

Risk Assessment – Safety in The Office during COVID – 19



Assessment carried out by: J Muir (Director)

Date assessment carried out: 5 June 2020, updated 2 September 2020

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Delivery of Goods	Team Members	<ul style="list-style-type: none"> Access via intercom and door entry 	<p>Team Member to stand back whilst the delivery is dropped in lobby</p> <p>Team Member take delivery into reception</p> <p>Remove outer packaging and put aside for 72 hours. Attach post it with date and time of delivery. After 72 hours packaging to be put in refuse bin outside the building</p> <p>Team Member to wash hands</p> <p>Team Member then distribute contents</p>	Team Members	Immediate	5/06/2020
Handling of office stationery/passing of files/updating whiteboards	Team Members	<ul style="list-style-type: none"> Placing files etc in a drop off point 	<p>On receiving a file, booking sheet the team member to handle to a minimum and immediately after use wash hands</p> <p>Staff to have their own marker pens and cloths for white boards</p>	All team members	12/06/2020	

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Team Members at risk of COVID - 19	Team Members with symptoms on COVID - 19	<ul style="list-style-type: none"> • Ask team member to leave the office • Arrange a test for the team member 	Team Member to self-isolate in line with government guidance	All team members affected Director	Immediate	05/06/2020
Team Member lives with someone who has the symptoms	Possibility of catching COVID - 19	<ul style="list-style-type: none"> • Inform team member to self-isolate as government guidance 	Recommend a test	All team members affected Director	Immediate	05/06/2020
Clean Premises	All team members	<ul style="list-style-type: none"> • Prior to re opening the office the offices were thoroughly cleaned • Windows and doors are opened for free ventilation and not using keypads to access areas (All Doors and windows are closed prior to leaving premises at end of day) 	Offices and toilets to be thoroughly cleaned by cleaner. Cleaner not to clean desks within 2 metres of a team member Ensure that team members wipe down desks, phones and keyboards with antibacterial wipes on leaving the premises	Team Members and Cleaner Team Members to clean their workstations and equipment as across	Immediate	12/06/2020
Hand Hygiene	All Team Members, visitors and potentially family members	<ul style="list-style-type: none"> • Hand Sanitiser free standing unit at entrance to the building • Hand Sanitiser on all team members' desks and in kitchen 	Ensure all team members and visitors use hand sanitiser on entry to the building Ensure used regularly Notice on correct use of hand washing in place in toilets and use of sanitising gel placed in entrance lobby	All team members Team members to instruct visitors, prior to arrival, of the necessity to carry out on arrival and supervise, from 2 metre distance that this takes place	Immediate	05/06/2020

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<p>Clinically Vulnerable Members of Staff (Not notified to shield but choose to for own health reasons)</p>	<p>Director and Head of Compliance</p>	<ul style="list-style-type: none"> Regular washing of hands 	<p>Have designated area at office i.e. two offices only accessed by team members if remain 2 metres apart and request right to access</p> <p>To use phones or Teams rather than visit office</p> <p>Use designated toilet facilities adjoining offices, not used by other team members</p> <p>Use kitchen only to wash mugs etc half an hour before close of business. Make other team members aware that they can not access kitchen at that time.</p> <p>Dry mugs with kitchen towel Apply sanitising gel before leaving kitchen Wash hands in designated toilet area</p>	<p>Director and Head of Compliance</p> <p>Team members</p> <p>Director and Head of Compliance</p>	<p>08/06/2020</p>	<p>05/06/2020</p>
<p>Lack of healthy ventilation</p>	<p>Team Members</p>	<ul style="list-style-type: none"> Not using the air con 	<p>All windows to be opened in main offices</p> <p>Central Heating to be used to ensure good working temperature if necessary</p>	<p>Team members on arrival</p>	<p>08/06/2020</p>	

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<p>Visitors to the offices</p>	<p>Team Members, Visitors and their families</p>	<p>Arrival is notified via intercom to main office</p> <p>Ensuring visitors only attend by appointment to collect timesheets, uniforms etc</p> <p>All interviews and inductions conducted by telephone/zoom</p> <p>Team Member tells visitor that they are coming to gain remote access. Team Member stands behind reception desk and dons face mask, speaks via intercom informing visitor that the door has been released and to enter.</p> <p>On entry to lobby there is a sign – ‘Please Wait Here’ on the floor to reception. The team member refers them to the stand with sanitising gel and instructs visitor to use gel for 20 – 30 seconds as the sign above the stand</p> <p>The visitor is then invited to enter reception as the team member moves to the rear of reception. Visitor is told to don face mask and gloves which is placed on coffee table in reception</p> <p>Where items are to be delivered or collected they are placed on a table which is 2 metres from team member and 2 metres from visitor</p>	<p>Visitors to attend with one hour time slots between visits</p> <p>All visits to be re-arranged and any uniforms, paperwork, timesheets etc to be in reception prior to arrival</p> <p>Explain guidance on social distancing and hygiene to visitors on or before arrival.</p> <p>Arrange for contractors attend outside working hours</p> <p>Notify visitors ahead of time that if they have coronavirus symptoms or live with someone who has coronavirus symptoms they should not attend and follow government guidance to self-isolate</p> <p>Visitors to only enter reception and at all times remain 2 metres from team member</p> <p>Team Member to wash hands immediately following meeting with visitor</p>	<p>Manager</p>	<p>Immediate</p>	<p>05/06/2020</p>

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Dealing with candidate ID	Team members and visitors	<ul style="list-style-type: none"> • Visitor places on table and moves back • Team member moves forward and copies the documents 	<p>Team members to wear disposable gloves</p> <p>Team members to wipe bed of photocopier and white internal lid and table where docs presented with anti bac wipe after visitor has left</p> <p>Team member goes immediately to disposal bin in kitchen, disposes of wipe and removes gloves, turning inside out as removed</p>	All Team Members	08/06/20	
Maintaining 2 metre social distancing	All team members, visitors and families	<ul style="list-style-type: none"> • Reduced staff working at office • Spaced all staff to ensure 2 metre distance • Perspex screens erected between desks • Removed candidate chairs to ensure wide walk ways between desks 	<p>Staff to arrive and leave separately.</p> <p>All staff to gain access to building with own key. Should another team member arrive at the same time they enter one by one using their own keys</p> <p>Internal doors wedged open to minimise use of keypads</p> <p>Due to the low number of staff in office each team member to announce they are to leave office for kitchen or toilet facilities. No other team member to access those facilities at same time</p> <p>Tape to mark 2 metre distance around each work station</p> <p>Tape indicating 2 metre distance and areas visitors can access in reception area</p>	All Team Members	Immediate	5/06/2020

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Meetings	All team members, visitors and families	<ul style="list-style-type: none"> • Reducing need for meetings 	<p>All team members to join Teams to ensure we can meet via video</p> <p>Carry out social meetings with furloughed staff via Zoom</p>	Directors	12/06/2020	
Common areas	Team Members	<ul style="list-style-type: none"> • Restricting access to kitchen and toilets • Use of paper towels in toilets and kitchen • Wipe dishes with paper towel after washing 	<p>Stagger break and comfort breaks</p> <p>Encourage staff to bring own meals</p> <p>After using kettle/tap to wipe with disinfectant wipe and use hand sanitiser before leaving</p> <p>Dispose of hand towels in flip top bin</p> <p>Encourage team members to remain on site – if they do leave the site to ensure 2 metre social distancing</p> <p>Limit use of printers – Prior to use Team Member to wash hands or apply sanitising gel. After use the team member to wipe keys and screens and lids etc immediately with anti bac wipe</p>	Team Members	12/06/20	

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Work Stations	Team Members	<ul style="list-style-type: none"> • 	<p>Regular wiping of desk and phone throughout the day with anti bac wipes</p> <p>Clear workstation at end of day and wipe down</p> <p>Remove personal belongings at the end of the day</p> <p>Remove waste at end of day</p>	Team members	Immediate	
Mobile Phones and Chargers	Team Members	<ul style="list-style-type: none"> • Each team member currently has one mobile phone 	<p>Regular wiping of mobile with anti bac wipes</p> <p>The mobile phone not to be used by any other team member</p> <p>Each team member to have a charger for the phone</p>	Team Members	Immediate	
Travel to Work	All Team Members	<ul style="list-style-type: none"> • All team members use their own vehicles to travel to work 	<p>Ensure team members do not share vehicle to travel to work unless they are members of the same household</p> <p>Should team member's vehicle not be available then they should work from home. The company forbids the use of public transport or taxi for team members during COVID - 19</p>	Team members	Immediate	

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Office Phones	Team Members	<ul style="list-style-type: none"> • Wiping with anti bac regularly 	Team members not to answer phones assigned to other team members	Team members to put phone on DND when not at work station	Immediate	