

Title of Risk Assessment:	Working safely during Covid 19 – In office spaces		
Date of Risk Assessment:	15/01/21	Review Date of Risk Assessment:	15/01/22
Control Measures to be implemented by:	Management Team		

Item No.	Hazard	Potential Consequences	People at Risk	Control Measures
1	Getting or spreading coronavirus by not washing hands or not washing them adequately	Short term illness (persistent cough, high temperature and shortness of breath) that could lead to death.	<ul style="list-style-type: none"> - Staff - Visitors - Contractors - Public - Vulnerable People (70+ years old, pregnant women & those with underlying health conditions) 	<ul style="list-style-type: none"> - Hot water, soap and hand drying provisions provided. - Hand sanitizer provided around workplace, specifically at entrances. - Employees to wash hands more often and for 20 seconds with soap and water or hand sanitizer when arriving at work, after blowing their nose, sneezing or cough, and before and after eating or handling food. - Employees to sneeze, cough and blow their nose into a tissue which is to be disposed of immediately into a bin. - Employees are to sneeze or cough into a closed elbow if a tissue can't be sourced quickly enough. - Employees informed to practice good hygiene. - Signage displayed to remind people to wash their hands. - Employees are encouraged to receive coronavirus vaccination.

2	Getting or spreading coronavirus in common high traffic areas	Short term illness (persistent cough, high temperature and shortness of breath) that could lead to death.	<ul style="list-style-type: none"> - Staff - Visitors - Contractors - Vulnerable People (70+ years old, pregnant women & those with underlying health conditions) 	<ul style="list-style-type: none"> - Employees to work from home if possible, to reduce numbers of people in the office. - Visitors are to not enter office space unless digital forms of communication cannot be utilised. - Contractors are not to enter office space unless for safety critical work. - All non-office-based employees are to complete health screening questionnaire. - Temperature checks undertaken for all personnel as soon as reasonably practicable when entering office. - All people are to practice social distancing. - Where it is not possible for staff to remain 2 metres apart, they are to work side by side, or facing away from each other, and Perspex screens are to be erected to place a barrier between staff. - Marker tape is placed on the floor to indicate an individual's working area. - Maximum of 2 people in the kitchen at a time. - Maximum of 1 person in the welfare facility at a time. - Maximum of 1 person in the smoking area at a time. - Staggered start and finish times. - Staggered break and lunch times. - Multiple entrances and exits to be utilised. - Signage displayed around office informing people to practice social distancing. - Hand sanitizer and anti-bacterial wipes provided in high traffic areas. - Cleaners to attend the office twice a day to clean, paying particular attention to high traffic areas and touch points. - If people choose to wear a face covering or face shield, they are supported. - Employees are encouraged to receive coronavirus vaccination.
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3	Getting or spreading coronavirus through workers living together and/or travelling to work together	Short term illness (persistent cough, high temperature and shortness of breath) that could lead to death.	<ul style="list-style-type: none"> - Staff - Vulnerable People (70+ years old, pregnant women & those with underlying health conditions) 	<ul style="list-style-type: none"> - All staff are to follow track and trace guidelines. - Employees are encouraged to receive coronavirus vaccination.
4	Getting or spreading coronavirus by not cleaning surfaces, equipment and workstations	Short term illness (persistent cough, high temperature and shortness of breath) that could lead to death.	<ul style="list-style-type: none"> - Staff - Visitors - Contractors - Vulnerable People (70+ years old, pregnant women & those with underlying health conditions) 	<ul style="list-style-type: none"> - Cleaners to attend the office twice a day to clean, paying particular attention to high traffic areas and touch points. - Hand sanitizer provided throughout office. - Anti-bacterial wipes provided and positioned near communal surfaces, equipment, and workstations. - Employees are to maintain a clean working environment, making use of disinfectant spray and anti-bacterial wipes. - Clear desk policy at the end of the working day. - Hot desking is to be avoided so far as is reasonably practicable. - If it is unavoidable for an employee to use a hot desk or a new desk, they must clean all work surfaces with disinfectant spray or anti-bacterial wipes provided. - Employees are reminded to maintain a clean working environment. - Bins are provided throughout office space. - Procedure in place with cleaners if someone develops symptoms of coronavirus. - Employees are encouraged to receive coronavirus vaccination.
5	Mental health and wellbeing affected through isolation or anxiety about coronavirus	Increased levels of stress, anxiety, and depression	<ul style="list-style-type: none"> - Staff 	<ul style="list-style-type: none"> - Staff are consulted on any changes to working practices in relation to coronavirus and encouraged to come forward with ideas or suggestions. - Regular communication with staff that are working in the office, on furlough, self-isolating or shielding. - Employees are encouraged to receive coronavirus vaccination.

6	Contracting or spreading the virus by not social distancing	Short term illness (persistent cough, high temperature and shortness of breath) that could lead to death.	<ul style="list-style-type: none"> - Staff - Visitors - Contractors - Vulnerable People (70+ years old, pregnant women & those with underlying health conditions) 	<ul style="list-style-type: none"> - Employees to work from home if possible, to reduce numbers of people in the office. - Visitors are to not enter office space unless digital forms of communication cannot be utilised. - Contractors are not to enter office space unless for safety critical work. - All non-office-based employees are to complete health screening questionnaire. - Temperature checks undertaken for all personnel as soon as reasonably practicable when entering office. - All people are to practice social distancing. - Where it is not possible for staff to remain 2 metres apart, they are to work side by side, or facing away from each other, and Perspex screens are to be erected to place a barrier between staff. - Marker tape is placed on the floor to indicate an individual's working area. - Maximum of 2 people in the kitchen at a time. - Maximum of 1 person in the welfare facility at a time. - Maximum of 1 person in the smoking area at a time. - Staggered start and finish times. - Staggered break and lunch times. - Multiple entrances and exits to be utilised - Signage displayed around office informing people to practice social distancing. - Hand sanitizer and anti-bacterial wipes provided throughout office. - Cleaners to attend the office twice a day to clean, paying particular attention to high traffic areas and touch points. - Improve ventilation in meeting rooms by opening windows and doors. - If people choose to wear a face covering or face shield, they are supported.
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7	Musculoskeletal disorders as a result of using DSE at home for a long period of time	- Musculoskeletal disorders such as neck, back, hip and wrist pain	- Staff	- Staff working from home to complete online DSE assessment and actions to be carried out by TJ health & safety representative.
8	Poor workplace ventilation leading to risks of coronavirus spreading	Short term illness (persistent cough, high temperature and shortness of breath) that could lead to death.	- Staff - Visitors - Contractors - Vulnerable People (70+ years old, pregnant women & those with underlying health conditions)	- Staff to make use of windows and doors throughout office to provide fresh air ventilation. - If people choose to wear a face covering or face shield, they are supported. - Employees are encouraged to receive coronavirus vaccination.
9	Increased risk of infection and complications for vulnerable workers	Short term illness (persistent cough, high temperature and shortness of breath) that could lead to death.	- Vulnerable People (70+ years old, pregnant women & those with underlying health conditions)	- Staff who fall into the following categories: <ul style="list-style-type: none"> • Clinically extremely vulnerable • Staff self-isolating • Staff with symptoms Are to follow the track and trace guidelines and any updates from Public Health England with regards to self-isolating and shielding. - Regular open communication with staff who fall into the above categories to discuss if any changes can or need to be made to their working environment. - Staff who are self-isolating, or shielding are to be contacted by the relevant line manager or a TJ health & safety representative to maintain open communication. - If people choose to wear a face covering or face shield, they are supported. - Employees are encouraged to receive coronavirus vaccination.

Version 2

If you have any further suggestions on how we can ensure your health, safety and welfare during Covid-19 please speak to the health & safety department or a member of the management team.