

Title:		Coronavirus (COVID19) Office Working Risk Assessment Guide		Version:		1.1	
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A	Significant Hazards:	Persons at Risk	Likelihood 0 to 6	Severity 0 to 6	Risk Rating 0 to 36		
1	Risk of infection when travelling to work.	Employees/others	1	5	5		
2	Risk of infection through lack of training information.	Employees/others	1	5	5		
3	Risk of infection when manoeuvring within the building.	Employees/others	2	5	10		
4	Risk of infection when working at a workstation.	Employees/others	2	5	10		
5	Risk of infection during breaks.	Employees/others	2	5	10		
6	Risk of infection when receiving visitors/contactors/deliveries.	Employees/others	1	5	5		
7	Risk of infection when using toilet facilities.	Employees/others	2	5	10		
8	Risk of infection/injury due to the lack of adequate first aid cover.	Employees/others	1	6	6		
9	Risk of injury from fire.	Employees/others	1	6	6		
Behavioural Controls:							
Only competent, qualified and experienced personnel are used with a positive attitude towards safe working. Give priority to hazards where the persons at risk, likelihood or severity are high. Include any controls that reduce the risks from the significant hazard in section A.							
B	Control Measures	Likelihood 0 to 6	Severity 0 to 6	Risk Rating 0 to 36			
1	<p>Risk of infection when travelling/arriving at office workplace</p> <p>It is essential that only authorised personnel who cannot conduct their tasks from home will be allowed to work from the offices. Employees who show any signs of coronavirus must not travel to their place of work and inform their line manager at the earliest opportunity.</p> <ul style="list-style-type: none"> ➤ Avoid public transport if possible (wearing face mask) ➤ Avoid car sharing only allow members of the same household to vehicle share. ➤ Consider the using a bicycle to travel to work. ➤ Arrange for social distancing car parking by only occupying every other space. <p>Gaining access to office buildings:</p> <ul style="list-style-type: none"> ➤ Stop all non essential access. ➤ Use own pen for signing in ➤ Keep social distance at all times with others. ➤ Use staggered start and finish times. ➤ Promote good hygiene practice always wash hands before entering and leaving the building. Provide the facilities to do this, pocket hand sanitizer. (Asked NWLDC to provide Stations) ➤ Regularly cleaning paying particular attention to door/cupboard handles/stairway/toilets 	1	5	5			

2	<p>Risk of infection through lack of training information</p> <p>The current COVID-19 Crisis is fast moving and ever changing it is vital that all staff are kept informed trained on any new procedures activities prior to entering the workplace such as:</p> <ul style="list-style-type: none"> ➤ Use interactive/digital means such as Teams and Whatsapp. ➤ Social distancing measures - https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres#offices-3-1 ➤ Use of work stations. https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres#offices-3-1 ➤ Use of facilities such as toilets/meeting rooms/ rest areas/canteens/smoking areas/lifts/stairwells etc. ➤ Fire evacuation procedures – refer to CCT processes document ➤ Office lone working. – CCT processes document ➤ First aid procedures. – refer to S:\Midlands Rurals\GENERAL CORRESPONDENCE\OFFICES\COVID 19\2020-05-01 -First Aid During Covid 19 - TBT.docx ➤ Cleaning regimes – CCT processes document ➤ Procedure for dealing with a suspected case of COVID 19 in the office environment – refer to emh Covid-19 info guidance emails 	1	5	5
3	<p>Risk of infection when manoeuvring within the building</p> <p>There is a risk of infection when manoeuvring through the building through contact with possible infected persons, surfaces or air flow. The following control measures could be adapted:</p> <ul style="list-style-type: none"> ➤ Limit the number of personnel in the building at any time. Only CCT; housing and Maint admin in the office ➤ Adopt a one way system. Floor markings and posters to illustrate this. ➤ Regular cleaning and sanitising of hands. ➤ Good house keeping and waste disposal. ➤ Keep a 2m safe distance at all times. 	2	5	10
4	<p>Risk of infection when using a workstation</p> <p>There is a risk of infection from contamination from workstations, desks, chairs, office equipment such as photo copiers, stationary, handles, documents, ventilation etc. The following control measures could be adapted:</p> <ul style="list-style-type: none"> ➤ Discourage hot desking. ➤ Dedicated/original desk provided for CCT/Housing and Maintenance Admin. ➤ Due to the smaller number of workers spread then out throughout different offices. ➤ Clean all workstation equipment before and after use – disinfectant wipes provided ➤ Only every other desk used – these are indicated with a symbol. ➤ Desks physically moved to ensure they are a safe distance apart (be mindful of manual handling and other DSE requirements if this approach is taken. ➤ Physical barriers in place such as screens. ➤ Record and document employees who have used each workstation for possible future tracking purposes. ➤ Small meeting rooms could be used for individuals to work in/have private conversations 	2	5	10
5	<p>Risk of infection during breaks</p> <p>To reduce the risk of infection the following control measure could be infected:</p> <ul style="list-style-type: none"> ➤ Stagger break times. ➤ Tables and surface to be cleaned before and after use, including desks if eating at desk ➤ Discourage use of fridge. If used items to be kept in individual bag. ➤ Good housekeeping all rubbish to be put straight in contained bin in entrance. ➤ Rearrange the layout to ensure social distancing is maintained at all times. ➤ Discourage the sharing of cups and utensils – paper cups available if required. ➤ Ask workers to bring prepared premade meals and bottled water from home. 	2	5	5
6	<p>Risk of infection when receiving contractors and visitors</p> <p>Gaining access to office buildings:</p> <ul style="list-style-type: none"> ➤ Stop all non essential access. ➤ Ask all visitors/delivery drivers to wait in their vehicles. ➤ Visitors are not permitted into Unit 19; any delivery to be left in WBC reception. ➤ Keep social distance at all times with others. ➤ Regularly clean Unit 19 reception areas. 	1	5	5

7	<p>Risk of infection when using toilet facilities</p> <ul style="list-style-type: none"> ➤ Restrict the number of personnel using the toilet at any one time using a vacant/engaged system ➤ NWLDC to provide a sanitising station at the entry/exit of the communal toilets ➤ Clean hand before entering and exiting the toilets. ➤ Enhance cleaning regimes for toilets especially, taps, handles, flush systems and door handles. ➤ Provide suitable and sufficient bins for paper towels and ensure they are emptied regularly. 	2	5	10
8	<p>Risk of infection/injury due to the lack of adequate first aid cover</p> <ul style="list-style-type: none"> ➤ There must be a trained in date nominated first aider available via telephone. ➤ Staff in the office provided with information on the delivery of first in during COVID 19. ➤ Staff to call first aider for advice on minor first aid issues or 111 or 999 in the event of a major first aid infection/injury. 	1	6	6
9	<p>Risk of Injury from fire:</p> <ul style="list-style-type: none"> ➤ Fire wardens should be on hand during office working. ➤ Fire warden undertaking mini RA daily ➤ Fire evacuation amended refer to role risk assessment ➤ Ensure any new arrival has been brief on the fire arrangements. 	1	6	6
Add.	<ul style="list-style-type: none"> • Each administrator should evaluate the risks above to determine whether they apply and take appropriate measures to reduce those risks. • Check the following links GOV.UK Websites: <ul style="list-style-type: none"> ○ GOV.UK - Government Response ○ GOV.UK - Stay at Home Guidance ○ GOV.UK - Guidance on Social Distancing and for Vulnerable People ○ GOV.UK - New Guidance for Households with Possible COVID-19 Infection ○ 			

Personal Protective Equipment (PPE) / Measures



Wear PPE as Advised Above.



Perform Dynamic Risk Assessments (Non-Documented of Given Situations)

Risk Matrix and Methodology

The rating given will be calculated following a chart score of severity of the hazard / impact and the likelihood of the risk / impact occurring. This is rated via the number scale as follows:

Scale	Severity	Likelihood
1	Negligible Injury / Impact	< 10% Chance
2	Minor Injury / Impact	< 25% Chance
3	Injury Requiring First Aid or Time Away from Duties	< 40% Chance
4	Low Lost Time Injury or Minor Medical Treatment	< 75% Chance
5	RIDDOR / Over Seven Day Injury	< 85% Chance
6	Multiple RIDDOR / Fatality	> 85% Chance

The two ratings are plotted on the chart below and the subsequent rating shown in the chart. The items will be determined as follows:

Severity	6	6	12	18	24	30	36	<p>GREEN = Low Risk / Impact</p> <p>YELLOW = Medium Risk/ Impact - Control Measures Required (Such as written instructions / training / mechanical controls 'so far as is reasonably practicable' / PPE)</p> <p>RED = High Risk / Impact- Further Controls Required (Such as mechanical controls / PPE as a last resort)</p> <p>When recording the Risk Rating ensure that both the Likelihood and Severity scores are included.</p>
	5	5	10	15	20	25	30	
	4	4	8	12	16	20	24	
	3	3	6	9	12	15	18	
	2	2	4	6	8	10	12	
	1	1	2	3	4	5	6	
		1	2	3	4	5	6	
Likelihood								

High	Improve control measures; consider stopping work until further controls or methods can be put in place. Conducting work at this level of risk is to be reported up the Line Management / Command chain.
Medium	Review control measures and improve if reasonably practicable to do so, consider alternative ways of working.
Low	Maintain control measures and review if there are any changes.

Record the residual Risk Rating to demonstrate that the risk has been reduced to an acceptable level, record Likelihood and Severity scores.

Risk Assessments are to be reviewed:

- Annually
- If there is reason to doubt the effectiveness of the assessment
- Following an accident or near miss
- Following significant changes to the task, process or procedure
- Following the introduction of more vulnerable personnel

It will be the duty of the responsible person to ensure the control measures above are in place and are being adhered to by all operatives at all times. Regular monitoring will be completed by the responsible person and any queries or concerns regarding the controls should be directed to a responsible person immediately. Operatives also have a responsibility in accordance with Section 2 (7) of the Health and Safety at Work Act to comply with their employer and work in a safe manner at all times not putting themselves or others at risk of injury through their actions.