

Ref: #001	Cat: Office	Task/Risk: Office Work during Covid 19	Reviewed By: Liam Byrnes
Last review date: 19/07/21	Action to: 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 checked="" type="checkbox"/> Visitors		
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			S	L	=		S	L	=
Close contact within the office environment	Though social distancing gov. guidance is being relaxed, risk still increases in close proximity – especially in poorly ventilated areas. Spread of the virus, minimum 10-day quarantine for anyone affected. Potential for death and spread to contacts outside work.	<p>No one with existing symptoms nor anyone with a positive LFT or PCR test, or who has been identified as a ‘close contact’ of anyone testing positive will be allowed to come to the office until completing their self-isolation per current guidelines. All workers are instructed to stay at home if they have a new continuous cough, a high temperature, or any change in their normal sense of smell or taste.</p> <p>We have refurbished the warehouse during lockdown to provide further offices and meeting rooms to ensure a COVID-secure environment at work. Signs on the meeting room doors determine reduced maximum occupiers for each area.</p> <p>Hand sanitiser is available at each site entry 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.</p>	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 without a face covering. If the proximity of this contact is likely to be within 1m for more than 1 minute, or 2m for more than 15 mins, this must be reported to the H&amp;S Dept. so that a ‘Close Contact’ log can be maintained for a rolling 48 hours. All physical attendees of all meetings must be logged. In the event of a positive test, all close contacts will be required to self-isolate whether a face covering was worn or not.</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> <li>This risk assessment (and our SOP) will be reviewed each time Gov. guidance is updated and following any C19 incident</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. Newsletter articles regularly raise awareness and signpost.	5	2	10	<ul style="list-style-type: none"> <li>Line managers to arrange a system of contact with all workers daily if they are working remotely to the office, 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

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

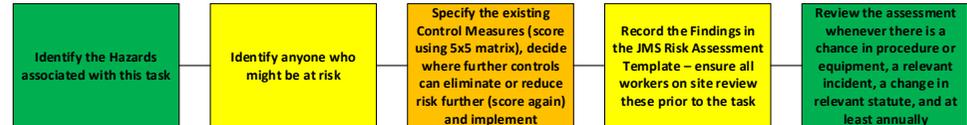
Record the Findings in the JMS Risk Assessment Template – ensure all workers on site review these prior to the task

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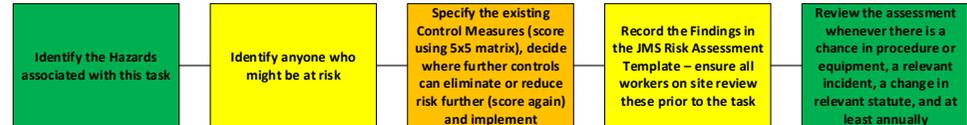
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Coming to and leaving work	Higher numbers of people arriving or leaving at the same time will increase the chance of spread	Warning signs and hand washing facilities will be located at entry points. Remote fobs are used to open main gates and doors. Peak travel on public transport should be avoided, and face coverings must still be worn. Workers are advised that they 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; where travelling together, windows should be open, vents open and sat back to back or side to side if 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> <li>Numbers of visitors to the office will be minimised – a booking system for meeting rooms has been implemented (in outlook calendar) as the office gets busier, and as some restrictions are lifted.</li> </ul>	5	3	15
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"> <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 10-day 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 for meeting rooms</li> </ul>	5	3	15
Break times	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 with wipes provided</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 (1 per table)</li> </ul>	5	3	15



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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, including instruction to use one-way system, and to limit areas they are authorised to roam (i.e. meeting room and welfare areas only).</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
Insufficient 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> <li><b>Wet wipes will be provided in the canteen areas for workers to wipe over each surface they touch before the next person uses the area.</b></li> </ul>	5	3	15
Optional use of basic face covering	Incorrect use will minimise any protection. Note: basic face covering protects the wearer <i>and</i> protects others from the wearer if (s)he is an asymptomatic carrier.	PPE has a limited role in providing extra protection, but use will be particularly important (and may be enforced by the H&S Manager) in response to positive cases, and where social distancing is difficult due to size of demise or numbers required on site. RPE will still be required in place of face coverings for other hazards including dust. <b>Visors are not 'face coverings'</b> 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> <li>If anyone is identified who relies on lip reading, a separate risk assessment will be undertaken</li> <li>When travelling on public transport or within live retail units, face coverings must be used</li> </ul>	3	3	9



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Individual workers clinically vulnerable to Covid19.	Effects of COVID19 may be worse for specific groups including those with existing health conditions such as diabetes; older men; anyone with a high BMI; those from black, Asian or minority ethnic groups	Vaccination programme is running through the UK, and we have encouraged workers to get vaccinated with our vaccination policy.  <b>There is an open-door policy for anyone concerned about their own increased risk to discuss this with HR, any Director or the H&amp;S Dept.</b>	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 (or within their households) where possible. If not possible, face to face seating should be avoided and the vehicle should be well ventilated. 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
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

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Worker developing recognised symptoms of COVID 19 while at work	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. Anyone who has been in 'close contact' (per current \gov. definition) with a positive case, must self-isolate.  <b>JMS H&amp;S Manager will act as single point of contact (SPOC) for PHE teams.</b>	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 maintain a close-contact log to 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. If they subsequently test positive, we will require all 'close-contacts to self-isolate' for 10 days per Gov. guidelines</li> <li>We will call the Self-Isolation Service Hub on 02037436715 or the local PHE office as soon as we are made aware that any of our workers have tested positive</li> <li>A JMS Contact ID Form has been produced; this will be sent to anyone who lets us know that they are self-isolating. 'Close Contacts' identified will be advised that they need to self-isolate for the current Gov. defined period</li> <li>Any employee returning to work following an isolation period after a positive PCR test will need to confirm they no longer have symptoms of Covid 19 as part of the RTW Interview process</li> <li>If PCR test shows a symptomatic person is negative (i.e. symptoms likely to be from some other condition), a review of current guidance (and the individuals email confirmation of the result) will be undertaken before a decision is made about whether they can return to work</li> </ul>	5	3	15
Workers returning from vacation	Potential spread from countries who have a more serious current issue than we do.	The Governments safe list should be consulted by each individual and current guidance re. isolation or testing followed. Discussion regarding working from home will need to be agreed on a case basis.	5	5	25	<ul style="list-style-type: none"> <li>A return-to-work interview will be undertaken at the end of 10 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
Worker told to self-isolate by T&T etc.	Potential for a 'close contact' to spread the virus	H&S Dept to contact the worker to emphasise current guidance	5	3	15	<ul style="list-style-type: none"> <li>We will not allow employees to work if they are legally required to self-isolate</li> <li>Isolation period will be reset if symptoms later develop</li> </ul>	5	2	10

**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.