

Ref: #001	Cat: Office	Task/Risk: Office Work during Covid 19	Reviewed By: Liam Byrnes
Last review date: 05/01/21	Action to: <input checked="" type="checkbox"/> QS <input checked="" 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"/>		
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The main factors increasing the risk of C19 transmission are proximity to other workers, and length of time they are together

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.	Due to guidance issued on 4 <sup>th</sup> Jan, the office will remain closed until 15 <sup>th</sup> Feb when the next Gov. review is due. Visits to the office will only be by express appointment with manager. 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. Reminders are issued using signage, inductions and JMS Newsletter articles.	5	5	25	<ul style="list-style-type: none"> <li>Enhanced pre-start health checks are enforced during induction (including questions about others the worker may have been in contact with outside work)</li> <li>Workers will not be allowed to work within 2m of any other person where possible (see below)</li> <li>Information will be provided to contractors for their workers to be aware of prior to arrival on our site.</li> <li>Department Managers will monitor understanding of the rules on site (particularly where an individual's first language might not be English) and consult with the H&amp;S Dept regularly.</li> <li>Where individuals are required to attend the office (as agreed with line management), the space has been adjusted to prevent working in close proximity and cleaning regimes are improved</li> </ul>	5	3	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 <b>07876889927</b> . Workers are encouraged to look at the Mind or NHS websites for more information.	5	2	10	<ul style="list-style-type: none"> <li>Line managers to arrange a system of contact with all workers daily, and encourage anyone suffering to speak to the MHFA for signposting to organisations that may be able to offer professional help</li> </ul>	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 main gates and doors. Peak travel on public transport should be avoided, and face coverings must be worn. Workers can reduce the risk of transmission by changing their clothes before returning home.	5	5	25	<ul style="list-style-type: none"> <li>Employees and contractors will be asked to travel to work alone or in fixed teams where possible</li> <li>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</li> <li>Site inductions and meeting will be held remotely where possible, or numbers restricted to ensure a minimum 2m distance if not</li> </ul>	5	3	15

Identify the Hazards associated with this task

Identify anyone who might be at risk

Specify the existing Control Measures (score using 5x5 matrix), decide where further controls can eliminate or reduce risk further (score again) and implement

Record the Findings in the JMS Risk Assessment Template – ensure all workers on site review these prior to the task

Review the assessment whenever there is a change in procedure or equipment, a relevant incident, a change in relevant statute, and at least annually

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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 work space only – this may not be their usual space to ensure employees are spread out.	5	5	25	<ul style="list-style-type: none"> <li>One-way systems will be marked around the site, intentional or repeated infringement (except in an emergency) may lead to disciplinary action.</li> <li>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.</li> <li>Workers who travel together will not be exempt from our social-distance requirement (unless from the same household)</li> </ul>	5	3	15
Meetings	Spread of the virus, minimum 2-week quarantine for anyone affected. Potential for death and spread to contacts outside work.	Equipment (including pens, phones, computers etc.) should not be shared if possible, they should be cleaned after each use.	5	5	25	<ul style="list-style-type: none"> <li>Virtual meetings will be held in place of any physical meeting wherever possible</li> <li>Where meetings are unavoidable (e.g. site visits), attendees will be minimal, and a 2m distance will be maintained.</li> <li>Pens and other equipment will not be shared</li> <li>Hand sanitiser will be available in meeting rooms</li> </ul>	5	3	15
Break times	Numbers utilising office will be vastly reduced during closure. Increased use of welfare facilities during fixed breaks will increase contact	Welfare facilities must be kept clean by each user.	5	5	25	<ul style="list-style-type: none"> <li>Enhanced cleaning schedule, we will request each worker cleans the kettle, microwave etc. after each use</li> <li>Break times will be staggered to minimise numbers using facilities provided</li> <li>Seats and tables in the canteen will be configured to ensure 2m separation can be maintained</li> </ul>	5	3	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"> <li>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.</li> <li>Numbers of visitors will be minimised on site. Only those required to support the quality or safety of the site will be authorised. Contractors will attend at their assigned times only.</li> </ul>	5	3	15

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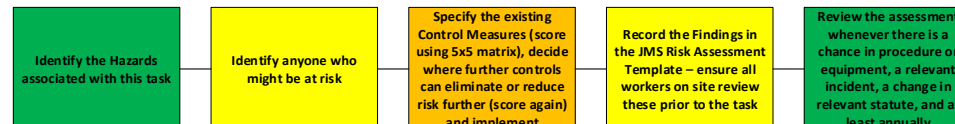
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Cleaning	Contaminated surfaces could help to spread of the virus, minimum 2-week quarantine for anyone affected. Potential for death and spread to contacts outside work.	Increased cleaning of welfare and kitchen areas, and objects or surfaces that 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.	5	5	25	<ul style="list-style-type: none"> <li>Additional hand washing or sanitising facilities (and instructive signage) will be available on site</li> <li>Shared equipment (e.g. printer etc.) will be cleaned by the user after each use</li> <li>Reminder signage will be placed around sites requesting regular handwashing</li> </ul>	5	3	15
Optional use of basic face covering	Incorrect use will minimise any protection. Note: basic face covering protects the wearer, and protects others <i>from</i> the wearer if (s)he is an asymptomatic carrier. If anyone is identified who relies on lip reading, a separate risk assessment will be undertaken.	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. When travelling on public transport or within retail units, face coverings must be used. Visors are not 'face coverings', but may be worn in addition to (not instead of) face coverings as preferred.	5	3	15	<ul style="list-style-type: none"> <li>Wash hands thoroughly for 20 seconds prior to putting the face covering on</li> <li>Avoid touching the face when putting the face covering on</li> <li>Change the face covering if it gets damp</li> <li>Continue to wash hands regularly</li> <li>Change and wash (or renew) the face covering daily</li> <li>Continue to practice social distancing where possible</li> </ul>	3	3	9
Individuals clinically vulnerable to Covid19, or those specified as clinically extremely vulnerable in Gov. guidance.	Research suggests that the effects of COVID19 may be worse for the following groups: Those with existing health conditions such as diabetes; older men; anyone with a high BMI; those from black, Asian or minority ethnic groups	The requirement for the clinically extremely vulnerable to be shielding has been reinstated by the UK Gov.	5	5	25	<ul style="list-style-type: none"> <li>Workers from these groups will be informed of their increased risk</li> <li>Permission to work from home will be considered by the MD where the individual requests it. Were this is not agreed, a separate risk assessment will be undertaken.</li> </ul>	5	3	15
Travelling	Spread of the virus, minimum 2-week quarantine for anyone affected. Potential for death and spread to contacts outside work.	Workers should travel alone where possible. Walking, running, or cycling to work is encouraged. Workers travelling on public transport must follow current government guidelines.	5	5	25	<ul style="list-style-type: none"> <li>Surfaces in shared vehicles should be cleaned after each journey (including keys, steps, rails, handles, controls, steering wheel, seat adjustment, arm rests, fuel cap etc.)</li> </ul>	5	3	15



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Emergency situation (first aid, fire etc.)	It may not be possible to remain socially distant to deal with an emergency – the immediate risk to life will supersede our COVID 19 procedures. Response to an emergency may take longer than usual.	Generally, C19 procedures will not apply in an emergency (including one-way routes etc.). There will always be at least one first aider on duty in the office.	5	5	25	<ul style="list-style-type: none"> <li>Face coverings and gloves will be placed in each first aid kit</li> <li>Social distancing will be encouraged at muster points during drills</li> <li>If there is no immediate risk, the first aider should isolate the IP and keep 2m from others</li> <li>If any individual is symptomatic (C19), all surfaces they have touched will be cleaned</li> <li>First aiders must wash thoroughly immediately after being in close proximity to others.</li> </ul>	5	3	15
Worker developing recognised symptoms of COVID 19 while at work (i.e. while visiting a site for example)	Potential COVID 19 spread to other workers.	First Aider will isolate and treat the worker as necessary. They will be asked to return home (transport will be arranged if required) preferably with their own transport or with someone else from their own household. A test and trace QR code is in use at the office.	5	5	25	<ul style="list-style-type: none"> <li>The area the individual worked and all surfaces they may have touched will be cleaned</li> <li>We will confirm if anyone had been in close contact with the individual, and inform them that someone they had been in close contact with has developed symptoms of C19</li> <li>There is no need for these individuals to self-isolate unless contacted by NHS test and trace or themselves begin to develop symptoms</li> <li>We will report multiple infections</li> <li>RIDDOR Report will be submitted where there is reasonable evidence that workplace exposure was the likely cause</li> </ul>	5	3	15
Workers returning from holidays	Potential spread from countries who have a more serious current issue than we do.	Unlikely to be an issue for office workers during lockdown as most vacations have been cancelled. The Governments safe list will be consulted, anyone returning from a country not on the safe list at the point of their return will have to self-isolate for 14 days.	5	5	25	<ul style="list-style-type: none"> <li>A return to work interview will be undertaken at the end of 14 days isolation to confirm the individual is not suffering any recognised symptoms of C19</li> <li>Workers are encouraged to use caution, and thoroughly research government requirements (and any potential for these to change while abroad) when arranging vacations</li> </ul>	5	3	15

**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. This risk assessment will be reviewed regularly.