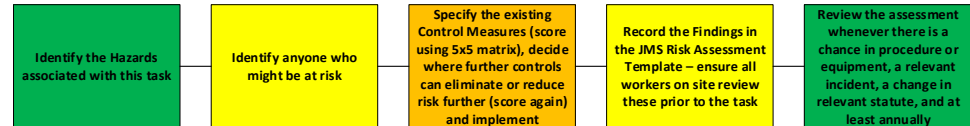


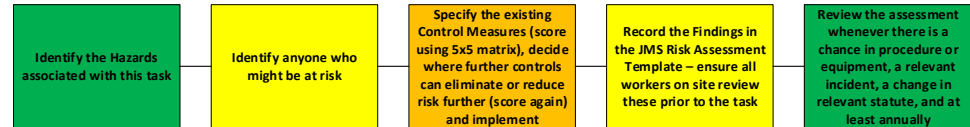
Ref: #001	Cat: Office	Task/Risk: Office Work during Covid 19	Reviewed By: Liam Byrnes
Last review date: 21/05/20	Action to: QS <input type="checkbox"/> CM <input checked="" type="checkbox"/> SM <input checked="" type="checkbox"/> Worker <input checked="" type="checkbox"/> H&S <input checked="" type="checkbox"/> Client <input checked="" type="checkbox"/> PD <input type="checkbox"/> Other (specify) <input type="checkbox"/>		
Persons at risk:	Public <input checked="" type="checkbox"/> Visitors <input checked="" type="checkbox"/> Neighbours <input checked="" type="checkbox"/> Employees <input checked="" type="checkbox"/> Contractors <input checked="" type="checkbox"/> Client <input checked="" type="checkbox"/> Trespasser <input type="checkbox"/> Other (specify) <input type="checkbox"/>		

Hazard	Potential Consequences:	Existing Controls:	Risk Rating:			Further Controls that must be implemented:	Residual Risk:		
			S	L	=		S	L	=
Close contact within the office environment	Spread of the virus, minimum 2-week quarantine for anyone affected. Potential for death and spread to contacts outside work.	Employees will be encouraged to work from home utilising existing remote access to minimise attendance in the office. Reduced numbers in the workplace will support greater distancing between workers. We have refurbished the warehouse during lockdown to provide further offices and meeting rooms to enable social distancing at work. Hand sanitiser is available at the sign in point, and hand washing facilities are available throughout the facility. RA are regularly updated as Gov guidance is updated. Simple, clear information is available for workers at induction and by utilising signage around site.	5	5	25	<ul style="list-style-type: none"> Enhanced pre-start health checks are enforced during induction (including questions about others the worker may have been in contact with outside work) Workers will not be allowed to work within 2m of any other person where possible (see below) Information will be provided to contractors for their workers to be aware of prior to arrival on our site. Department Managers will monitor understanding of the rules on site (particularly where an individuals first language might not be English) and consult with the H&S Dept regularly. Anyone who either has a high temperature or a new persistent cough or is within 14 days of the day when the first member of their household showed symptoms of Coronavirus (Covid-19) will be asked not to come to the office at all. 	3	5	15
Mental Health problems	Workers may suffer from anxiety or depression (etc.) caused by ongoing concern related to Covid-19. Home workers may be especially vulnerable. Suicide.	JMS Mental Health First Aider is available on 07876889927	5	2	10	<ul style="list-style-type: none"> Line managers will keep in contact with all workers, and encourage anyone suffering to speak to the MHFA for signposting to organisations that may be able to offer professional help 	5	1	5
Coming to and leaving work	Higher numbers of people arriving or leaving at the same time will increase the chance of spread	Warning signs and hand washing facilities will be located at entry points. Remote fobs are used to open gates and doors.	5	5	25	<ul style="list-style-type: none"> Employees and contractors will be asked to travel to work alone or in fixed teams where possible One-way systems for pedestrians will be in operation on stair wells around the site – up the front stairs and down the rear stairs – note this control will not apply in an emergency Site inductions and meeting will be held remotely where possible, or numbers restricted to ensure a minimum 2m distance if not 	3	5	15



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Movement within the work site	Any pedestrian movement or travel through the workplace will increase the risk of spreading the virus	Workers will be asked to work within specific areas, and the use of internal phones on site will be encouraged where safe to contact colleagues rather than moving to their office etc. Workers that must attend the office will use an assigned workspace only – this may not be their usual space to ensure employees are spread out.	5	5	25	<ul style="list-style-type: none"> One-way systems will be marked around the site, intentional or repeated infringement (except in an emergency) may lead to disciplinary action. Where tasks are rotated for health or safety reasons, the disconnected equipment (particularly the handling and operating areas) must be cleaned with disinfectant wipes and allowed to dry thoroughly first. 	3	5	15
Meetings	Spread of the virus, minimum 2-week quarantine for anyone affected. Potential for death and spread to contacts outside work.	Support staff will work from home as much as possible.	5	5	25	<ul style="list-style-type: none"> Virtual meetings will be held in place of any meeting wherever possible Where meetings on site are unavoidable, attendees will be minimal, and a 2m distance will be maintained. Pens and other equipment will not be shared Hand sanitiser will be available in meeting rooms 	3	5	15
Break times	Increased use of welfare facilities during fixed breaks will increase contact	Welfare facilities must be kept clean by each user. Employees are encouraged to bring and use their own utensils, and prepare refreshments only for themselves. Social distancing (specifically the 2m rule) will be enforced within welfare areas.	5	5	25	<ul style="list-style-type: none"> Enhanced cleaning schedule, we will request each worker cleans the kettle, microwave etc. after each use Break times will be staggered to minimise numbers using facilities provided Seats and tables in the canteen will be configured to ensure 2m separation can be maintained 	3	5	15
Accidents or emergencies	Injuries or health could deteriorate further without necessary medical attention	The 2m rule will not apply in an emergency situation if staying apart would increase any risk.	5	5	25	<ul style="list-style-type: none"> First aiders must wash thoroughly immediately after being in close proximity to others. Gloves and face shields should be worn as appropriate. 	3	5	15
Visitors	Unfamiliarity with the site could increase risk of a contravention of any control measure determined within this (or other) risk assessments	Enhanced inductions to explain site rules during the current pandemic. All visitors must sign in and out.	5	5	25	<ul style="list-style-type: none"> Signage will be placed at entry points reminding visitors of the need for induction and will include some initial information on health and safety on site. Numbers of visitors will be minimised on site. Only those required to support the quality or safety of the progress will be allowed onto site. Contractors will attend at their assigned times only on a carefully staggered programme of works. 	3	5	15



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<p>Cleaning</p> <p>Contaminated surfaces could help to spread of the virus, minimum 2-week quarantine for anyone affected. Potential for death and spread to contacts outside work.</p>	<p>Increased cleaning of welfare and kitchen areas, and objects or surfaces that are touched regularly (equipment controls or handles, desktops etc.) will be arranged by the Company Secretary. Paper towels are available in preference to hand dryers, and the rubbish is collected regularly.</p>	5	5	25	<ul style="list-style-type: none"> Additional hand washing or sanitising facilities will be available on site Shared equipment (e.g. printer etc.) will be cleaned by the user after each use Reminder signage will be placed around sites requesting regular handwashing 	3	5	15
<p>Optional use of basic face covering</p> <p>Incorrect use will minimise any protection. Note: basic face are unlikely to protect the wearer but might protect others <i>from</i> the wearer if (s)he is an asymptomatic carrier.</p>	<p>Disposable RPE is hard to source currently as supplies are being diverted to the NHS. RPE will still be required in place of face coverings for other hazards including dust.</p>	5	3	15	<ul style="list-style-type: none"> Wash hands thoroughly for 20 seconds prior to putting the face covering on Avoid touching the face when putting the face covering on Change the face covering if it gets damp Continue to wash hands regularly Change and wash (or renew) the face covering daily Continue to practice social distancing where possible 	3	3	9

Other: All operatives will be inducted to this site and Covid rules to the latest Gov advice will be incorporated into this briefing. They will be asked to confirm they are fit to work. Any intentional or repeated infringement of these control measures may lead to disciplinary action.