

Office:	All offices	Assessor:	
Reference:	RA-COVID-ALL-Office Work Return-20210819 FINAL_.doc	Date:	19/08/2021
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> <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 'master' template for development of individual office risk assessments.</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
1a.	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	Employees who consider themselves to fall within the following groups: 1. Defined as Clinically extremely vulnerable or, 2. Living with a clinically extremely vulnerable person 3. The Public Health England higher-risk group. See HSE definition Should contact their line manager if they have any concerns regarding returning to the office.	2	4	8
2a.	Pre-planning: Staffing	Returning staff and visitors	Exposing staff to COVID-19 whilst working at the office.	3	4	12	Staff must NOT attend any office or site if they: need to isolate and must follow government guidelines on testing and isolation.	2	4	8
2b.	Pre-planning: Staffing	Returning staff and visitors	Exposing staff to COVID-19 whilst working at the office.	3	4	12	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	4	8
2c.	Pre-planning: Staffing	Returning staff and visitors	Exposing staff to COVID-19 whilst working at the office.	3	4	12	Ensure appropriate office staffing, e.g. entry / exit controller / receptionist, first aid and fire warden cover.	2	4	8

2d.	Pre-planning: Staffing	Returning staff and visitors	Exposing staff to COVID-19 whilst working at the office.	3	4	12	Ensure appropriate resources for office working are in place, e.g. signage sanitiser, cleaning materials and first aid provisions.	2	4	8
3a.	Commute to office (advisory as this relates to personal travel)	Returning staff	Contact with COVID-19 infected members of the public and subsequent use of the office.	3	4	12	Walk or bicycle ride to work if possible.	1	4	4
3b.	Commute to office (advisory as this relates to personal travel)	Returning staff	Contact with COVID-19 infected members of the public and subsequent use of the office.	3	4	12	<p>If commuting to work by car the following advice is given:</p> <ul style="list-style-type: none"> • If car sharing with other HL staff: • Take the minimum number of staff at any one commute, and the same individual(s). • All people in the vehicle should sit as far as practical apart and wear face coverings. • Ensure ventilation is on outside supply and not recirc. • Keep the car windows open, partially or sporadically open in cold weather. • Keep your car clean, with particular emphasis on handles and other areas where passengers may touch surfaces. 	2	4	8
3c.	Commute to office (advisory as this relates to personal travel)	Returning staff	Contact with COVID-19 infected members of the public and subsequent use of the office.	3	4	12	<p>If using public transport, the following advice is given:</p> <ul style="list-style-type: none"> • Adhere to guidance set out by transport provider • Wear a face covering for the duration of the journey. • Avoid contact with anyone, especially those who display typical outward symptoms of COVID-19, i.e. coughing or sneezing. • Adapt commute travel times where possible, to avoid rush hour or busy periods. • Allow enough time for likely disruption. • Practice dynamic risk assessment – where safety is compromised, leave the area or location. 	2	4	8

4a.	Landlord arrangements	Returning staff and visitors	Contact with COVID-19 infected other users of the building.	3	4	12	<p>Confirm with the landlord their current policy and measures introduced in response to the risk of COVID-19 in their building. Hold on record a reviewed copy of the landlord policy and 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 avoidance of crowding, hygiene and any other measures, must be documented and implemented. Ensure HL employees are thoroughly aware of / briefed regarding landlord measures affecting them. Observe landlord measures at all times.</p>	2	4	8
5a.	Communal areas and welfare facilities HL staff using (landlord or Hoare Lea) communal areas and welfare facilities, including receptions, lifts, toilets, circulation areas etc.	Returning staff and visitors	Contact with COVID-19 infected other users of the building.	3	4	12	<p>General Do not use if communal areas appear poorly managed. Report instances to the office manager. The following to be adopted by all staff:</p> <ul style="list-style-type: none"> • Use facilities in accordance with rules, e.g. restricting numbers. • Use rubbish bins for disposal of waste. • Sanitise hands at entrance to HL office. • Ensure showers, lockers and changing rooms are kept clean and clear of personal items. • When using communal (non HL only) areas it is recommended to wear face coverings in crowded and enclosed spaces- if not already mandated by the landlord. 	2	4	8
5b.	Communal areas and welfare facilities HL staff using (landlord or Hoare Lea) communal areas and welfare facilities, including receptions, lifts, toilets, circulation areas etc.	Returning staff and visitors	Contact with COVID-19 infected other users of the building.	3	4	12	<p>Toilet Facilities The following to be adopted by all staff:</p> <ul style="list-style-type: none"> • Use facilities in accordance with the locally implemented rules. • Wash hands after use on exiting the facilities. • Use paper towels or individual cubicle hand driers to dry hands. 	2	4	8

5c.	Communal areas and welfare facilities HL staff using (landlord or Hoare Lea) communal areas and welfare facilities, including receptions, lifts, toilets, circulation areas etc.	Returning staff and visitors	Contact with COVID-19 infected other users of the building.	3	4	12	Shower Facilities. The following to be adopted by all staff: <ul style="list-style-type: none"> • Use facilities in accordance with the locally implemented rules • Before and after using the showers, wipe down all key contact points and surfaces with anti-bacterial wipes provided. • No soft materials (e.g. towels/clothing/shoes) is permitted to be stored in the shower room. 	2	4	8
7b.	Ventilation	Returning staff and visitors	Risk of airborne virus transmission	3	4	12	Windows to be opened wherever possible and without causing discomfort to others. Small spaces or areas with poor or no ventilation should be avoided wherever possible, and only used by 1 person at any one time	2	4	8
8a.	Regular office work: Office movement and circulation	Returning staff and visitors	COVID-19 infection from others in the office or from contaminated surfaces.	3	4	12	Traffic Flow Introduce measures to access the office, control office movement and traffic flow to maintain workplace distancing. Consider (as appropriate / possible): <ul style="list-style-type: none"> • Separate office entry / exit points. • Staggered arrival / departure times. • Provision of a receptionist to control exit / entry to HL office. • Providing screens in reception areas where social distancing cannot be guaranteed. • Provision of hand sanitisers at office exit / entry points. • Adopt a one in / one out system for poorly ventilated or small spaces. 	2	4	8
9a.	Regular office work: Work at a workstation	Returning staff and visitors	COVID-19 infection from others in the office or from contaminated surfaces.	3	4	12	Workstations Generally <ul style="list-style-type: none"> • Introduce measures to increase distance between people when they're at their workstations and avoid face to face working. Screens to be used if this can't be avoided. • Staff to store coats etc., at their workstation not shared cloak rooms / coat hanging areas. • Hybrid working will be in operation to minimise contact between staff/teams and improve well-being. 	2	4	8

9b.	Regular office work: Work at a workstation	Returning staff and visitors	COVID-19 infection from others in the office or from contaminated surfaces.	3	4	12	Workplace Distancing Control workstation allocation to prevent face to face working (without mitigation). Do not engage in 'skin to skin' contact, e.g. shaking hands. Where Skype/Teams cannot be used, observe social distancing when meeting in-person / during informal discussions with other staff.	2	4	8
9c.	Regular office work: Work at a workstation	Returning staff and visitors	COVID-19 infection from others in the office or from contaminated surfaces.	3	4	12	Food Hygiene / Kitchen Use The kitchen may be used for the warming/plating of food and preparation of drinks. Caution and good hygiene must be adopted if using HL supplied tea, coffee and milk –attention shall be paid to avoid cross contamination. Sanitise surfaces and items handled following use of kitchen, e.g. taps, kettle, fridge handles, dishwasher handles, microwave, milk bottles, cleaning products.	2	4	8
9d.	Regular office work: Work at a workstation	Returning staff and visitors	COVID-19 infection from others in the office or from contaminated surfaces.	3	4	12	Hand Hygiene 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. Avoid touching eyes, mouth or nose with unwashed hands, particularly after coughing or sneezing. Use hand sanitisers on entrances to work areas, and at key points throughout the office.	2	4	8
9e.	Regular office work: Work at a workstation	Returning staff and visitors	COVID-19 infection from others in the office or from contaminated surfaces.	3	4	12	Respiratory and Cough Hygiene The following to be adopted by all staff: <ul style="list-style-type: none"> • Use disposable, single-use tissues to cover mouth and nose when sneezing, coughing or wiping and blowing your nose. • Dispose of used tissues promptly after use and perform hand hygiene afterwards Provide hand paper towels for use instead of hand driers. Use signs and posters to encourage awareness of handwashing, avoiding touching face and cough/sneeze into a tissue.	2	4	8

9f.	Regular office work: Work at a workstation	Returning staff and visitors	COVID-19 infection from others in the office or from contaminated surfaces.	3	4	12	Surface Sanitising The following to be adopted by all staff: <ul style="list-style-type: none"> Regularly sanitise your workstation surfaces using a sanitiser. Avoid any un-necessary use of office equipment and sanitise all surfaces before and after use. 	2	4	8
9g.	Regular office work: Work at a workstation	Returning staff and visitors	COVID-19 infection from others in the office or from contaminated surfaces.	3	4	12	Office Cleaning Ensure that the office is subject to regular and daily cleaning by an appropriate cleaning contractor. Coordinate with the contractor to ensure that an appropriate cleaning regime is implemented that takes in the risk presented by COVID-19. Agree and set with the contractor: <ul style="list-style-type: none"> Clear cleaning standards for all areas. Enhance cleaning of all facilities at the end of each working day. Special cleaning standards in the event of a known or suspected case of COVID-19. All in accordance with the most recent Government guidance.	2	4	8
10a.	Regular office work: Accidents, incidents, emergencies, security incidents etc. COVID-19 infections, suspected infections	Returning staff and visitors	COVID-19 infection from others in the office or from contaminated surfaces.	3	4	12	During fire drills, social distancing will be adhered to as far as possible. Staff involved in provision of assistance will wash / sanitise immediately after provision of assistance. Adhere to St Johns Ambulance guidance on provision of first aid – provision of assisted breath is not currently allowed Adhere to the Hoare Lea policy on actions to be take/n in the event of a potential or confirmed COVID-19 case. Arrange for the office cleaning contractor to separately clean the workstation following a known or suspected case of COVID 19.	2	4	8

11a.	Visitors to the Office	Returning staff and visitors	COVID-19 infection / infecting through contact / proximity with infected office non-essential visitors.	3	4	12	Visitors, such as clients and fellow professionals, are allowed on the premises where the visit is deemed essential for the business or project – Hoare Lea external visitor protocol will be adhered to. Establish host duties and provide necessary instruction for staff to act as hosts to visitors. Visitors to follow the traffic flow routes.	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)
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Signed (Assessor): Lizzy Marsh

Signed (Reviewer): Mark Hagger

Signed (Partner, as acknowledgement):



Date of Review: 19/08/2021