

Title of Risk Assessment:	Working safely during Covid 19 – In office spaces		
Date of Risk Assessment:	13/05/20	Review Date of Risk Assessment:	20/05/20
Control Measures to be implemented by:	Management Team		

Item No.	Hazard	Potential Consequences	People at Risk	Control Measures
1	Covid 19	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) 	<p>Employees displaying symptoms of Covid 19:</p> <ul style="list-style-type: none"> - Employees are to be sent home for a minimum of 7 days - Any work colleague who lives with an employee who has been sent home due to displaying symptoms of Covid 19 is to be sent home for a minimum of 14 days - Line manager to maintain regular contact with employee - A 'Return to Work' meeting to be completed upon return - The desk that was used by an employee displaying symptoms of Covid-19 is to be decontaminated or left untouched for a minimum of 72 hours <p>Practice Social Distancing:</p> <ul style="list-style-type: none"> - Employees to work from home if possible - No visitors or contractors to enter office space, digital forms of communication to be utilised - Employees to maintain 2 metres between other people whilst in workplace - Where it is not possible to remain 2 metres apart, staff are to work side by side, or facing away from each other - Where it is not possible for staff to change working position, a screen is to be erected to place a barrier between employees - Employees to make their own refreshments

				<ul style="list-style-type: none"> - 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 provided - Employees informed to practice social distancing <p>Practice Good Hygiene:</p> <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 <p>Maintain a Clean Working Environment:</p> <ul style="list-style-type: none"> - Employees are to maintain a clean working environment making use of hot water and soap or disinfectant spray or disinfectant wipes that are provided - Desks to be clear at the end of each working day so that they can be cleaned with disinfectant spray or wipes - All work surfaces including (but not limited to) door handles, telephones, keyboards, mouse, screens, etc.
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				<p>are to be cleaned with disinfectant spray or disinfectant wipes at the end of the working day</p> <ul style="list-style-type: none"> - 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 hot water and soap or disinfectant spray or disinfectant wipes before use - Employees informed to clean workspace <p>Use of Personal Protective Equipment:</p> <ul style="list-style-type: none"> - Employees to wear protective waterproof nitrile gloves when handling paperwork or tablets from drivers or other employees
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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.