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| QA Reference |
| QA-CV-T3-HOF02 |
| Revision |
| 1.0 |

Risk Assessment COVID-19 - Office



This risk assessment has been compiled utilising the following risk rating matrix and hierarchy of control measures.

| | | | | | | |
|--------------------|---|---|----|----|----|----|
| LIKELIHOOD | 5 | 5 | 10 | 15 | 20 | 25 |
| | 4 | 4 | 8 | 12 | 16 | 20 |
| | 3 | 3 | 6 | 9 | 12 | 15 |
| | 2 | 2 | 4 | 6 | 8 | 10 |
| | 1 | 1 | 2 | 3 | 4 | 5 |
| | 1 | 2 | 3 | 4 | 5 | |
| CONSEQUENCE | | | | | | |

| |
|-------------|
| RISK |
| LOW |
| MED |
| HIGH |

| |
|------------------------------|
| HIERARCHY OF CONTROLS |
| ELIMINATE |
| REDUCE |
| ISOLATE |
| CONTROL |
| SAFE SYSTEM OF WORK |
| PPE |

Where PPE is stated within the Risk Assessment, it must comply with the following standards as a minimum.



| Hard Hat | Safety Glasses | Gloves | Hi-Vis Vest | Safety Boots | Hearing Protection |
|---------------------|---------------------|---|--|---|--|
| Hard Hats to EN 397 | Glasses to EN 166 F | Gloves to EN 420 – General EN 388 – Mechanical | Class 2 of the high visibility clothing standard EN ISO 20471:2013 | Standard Foot Protection to BS EN 345 or EN ISO 20345 | Clip on hearing protection to EN 352-3 |

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| L = LIKELIHOOD (1 - 5) | | C = CONSEQUENCE (1 - 5) | | L x C = R = RISK RATING | |
|------------------------|--|-------------------------|---------------------------------------|-------------------------|--|
| 1 | Rare – Could happen but probably never will | 1 | Insignificant – No Treatment | 1 - 8 | Low – Acceptable – No further action |
| 2 | Unlikely – Not likely to occur in normal circumstances | 2 | Minor Injury – First Aid Required | 9 - 15 | Medium – Reduce further if possible |
| 3 | Possible – May occur at some point | 3 | Moderate Injury – Hospital Attendance | 16 - 25 | High – Unacceptable Risk - Review Controls |
| 4 | Likely – Expected to occur at some point | 4 | Major Injury – Permanent Impairment | | |
| 5 | Almost Certain – Expected to occur regularly | 5 | Fatality | | |

| Date | Assessed by | Assessor Signature | Site/Location | Assessment Ref No | Review Date |
|----------------------|---|--------------------|-------------------------|-------------------|-------------------------|
| 12.01.2021 | Joe Rymer | | Head Office, Malmo Road | Covid-19 | As new guidance issued. |
| Task/Location | Working safely in the office during Covid-19 | | | | |

| Hazard | Risk | Who May Be Harmed | L | S | R | Risk Rating | Control Measures | Remaining Risk |
|--|---|--|---|---|----|-------------|--|------------------|
| Employees attending the office to work | Catching / Spreading the virus. Severe respiratory illness | Employees Visitors Members of Public | 4 | 3 | 12 | Medium | <ul style="list-style-type: none"> Office to be 'Covid Secure' and compliant with the latest Government Guidance for offices. Covid Secure poster to be on display at the entrance door. Employees instructed to only attend the office if it is essential for business continuity or operational function or if it is not possible for them to work from home. Directors / Department Heads will determine who these individuals are. Return to work briefing to be issued to all office staff. Employees instructed to stay home and isolate if they have any of the Covid-19 symptoms or if anyone in their household is in isolation. Employee numbers working within the office to be kept as low as possible while maintaining business operations and continuity. Department Heads to schedule their department attendance to the office in accordance with the Staff | 2 x 3 = 6 Low |

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| | | | | | | | Rota (Week A / Week B) agreed layout plan issued to department heads. | |
| Travelling to & from the office | <p>Catching / Spreading the virus.</p> <p>Severe respiratory illness</p> | <p>Employees</p> <p>Visitors</p> <p>Members of Public</p> | 4 | 3 | 12 | Medium | <ul style="list-style-type: none"> • Avoid using public transport wherever possible. • Travel to the office alone in your own vehicle. • Where car sharing is unavoidable, maximum 2 people in a car, face coverings must be worn and the windows open for ventilation. • Keep vehicles clean inside. • Sanitiser to be available in the vehicle of employees who travel site to site. • Stock of sanitiser to be held at Head Office for refills. | <p>2 x 3 = 6</p> <p>Low</p> |
| Using access / egress points | <p>Catching / Spreading the virus.</p> <p>Severe respiratory illness</p> | <p>Employees</p> <p>Visitors</p> <p>Members of Public</p> | 4 | 3 | 12 | Medium | <ul style="list-style-type: none"> • Stop all non-essential visitors to the office. • Allow plenty of clear space around the entrance doors / foyer to allow people to enter / leave the building safely. • Use posters to stipulate the 2m social distancing requirement. • Display poster at the office entrance doors reminding workers not to attend if they have symptoms of Covid-19 and to follow isolation guidelines. • Mandatory requirement to wear a face covering when moving around the office (whenever you are not sat at your desk). • Hand sanitiser to be located in entrance foyer - mandatory use upon entry / exit. • Hand sanitiser to be located at reception. • Infrared thermometer to be located in reception – mandatory use on entry. • Reception to manage the Daily Attendance Register and sign people in / out. If nobody on reception, use your own pen to sign in / out if possible. • If using a shared pen, sanitise hands before and immediately afterwards. | <p>2 x 3 = 6</p> <p>Low</p> |

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| | | | | | | | <ul style="list-style-type: none"> • Door handles to be cleaned daily in line with cleaning regime. • Visitor Covid-19 Questionnaire to be completed by all visitors upon entry. | |
| Deliveries | <p>Catching / Spreading the virus</p> <p>Severe respiratory illness</p> | <p>Employees</p> <p>Visitors</p> <p>Members of Public</p> | 4 | 3 | 12 | Medium | <ul style="list-style-type: none"> • Stop all non-essential deliveries to the office. • Where deliveries are required, the driver must sanitise their hands before being allowed to enter the building. • Delivery drivers are permitted to use the office welfare if requested. | <p>2 x 3 = 6</p> <p>Low</p> |
| Using shared Kitchen / Toilet / Office Facilities | <p>Catching / Spreading the virus</p> <p>Severe respiratory illness</p> | <p>Employees</p> <p>Visitors</p> <p>Members of Public</p> | 4 | 3 | 12 | Medium | <ul style="list-style-type: none"> • Soap & water available at all wash basins on GF / FF / Minor Works. • Hand sanitiser available in all washrooms / kitchen areas. • Enhanced cleaning regime to be implemented to include door handles, toilet flushers, worktops, tables, chairs, taps, staircase handrails, telephones, keyboards and appliances (fridges, kettles, microwaves, toasters, water dispensers etc). • Increased supply of cleaning products / soap / toilet roll to be in stock to ensure we can re-fill when required. • One person in the toilet at any time. • One person in the kitchen at a time. • Employees instructed to keep the facilities clean and wash / dry cutlery after use and return it to the drawer. • Cups / Glasses etc – to be put in the dishwasher daily after use. • Increased ventilation in the office by opening windows and doors. • Making other people drinks is not permitted. • Internal doors are to be propped open to reduce the touching of door handles and to increase ventilation. • Tubs of cleaning wipes are located in various areas around the office. | <p>2 x 3 = 6</p> <p>Low</p> |

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| | | | | | | | | |
| <p>Using shared workstations</p> | <p>Catching / Spreading the virus Severe respiratory illness</p> | <p>Employees Visitors Members of Public</p> | <p>4</p> | <p>3</p> | <p>12</p> | <p>Medium</p> | <ul style="list-style-type: none"> • Red / Green Marker system to be used to identify desks that have been used and require cleaning. • Cleaner to be briefed on cleaning requirements for workstations. • Hot desking must be kept to a minimum however if unavoidable, the desk must be shared by the smallest possible number of people and all surfaces / equipment must be cleaned between uses (marker system in place to identify used desks). • Tubs of cleaning wipes are located in various areas around the office. | <p>2 x 3 = 6 Low</p> |
| <p>Social distancing in the office</p> | <p>Catching / Spreading the virus Severe respiratory illness</p> | <p>Employees Visitors Members of Public</p> | <p>4</p> | <p>3</p> | <p>12</p> | <p>Medium</p> | <ul style="list-style-type: none"> • Perspex screens erected to separate workstations and meeting room tables. • Social distancing floor markings to remind staff of 2m requirement. • 2m posters displayed around the office in prominent locations to remind employees of the 2m requirement. • Employee numbers attending the office to be kept to a minimum to aid in distancing. • Department Heads to schedule their department attendance to the office in accordance with the agreed layout plan and Staff Rota issued to all staff. • Staff to take personal responsibility in complying with the covid policies and procedures. • Staff to respect the personal space of their colleagues and their workstations. | <p>2 x 3 = 6 Low</p> |

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| Meetings | Catching / Spreading the virus Severe respiratory illness | Employees Visitors Members of Public | 4 | 3 | 12 | Medium | <ul style="list-style-type: none"> • Face to face meetings should be avoided wherever possible and replaced with video conferencing (Microsoft Teams / Zoom etc). • Meeting Room IT upgraded to allow video conferencing etc. • Only absolutely necessary face to face meetings to take place as long as 2m distancing is complied with and the location is Covid-Secure. • Meetings to take place externally where possible. • Where not possible, ensure good ventilation in meeting room (Doors propped open with windows open also). • Perspex screens erected in meeting rooms to divide up the table into safely distanced pods. • Hand sanitiser available in meeting rooms. • Implement a maximum room occupancy and remove any additional chairs from the meeting room. • Meeting room table and chairs arms to be wiped down after each use with suitable cleaning solution or cleaning wipes. | 2 x 3 = 6 Low |
| Lack of information / instruction | Catching / Spreading the Virus Severe respiratory illness | Employees Visitors Members of Public | 4 | 3 | 12 | Medium | <ul style="list-style-type: none"> • The latest government campaign posters will be displayed in suitable places around the office. • Regular bulletins to be issued by SHEQ Department. • We will continually adopt and review new government guidance as and when it is available. • Maximum room occupancy posters to be displayed on doors where applicable. • Regularly remind staff not to attend the workplace if they are feeling unwell. | 2 x 3 = 6 Low |

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| Lack of compliance monitoring / enforcement | Catching / Spreading the Virus Severe respiratory illness | Employees Visitors Members of Public | 4 | 3 | 12 | Medium | <ul style="list-style-type: none"> All Directors, SHEQ Team and Department Heads to regularly monitor and enforce the Covid policies and procedures. Covid Coordinator and Covid Team appointed to manage all aspects of Covid. Dedicated covid email and covid hotline. SHEQ / COVID Team can be contacted for information and guidance. All covid queries and cases to be reported through Covid Team to allow monitoring, reporting and implementation of covid action plan when required. | 2 x 3 = 6 Low |
| Extremely Vulnerable People (See updated list of affected people issued by Public Health England on GOV.UK website) | Catching / Spreading the Virus Very high risk of severe illness from coronavirus (COVID-19) because of an underlying health condition Severe respiratory illness | Extremely Vulnerable Person | 4 | 3 | 12 | Medium | <ul style="list-style-type: none"> HR to review H&P Employee Personal Information to check for medical conditions. H&P Medical Questionnaire / Disclaimer to Continue Working issued to all H&P Employees asking if they fall into any of the Vulnerable categories stated by UK Gov / Public Health England. Any H&P employee in the 'Extremely Vulnerable' category will be instructed to self-isolate upon receipt of a letter from the NHS. | 2 x 3 = 6 Low |
| Accidents / Emergencies | Catching / Spreading the Virus Severe respiratory illness | Employees Visitors Members of Public | 4 | 3 | 12 | Medium | <ul style="list-style-type: none"> In the event of an accident or emergency, people do not have to remain 2m apart if it would be unsafe for them to do so. Only trained first aiders to treat any injuries etc. Minimum number of first aiders to be involved with each accident / incident to ensure minimal impact in the event of the incident being covid related and subsequent self-isolation requirements. | 2 x 3 = 6 Low |

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| | | | | | | | <ul style="list-style-type: none"> • Anyone providing assistance to others should wash / sanitise hands immediately afterwards or asap. | |
| General Cleaning | Catching / Spreading the Virus Severe respiratory illness | Employees Visitors Members of Public | 4 | 3 | 12 | Medium | <ul style="list-style-type: none"> • Cleaner attending the office daily. • Workstations / offices to be kept free of clutter and paper to allow effective cleaning. • Red / Green Marker system to be used to identify desks that have been used and require cleaning. • Cleaner to be briefed on cleaning requirements for workstations etc. • Enhanced cleaning regime to be implemented for all welfare facilities to include door handles, toilet flushers, worktops, tables, chairs, taps, staircase handrails, telephones, keyboards and appliances (fridges, kettles, microwaves, toasters, water dispensers etc). • Disposable gloves to be worn when cleaning the office. • Cleaning after a suspected case of Covid-19 to be completed by external cleaning contractor. Access to the affected work area to be restricted until cleaned. | 2 x 3 = 6 Low |