

RISK ASSESSMENT AND CONTROL MEASURES													
Title:		Coronavirus SARS-Covid-19 – Office Work											
HAZARDS	HARM	RISK FACTOR (in relation to harm)											
		Severity					Chance with Controls						
		1	2	3	4	5	1	2	3	4	5		
Catching the virus from other people in the office	Fever and a severe cough leading to respiratory problems which can be fatal, especially for high risk individuals (indicated by the * in severity under RISK FACTOR). High risk individuals include (a) those over 70 years old, (b) those with existing medical conditions, (c) pregnant women.				X			X					
Catching the virus from other people during travel					X	*			X		*		
Catching the virus from other people during rest periods					X				X				
At Risk:	Staff	Other Site Staff	General Public including High Risk Individuals			Environment							
Alternatives	<ol style="list-style-type: none"> Only travel to work if it cannot be done from home. Any work that does not have the business impact can be delayed to after the Covid-19 lockdown or should be postponed/ planned accordingly. Staff who are moderate or high risk or have members of their household who are in these categories will be required to stay at home. A self-declaration should be submitted via email to People and Culture (HR) department and their line manager to plan their work accordingly. 												
Training / Awareness	<ol style="list-style-type: none"> All staff are required to read and understand the symptoms of, and control measures to mitigate the spread, of Covid-19 using https://www.nhs.uk/conditions/coronavirus-covid-19/ and the information below as a reference. All staff are to be made aware of the main symptoms of Covid-19 which include, but are not limited to, a new persistent cough and high temperature. Some people have no symptoms, some mild to medium symptoms, for some it can extend to a severe flu but that can still be treated at home using standard over-the-counter medication. However, in some people and individuals with existing medical conditions it can cause severe respiratory problems that can be fatal (this is indicated by the * in severity under RISK FACTOR above). All employees should avoid touching their face, mouth or eyes with their hands. This includes when gloves are being worn. If an individual needs to cough or sneeze, a tissue or the crook of arm or sleeve are to be used. Do not cough or sneeze into your hands and if you do, wash them thoroughly, immediately for 20 seconds with soap and water or use apply hand sanitizer. If social distancing cannot be maintained, and as a last resort face coverings or masks are to be worn (see note below), training on how to put them on & take them off to ensure a good fit and to prevent cross-infection can be found here: https://www.hse.gov.uk/pubns/disposable-respirator.pdf Corporate communications shall arrange for continuous and raised awareness through the continual communications and briefings with sufficient frequency. 												
Health Standards / Surveillance	<ol style="list-style-type: none"> Note: Public Health England are only testing key workers and those people who present at hospital with Covid-19 symptoms. If any employee believes they have any of the above symptoms, they are to self-isolate for 14 days. They must not attend a GP surgery, hospital or pharmacy. People in self-isolation must have no contact with anyone, and they must stay in their own room. All members of the household must also isolate for 14 days. At this stage there is no need to contact NHS 111. However, if symptoms worsen and the illness cannot be managed at home, the employee should contact NHS 111 or https://111.nhs.uk/covid-19 immediately. Temperature/ thermal screen checks has been arranged for all employees at any points of entry to the office. Records shall be securely maintained and shall be deleted after a period of x weeks 												
Planning / Preparation – Advice to Managers	<p>Managers are to ensure, as far as is reasonably practicable, that in the office premises:</p> <ol style="list-style-type: none"> The Governments “Staying COVID-19 Secure” 5 Steps Poster will be displayed at the entry point/s, signed by the most senior member of the management on the premises. Display the NHS Covid-19 instructional signage at all entry points and strategically throughout the offices. There is a plan for the minimum number of people needed to be on the site at any one time. Including a review of staff rotation and staggered working times. Review any situation where the two metre rule may be breached and apply the appropriate action. Anti-bacterial gels are available at all building entry points and at strategic points around the office. In the toilets hand-washing guidance posters are displayed In washrooms and kitchens, ensure that there are no reusable towels in use – Only air dryer or single-use disposal hand-towels are to be used. The provision and availability of anti-bacterial cleaning sprays for surfaces, disposable wipes and disposable gloves in offices, washrooms, kitchen areas and strategic points across the premises. Hot-desking is prohibited. Individuals are to use only one desk and must not be within two meters of any other person. Employees must not sit opposite each other unless a suitable barrier extending above head height is in place. Sitting back to back is permitted. A one-way system for for pedestrian circulation is in operation. The use of high traffic areas including corridors, passenger lifts etc. are regulated. 												

	<p>12. Screens are installed in the office receptions and for partitioning desks (wherever required/ possible) to reduce aerosol transfer</p> <p>13. The provision and availability of disposable drinking cups for hot and cold drinks.</p> <p>14. Additional bins to be provided on site – as required.</p> <p>15. Video or tele-conferencing should be used for meetings due to the prohibition of face-to-face meetings and other gatherings . If a face-to-face meeting is required, if possible hold it outside (air flow reduces risk), maintain two meters rule, limit to less than 15 minutes.</p> <p>16. Challenge employees on entry as to whether they are displaying any of the symptoms of Covid-19 as set out above. If they are see the emergency preparedness below.</p>		
Operational Control – Advice to Individual Workers	<ol style="list-style-type: none"> All occupants are to stay two meters away from any other individual. This is to include public transport, passenger lifts, stairs, kitchenettes, toilets etc. Employees must. minimise contact with other surfaces. Avoiding commonly touched surfaces such as printers, photocopiers, shared desk phones/ landlines etc. No other items should be shared e.g. pens, cups etc. Empolyees should provide their own re-usable drinking cups and bring food and cutlery from home. Do not leave crockery in sinks. Rest times will be staggered to enable the maintenance of the two metre social distancing rule at all times. All staff are to always to observe good hand hygiene. Regular hand washing with soap and water is essential and must be for the duration of twenty seconds along with the use of hand sanitiser. Employees must clean own their own desk and surrounding surfaces daily. Where possible employees must travel in their own/separate vehicles and follow government guidelines while travelling. Face Masks: At the current time the government has stated that face masks should be not used as a precaution against Covid-19 in non-clinical settings as there is limited evidence that they are effective, and their use leads to complacency. The use of face coverings is recommended where social distancing cannot be maintained e.g. if using public transport or in retails shops which have restricted space. If social distancing cannot be maintained then as a last resort FFP2 face masks should be worn, and they will be provided free of charge. The employee must be trained in its use – see https://www.hse.gov.uk/pubns/disposable-respirator.pdf with a record of training retained. 		
Prohibitions / Restrictions	<ol style="list-style-type: none"> No person is to attend work if any of the symptoms are displayed, or if they have been in contact with someone suspected to be infected. If social distancing guidelines are not being followed stop work and challenge, with a clear reporting process and protocol for records. No employee is to come to work if they are or live with/ directly care for a high-risk individual. 		
Personal / Environment Protective Equipment	Protection Zone	Type	Standard
Emergency Preparedness	<ol style="list-style-type: none"> Should during the work/ office hours member of the staff show symptoms of Covid19, they must stop work, the individual shall distance themselves by two meters and wear a suitable face covering. The employee must return home and self-isolate for 14 days. If other workers have been in a close proximity of the worker, they must return home and self-isolate for 14 days to determine if symptoms show. In case of first aid, fire, evacuation or another emergency incident, the two metre rule is suspended. First aiders to wear appropriate face coverings, FFP3 mask if available but any face covering will be appropriate. If the injured party isn't suffering breathing problems, put a face mask / covering on them too. Should employees be suffering from mental health issues including anxiety, stress or bereavement, then refer them to the company's Employee Assistance Programme available thorough xxx or if none, mental health first aider/ mental health charity Mind (www.mind.org.uk). 		

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