

Activity

Covid 19 (Offices)

Date of Assessment

03/07/20

Location:

Job Title:

Senior Manager

Risk Assessment Carried out by:

Signature

SJPacker

Risk Table

Date of Review

17/08/20

Likelihood

		Severity				
		Insignificant	Minor	Moderate	Major	Fatality
		1	2	3	4	5

Very Unlikely

1	1	2	3	4	5
---	---	---	---	---	---

Unlikely

2	2	4	6	8	10
---	---	---	---	---	----

Fairly Likely

3	3	6	9	12	15
---	---	---	---	----	----

Likely

4	4	8	12	16	20
---	---	---	----	----	----

Very High

5	5	10	15	20	25
---	---	----	----	----	----

Reviewed By:

	Low risk areas
	Medium risk areas
	High risk areas

Can be considered as a trivial risk area with no action required

Efforts should be made to reduce the risk, assessing the cost of prevention against the likelihood of the event

You must consider suspending the operation until adequate controls are introduced and the risk is re-evaluated

ACTIVITY	PERSONS AT RISK	SIGNIFICANT HAZARDS	RISK			RISK CONTROL MEASURES	RESIDUAL RISK		
			L	S	R/L		L	S	R/R
<ul style="list-style-type: none"> Accessing & updating data on the computer system, Filing Making & receiving phone calls 	<ul style="list-style-type: none"> Office personnel Departmental Managers Directors Official Visitors Contractors 	<ul style="list-style-type: none"> Exposure to Covid 19 Virus Coming into close contact with a person who may have the 	5	5	25	<ul style="list-style-type: none"> Staff to work "back to back" when sharing the same office space or a minimum of 2 metres apart No "hot" desking, (use of another's work-station computer & phone included) Staff meetings restricted to a minimum, unless strictly necessary and at 2 metres apart 	2.5	5	12

- Printing & photocopying documents
 - Members of staff from other departments
 - Cleaners
 - Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions
- Covid 19 symptoms?
- Contact with contaminated Surface
 - (Symptoms can be mild, moderate, severe or fatal.)
- Conference calls to be used instead of face to face meetings.
 - Re-assess ventilation/extraction systems employed in all office area.
 - Review work schedules including start & finish times/shift patterns, working from home etc. to reduce number of workers on site at any one time. Also relocating workers to other tasks.
 - Social Distancing -Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency
 - Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, using appropriate cleaning products and methods.
 - Staff encouraged the use of electronic mail & telephones instead of “paper chase” and “face to face” interaction.
 - Provision of Gel sanitisers where washing facilities are not readily available
 - If anyone becomes unwell with a new continuous cough or a high temperature, they will be sent home and advised to follow the stay at home guidance.
- Enable staff to work from home while self-isolating if appropriate.
 - Line managers will maintain regular contact with staff members during this time.
 - Increase the frequency of hand washing and surface cleaning.

- Staggering arrival and departure times to reduce crowding into and out of the workplace,
- Use markings and introducing one-way flow at entry and exit points.
- Managing occupancy levels to enable social distancing.
- Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed.
- Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it.
- Provision and correct use of disposable gloves, and face masks, where an adequate supply of these will be provided. Staff will be instructed on how to remove gloves/masks carefully to reduce contamination and how to dispose of them safely.
- Staff to be reminded that wearing of gloves is not a substitute for good hand washing.
- Management checks to ensure these control measures are adhered to, and that, this assessment is reviewed on a regular basis in accordance with Government guidelines

