from home. This assessment must be referenced to our General Risk Assessment – COVID 19. All staff must be briefed on both assessments (General Assessment COVID 19 & Office Assessment COVID 19) to ensure that they have received adequate information/instruction prior to returning to work in the company office.

Hazard:

Coronavirus (COVID 19) Infection from the Coronavirus.

The following symptoms may develop within 14 days of exposure to someone who has COVID-19 infection:

- continuous new cough
- Loss of taste or smell
- fever (high temperature)

Generally, these infections can cause more severe symptoms in people with weakened immune systems (vulnerable persons – see separate assessment), older people, and those with long-term medical conditions.

Emergency Planning:

If you have symptoms of coronavirus infection (persistent cough/high temperature), stay at home:

1. single persons living alone must isolate for **7 days**.
2. households of more than one person must isolate together for a period of **14 days (the initial infected person can return to work after 7 days if no further symptoms are displayed)**.

The following measures are to be taken:

- this action will help protect everybody within the household and others in your community whilst you are infectious
- plan ahead and ask others for help to ensure that you can successfully stay at home
- ask your line manager, friends and family to help you to get the things you need to stay at home
- stay at least 2 metres (about 3 steps) away from other people in your home whenever possible
- sleep alone if possible
- wash your hands regularly for 20 seconds, each time using soap and water
- stay away from vulnerable individuals such as the elderly and those with underlying health conditions as much as possible
- you do not need to call **NHS 111** to go into self-isolation. If your symptoms worsen during home isolation or are no better contact [NHS 111 online](https://www.nhs.uk/111). If you have no internet access, you should call NHS 111. For a medical emergency dial 999. Further advice can be obtained on line at <https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public>

Facial Coverings:

It is now mandatory for face coverings to be worn when travelling on public transport in England (recommended only in other parts of the UK) there are exceptions for staff that have difficulties breathing and suffer from a respiratory condition. A full list of the exemptions can be found at <https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>.

Office Safety Arrangements:

- We will always look at the possibility of staff working from home if possible
- All staff and visitors to book in when entering the office (track and trace register – kept for 21 days)
- We will try to avoid all staff arriving at the office at the same time by staggering start and finish times
- If you need to travel on public transport during your work activity, or when travelling to and from work, we advise the use of face coverings as detailed above
- When entering the building there are COVID 19 restrictions on the use of the lift - 1 person at a time
- If you use the stairs, ensure that you keep your social distancing, if you need to pass someone try and keep your distance
- When entering the office, you will be required to carry out the following 2 important steps:
 1. Use the non-contact thermometer at reception to check your temperature to ensure that you do not have a fever (38°C or above):
 - If your temperature is below 38°C proceed to Step 2 (after cleaning the thermometer using the disinfectant wipes provided)
 - If your temperature is above 38°C do not proceed to Step 2, clean the thermometer with the disinfectant wipes provided and leave the building, once you are outside the building contact your Line Manager before isolating
 2. On entry to the offices all staff must use the hand sanitiser that has been made available, or alternatively wash their hands prior to sitting at their workstation
- All office staff must keep social distancing of 2m at all times where possible
- No activity should be undertaken where social distancing cannot be achieved, if an activity cannot be undertaken while social distancing report to your line manager for instruction
- No hot desk activity will be permitted
- Face to face meetings should only take place if social distancing can be practiced – Microsoft Teams Meeting
- Meetings will be restricted within the meeting room to achieve social distancing
- All workstations will be located where staff can achieve their 2m social distancing (preferably back to back)
- If desks cannot be moved to ensure social distancing, perspex screens may have to be erected between desks
- Staff are advised to bring in their own mugs to be used for tea/coffee
- The use of the welfare facilities (kitchen/toilets) will be restricted to 1 person at a time - signage will be displayed to reinforce this requirement
- Floor tape/signage will be installed within the office to ensure that the 2m social distancing is practiced
- All staff are required to follow the floor signage to ensure that a one-way system is practiced to prevent breaching our social distancing measures
- All visitors will be met at the front door and will be escorted at all times (social distancing) to ensure compliance with our COVID 19 (Safety Procedures)
- DSE Assessment (Workstation) to be carried out if a member of staff has had their workstation changed
- Staying COVID 19 Secure Notice will be displayed within our offices
- The following signs (or similar) should be displayed within the office (<https://safetybox.co.uk/coronavirus-covid-19-signs-1>):

Staying COVID-19 Secure in 2020

We confirm that 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 –

If you have any concerns regarding your health and safety at work contact your H&S Manager

Chas Bray – COVAL Health & Safety Services (07971627482

or

Contact HSE by phone on 0300 003 1647

To be displayed within the Company Office

Preferably next to the H&S Law Poster

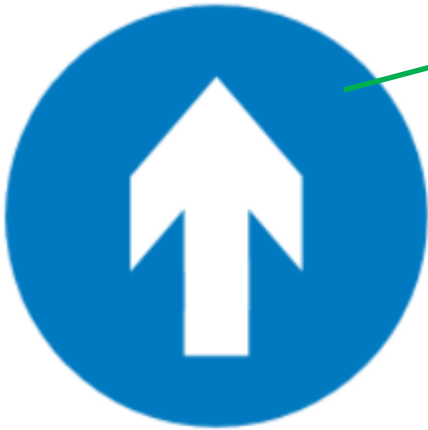
To be displayed within the Company Office

Preferably next to the H&S Law Poster





Hand Sanitisation Point
Located at the office entrance and the Kitchen



Directional floor signs for the one-way system



Used in conjunction with the directional floor signs



Hazard Warning Tape placed in front of desks to ensure the 2m Social Distance is observed.



Wash Your Hands Poster
Displayed at the entrance to the office and within the welfare facilities

To be used on the stairs to ensure that the correct social distancing is achieved



Cleaning:

- Regular cleaning of the offices will be carried out in accordance with the guidance document (link provided on page 1 of this assessment).
- Waste bins will be emptied daily.

Clinically Vulnerable Persons will be assessed separately in regard to their return to work (company offices).

If any member of staff is clinically vulnerable as categorised by PHE, meaning they are at higher risk of severe illness from coronavirus. The current advice is for them to stay at home where possible. If clinically vulnerable (but not extremely clinically vulnerable) individuals cannot work from home, they will be offered the option of the safest available on-site roles, enabling them to stay 2m away from others. If they have to spend time within 2m of others, we will carefully assess whether this involves an acceptable level of risk and will be assessed separately.

Note: this risk assessment will be reinforced by safety briefings and managers updates.

Health & safety Consultant
(COVAL)

Chas Bray

Signed: