

Integrated Management System – Risk assessment.

Office:	All offices	Assessor:	Gwyn Davies
Reference:	RA-COVID-19-Office Work Return-20200528-Rev E	Date:	09 July 2020
Activity:	Return to Office Working / COVID-19		

Additional Information
<p>Background on the virus Coronavirus (COVID-19) is an infectious disease caused by a newly discovered coronavirus that affects the lungs and airways.</p> <hr/> <p>Purpose of this risk assessment To assess the risks associated with a return to office working and identify all necessary control measures. To act as a starting point for individual office risk assessments. An update is anticipated on the 1st August to suit a change in government guidance for clinically extremely vulnerable persons (ref. 1 below).</p>

RISK EVALUATION *(add more rows if req'd)*

Ref	Hazard / Hazardous Activity	Person(s) at Risk	Significant Risk	Risk Level			Control Measures	Residual Risk		
				L	S	RL		L	S	RL
1.	Return to office working vs continued Home Working	All staff	COVID-19 infection / infecting through contact with infected persons incl. HL staff.	3	4	12	Where an individual can continue to work full time from home, whilst completing all tasks associated with their role, and wishes to do so then they should continue to work <i>full-time</i> from home.	0	4	0
							Where an individual can complete aspects of their role from home and wish to do so then they should continue to work <i>part-time</i> from home.	2	4	8
							Staff who are defined as high risk (clinically extremely vulnerable) or living with / caring for someone categorised as high risk will not return to office working.	0	4	0
2.	Pre-planning: Staffing	All staff	Exposing staff to COVID-19 whilst working at the office.	3	4	12	Estimate the maximum number of staff who can be accommodated in the office based on social distancing guidelines. 2m separation between seated individuals and a 1m+ separation for other areas where the 2m criteria cannot be met, in addition face to face working is not permitted. Do not exceed this maximum occupation number.	2	4	8

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2.	Pre-planning: Staffing Cont/-	All staff	Exposing staff to COVID-19 whilst working at the office.	3	4	12	Staff who develop COVID-19 symptoms or are within 14 days of the day when a first member of their household showed symptoms of COVID-19 must stop office working immediately / not return to office working.	2	4	8
							<ol style="list-style-type: none"> 1. Establish a method by which use of the office is authorised and controlled. Maintain a record of who is in the office at any one time, including times of entry and leaving, this to include staff and authorised visitors, e.g. cleaners. 2. Ensure appropriate office staffing, e.g. entry / exit controller / receptionist, first aid, fire warden cover. 3. Ensure appropriate resources for office working are in place, e.g. signage and traffic control tape (arrows), sanitiser and cleaning materials, single-use waste disposal bags, first aid provisions etc. 4. Confirm with the landlord that the office is suitable for a return to office working. 	2	4	8
3.	Commute to office (advisory as this relates to personal travel)	All staff	Contact with COVID-19 infected members of the public.	3	4	12	<ol style="list-style-type: none"> 1. Walk or bicycle ride to work if possible. 2. Where your commute is by car: <ol style="list-style-type: none"> a. Travel alone where possible. 	1	4	4
							<ol style="list-style-type: none"> b. If car sharing with other HL staff: <ol style="list-style-type: none"> i. Take the minimum number of staff at any one commute, and the same individual(s). ii. All people in the vehicle should sit as far as practical apart and wear face coverings. iii. Keep the car windows open with occupants facing away from each other. iv. Keep your car clean, with particular emphasis on handles and other areas where passengers may touch surfaces. v. Do not stop-off on your journey except where absolutely necessary 	2	4	8

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3.	Commute to office (advisory as this relates to personal travel) cont/-	All staff	Contact with COVID-19 infected members of the public.	3	4	12	<p>3. Use of public transport where no other means are available. When using public transport:</p> <ul style="list-style-type: none"> a. Maintain 2 metre social distancing wherever possible. b. Where a face covering for the duration of the journey. c. Avoid contact with anyone, especially those who display typical outward symptoms of COVID-19, i.e. coughing or sneezing. d. Adapt commute travel times where possible, to avoid rush hour or busy periods. e. Allow enough time for likely disruption. f. Practice dynamic risk assessment – where safety is compromised, leave the area or location. 	2	4	8
4.	Landlord arrangements	All staff	Contact with COVID-19 infected other users of the building.	3	4	12	<ul style="list-style-type: none"> 1. Confirm with the landlord their current policy and measures introduced in response to the risk of COVID-19 in their building. 2. Obtain and provide a copy of landlord policy and measures to the COVID-19 task group for review. 3. COVID-19 task group to assess adequacy of landlord measures. Landlord arrangements must include assessment of the risk of COVID-19 infection by building occupants using common areas, including receptions, lifts, toilets, circulation areas etc. Appropriate measures addressing social distancing, avoidance of crowding, hygiene and any other measures, must be documented and implemented. 4. Ensure HL employees are thoroughly aware of / briefed regarding landlord measures affecting them 5. Observe landlord measures at all times. 	2	4	8

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5.	<p>Communal areas and welfare facilities HL staff using communal areas and welfare facilities, including receptions, lifts, toilets, circulation areas etc.</p>	All staff	Contact with COVID-19 infected other users of the building.	3	4	12	<ol style="list-style-type: none"> 1. Do not use communal areas or welfare facilities where control measures (e.g. social distancing) are not being observed. 2. The following to be adopted by all staff: <ol style="list-style-type: none"> a. Use facilities in accordance with rules, e.g. restricting numbers. b. Wash hands upon entry and on exiting of the facilities. c. Do not use if toilets appear poorly managed. Report instances to your office MP / manager. d. Pay close attention to surfaces you may touch, e.g. door handles, locks and the toilet flush. e. Avoid taking personal possessions (e.g. mobile phone) to the toilet as these will need sanitising afterwards if handled or exposed to contaminants. f. Use paper towels or individual cubicle hand driers to dry hands. g. Use rubbish bins for disposal of waste. h. Do not use communal hand driers – leave the facility if anyone else is using a hand drier in a communal space. i. Sanitise hands at entrance to HL office. 	2	4	8
6.	<p>Landlord systems Landlord maintained systems, including heating, cooling, domestic water, fire safety etc.</p>	All staff	Risk from building engineering systems lying dormant and / or lack of maintenance during lockdown	2	4	8	Confirm with the landlord that systems serving HL office remain operational and maintained and that no risk to HL employees' health and safety results from dormant or unmaintained building engineering systems.	1	4	4
7.	<p>Hoare Lea systems HL maintained systems, including heating, cooling, domestic water, fire safety etc.</p>	All staff	Risk from building engineering systems lying dormant and / or lack of maintenance during lockdown	2	4	8	Confirm with the relevant maintenance contractors or as appropriate, that building engineering systems under HL responsibility remain suitable for occupation, and that no risk to employees' health and safety results from dormant or unmaintained building engineering systems.	1	4	4

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8.	<p>Regular office work: Office movement and circulation</p>	All staff	COVID-19 infection from others in the office or from contaminated surfaces.	3	4	12	<p>Traffic Flow Introduce measures to access the office, control office movement and traffic flow to maintain workplace distancing. Consider (as appropriate / possible):</p> <ol style="list-style-type: none"> 1. Separate office entry / exit points. 2. Staggered arrival / departure times. 3. Provision of a receptionist to control exit / entry to HL office. 4. Providing screens in reception areas where 2m social distancing cannot be guaranteed. 5. Provision of hand sanitisers at office exit / entry points. 6. Use traffic flow techniques – introduce one-way flows to desks where possible, use tape, signage, office layout drawings etc. 7. Adopt a one in / one out system for shared facilities, e.g. toilets and tea points. 8. Do not use shared coat storage areas, showers, locker rooms or changing areas. 9. Clean surfaces in shared facilities after use by wiping surfaces used / touched. <p>Office Access</p> <ol style="list-style-type: none"> 10. Refuse office access to: <ol style="list-style-type: none"> a. Staff with high temperatures and / or obvious symptoms. Contactless thermometers to be at points of entry for self-checking of temperatures. b. Staff arriving without authority to work in the office. c. Unauthorised visitors. 	2	4	8
9.	<p>Regular office work: Work at a workstation</p>	All staff	COVID-19 infection from others in the office or from contaminated surfaces.	3	4	12	<p>Workstations Generally Introduce measures to control workspace allocation to maintain workplace (2mtr) distancing. Consider (as appropriate / possible):</p> <ol style="list-style-type: none"> 1. Reduced numbers of staff to ensure spacing to facilitate social distancing guidelines. 2. Ensure staff selected to work in the office are made aware in writing. 3. Ensure staff not selected for office working are made aware in writing. 4. Staff to store coats etc., at their workstation not shared cloak rooms / coat hanging areas. 	2	4	8

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9.	<p>Regular office work: Work at a workstation Cont/-</p>	All staff	COVID-19 infection from others in the office or from contaminated surfaces.	3	4	12	<p>5. Workstations must not be shared (no hot desking).</p> <p>6. Consider extended workdays / shifts to facilitate social distancing.</p> <p>7. Consider part-time office working to allow social distancing and improve well-being.</p> <p>8. Provide separate disposable, single-use plastic bags at each occupied workstation for disposal of personal waste (ie tissues, food waste).</p> <p>Workplace Distancing</p> <p>9. Control workstation allocation:</p> <p style="padding-left: 20px;">a. To maintain at least 2m distance from other staff.</p> <p style="padding-left: 20px;">b. To prevent face to face working.</p> <p>10. In office areas where 2m separation is not possible, use of screens or barriers to allow use of workstations.</p> <p>11. Do not engage in 'skin to skin' contact, e.g. shaking hands.</p> <p>12. Do not arrange 'in-person' meetings in the office where Skype/Teams can be used.</p> <p>13. Where Skype/Teams cannot be used, observe 2m social distancing when meeting in-person / during informal discussions with other staff.</p> <p>Food Hygiene</p> <p>14. Staff must bring to the office each day their own pre-prepared food and consume at their own desk.</p> <p>15. Caution and good hygiene must be adopted if using HL supplied tea, coffee and milk – with particular attention paid to avoidance of cross contamination.</p> <p>16. Use own cups, glasses, crockery and cutlery. Do not leave in an unclean state on work surfaces or in the dishwasher.</p> <p>17. Sanitise hands before and after use of kitchens and tea points.</p> <p>18. Sanitise surfaces and items handled whilst using kitchen and tea points, e.g. taps, kettle, fridge handles, milk bottles, cleaning products.</p>	2	4	8
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9.	<p>Regular office work: Work at a workstation Cont/-</p>	All staff	COVID-19 infection from others in the office or from contaminated surfaces.	3	4	12	<p>Hand Hygiene 19. Wash hands with soap and water often and effectively for a minimum of 20 seconds - after blowing nose, sneezing or coughing, and after eating or handling your food. Also, immediately after any activity or contact that potentially results in hands becoming contaminated. 20. Avoid touching eyes, mouth or nose with unwashed hands, particularly after coughing or sneezing. 21. Use hand sanitisers on entrances to work areas, and at key points throughout the office. Respiratory and Cough Hygiene 22. The following to be adopted by all staff: a. Use disposable, single-use tissues to cover mouth and nose when sneezing, coughing or wiping and blowing your nose. b. Dispose of used tissues promptly after use, in the personal waste receptacle. 23. Provide hand paper towels for use instead of hand driers. 24. Use signs and posters to encourage awareness of handwashing, avoiding touching face and cough/sneeze into a tissue. Surface Sanitising 25. The following to be adopted by all staff: a. Regularly sanitise your workstation surfaces using a sanitiser. b. Sanitise all non-workstation hard surfaces such as door handles, lights switches, reception desks etc., using a bleach-based sanitiser using disposable gloves. c. Avoid any un-necessary use of office equipment and sanitise all surfaces before and after use.</p>	2	4	8
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9.	<p>Regular office work: Work at a workstation Cont/-</p>	All staff	COVID-19 infection from others in the office or from contaminated surfaces.	3	4	12	<p>Office Cleaning</p> <p>26. Use single-use plastic bags provided at workstations (personal waste receptacle) for personal waste disposal.</p> <p>27. Dispose of sealed bags in communal bins or take bags home for disposal.</p> <p>28. Ensure that the office is subject to regular and daily cleaning by an appropriate cleaning contractor.</p> <p>29. Coordinate with the contractor to ensure that an appropriate cleaning regime is implemented that takes in the risk presented by COVID-19.</p> <p>30. Agree and set with the contractor:</p> <ul style="list-style-type: none"> a. Clear cleaning standards for all areas. b. Enhance cleaning of all facilities at the end of each working day. c. Special cleaning standards in the event of a known or suspected case of COVID 19. <p>31. All in accordance with the most recent Government guidance.</p>	2	4	8
10.	<p>Regular office work: Accidents, incidents, emergencies, security incidents etc. COVID-19 infections, suspected infections</p>	All staff	COVID-19 infection from others in the office or from contaminated surfaces.	3	4	12	<p>1. In an emergency, e.g. accident or fire, staff do not have to stay 2m apart.</p> <p>2. During fire drills, social distancing must be adhered to as far as possible.</p> <p>3. Staff involved in provision of assistance must wash / sanitise immediately after provision of assistance.</p> <p>4. Adhere to St Johns Ambulance guidance on provision of first aid – provision of assisted breath is not currently allowed</p> <p>5. Adhere to the Hoare Lea policy on actions to be taken in the event of a potential or confirmed COVID-19 case.</p> <p>6. Arrange for the office cleaning contractor to separately clean the workstation and known circulation areas following a known or suspected case of COVID 19.</p>	2	4	8

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11.	Visitors to the Office	All staff	COVID-19 infection / infecting through contact / proximity with infected office non-essential visitors.	3	4	12	<ol style="list-style-type: none"> 1. No non-essential visitors allowed to the office, e.g. clients, external design team, reps and other visitors. 2. Contact and confirm that the relevant essential visitor / contractor has assessed the risk of COVID-19 infection of and/or infection by, HL staff. 3. Request a copy of the risk assessment and forward to COVID-19 task group for review. 	2	4	8
							<p><i>Note: essential visitors are non-employees providing a service to HL that must be undertaken in order to ensure the safe operation of the office, e.g. cleaning, PAT testing, fire extinguisher inspection, other equipment maintenance and repair etc.</i></p> <ol style="list-style-type: none"> 4. Do not allow essential visitors to work in the office without a suitable and sufficient risk assessment. 5. Communicate to essential visitors, local office guidance on social distancing and hygiene, before arrival at the office. 6. Minimise number of essential visitors at any one time. 7. Where possible, schedule essential visits to out of hours. 8. Establish host duties and provide necessary instruction for staff to act as hosts to essential visitors. 9. Review entry and exit routes for essential visitors to minimise contact with staff. 10. Where required, co-ordinate work with landlord, staff and other tenants. 11. Regular work-related postal deliveries must be undertaken in observance of social distancing guidelines – 2m separation. 12. No deliveries of personal postage / parcels allowed. 13. All business related deliveries are to be considered contaminated and are to be handled with care - hands and surfaces cleaned/sanitised regularly during handling. 	2	4	8

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LIKELIHOOD (L) =	Highly Likely (4)	Probable (3)	Possible (2)	Improbable (1)
SEVERITY (S) =	Extremely Harmful (4)	Harmful (3)	Slightly Harmful (2)	Insignificant (1)
RISK LEVEL (RL) = LIKELIHOOD x SEVERITY =	Substantial (12-16)	Moderate (8-11)	Tolerable (3-7)	Trivial (1-2)

Signed (Assessor): Gwyn Davies

Signed (Reviewer): Mark Hagger

Signed (Partner, as acknowledgement): Mark Hagger

Date of Review 9th July 2020