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| **Subject of Assessment**  | Office Work Space | **RA No.** |  |
| **Task/Activity**  | Covid-19 Controls to comply with Government GuidanceNOTE: Wherever possible workers should continue to work from homeThis risk assessment has been completed in consultation with our employees (For businesses with over 50 employees) – This risk assessment is displayed on our website |
| **Assessor** | Mentor Example | **Location of Assessment** |  |

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| **Risk Rating Matrix (RR)** | **Likelihood (L)** |
| **Severity (S)** | Certain or near certain to occur (High) | Reasonably likely to occur (Medium) | Unlikely to occur (Low) |
| Fatality; major injury or illness causing long term disability (High) | **HIGH (H)** | **HIGH (H)** | **MEDIUM (M)** |
| Injury or illness causing short term disability (Medium) | **HIGH (H)** | **MEDIUM (M)** | **LOW (L)** |
| Other injury or illness (Low) | **MEDIUM (M)** | **LOW (L)** | **LOW (L)** |

| **Hazard Ref** | **Hazards** | **Who is at risk?** | **Controls in place** | **L** | **S** | **RR** | **Adequately controlled?** |
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|  | Covid-19 (Protection) | Employees | * All employees have received training in the controls required to be followed to reduce the risk of transmission
* Employees have been reminded of the importance of additional handwashing
* Handwashing areas are stocked with soap and paper towels (bin provided for disposal)
* Handwashing posters are on display at all wash hand units
* All employees are aware of the requirements with regards to not coming into work if any symptoms of COVID-19 and the fact that they will be sent home from work if they are suspected of showing any symptoms in accordance with Government Guidance
* If an employee becomes unwell with COVID-19 symptoms they will be sent home and told to contact the NHS (111) immediately. Sanitizing of their work area and any touch points will be carried out immediately.
* All employees have completed the Coronavirus Mentorlive Training/Toolbox Talk *dependent on internet access*
* Cleaning schedules have been increased to daily with more regular in house cleaning of touch points such as door handles
* Employees are responsible for cleaning their keyboards, laptops, telephones, drawer pedestal (touch points)and desk-tops that they use with the antibacterial wipes provided.
* End of day procedures now include additional sanitizing routines
* External waste storage bin handles are wiped with sanitizing wipes after use followed by employee hand washing.
 | L | M | L | Yes |
| 1 | Covid-19 (Protection)Continued) | EmployeesVisitors | * Protection screens have been installed at reception areas
* The Coronavirus Staying Safe Poster is on display at the entrance to the premises
* Visitors are only permitted by appointment
* All visitors must be logged in and out of the premises
* We have staggered starting and finishing times to enable employees to travel at less busy times
* A bike rack/storage has been installed for those employees who wish to cycle to work
* Turnstiles and keypads have been disabled where possible to reduce the number of touch points
* Where fire doors are kept open a suitable door hold open device has been used which operates with the fire alarm
* All hot desking arrangements have been removed
* Our health and safety noticeboard is updated regularly with COVID-19 information
* Staff are asked to inform their employer if they are Vulnerable or Clinically Vulnerable or if they occupy the same households as Clinical Extremely Vulnerable people so that working arrangements can be agreed
* All employees will receive a new induction into working controls on return to working on the premises.
 | L | M | L | Yes |
|  | Covid-19(Social Distancing) | Employees& Visitors | * 2M Social distancing markers around the office
* Perspex screens have been installed between computers where employees work facing each other and at sides where a 2M distance cannot be maintained
* Where screens are not possible employees work side by side or back to back with the same employees occupying the same workstation at all times
* Where possible some employees are continuing to work from home or are working a shared office attendance rota (part time in office/part time working from home – see next point).
* A rota has been prepared to stagger attendance of employees in the office
* Employee break times are staggered so no more than 2 people in rest area at any one time – this enables 2M distance to be maintained. Cleaning schedules have been increased to include after use cleaning.
* An outdoor seating area has been provided for employees
* Employees are encouraged to bring their food with them rather than leaving site during the working day
* DSE Workstation assessments have been reviewed or recompleted to take into account any changes
* Markings have been added to our lifts to indicate social distancing stand areas; revised occupancy and the provision of hand sanitiser
* Employees will be encouraged to use the stairs rather than lifts but adhering to stair use
* Visitor information signage is clearly available on entry to the Office and hand sanitiser is available
* Where possible all meetings where attendance is not essential will be held using video conferencing
* Where meetings are essential social distancing will be maintained, hand sanitiser will be available and delegates will be expected to bring their own personal stationery
* Rooms where meetings are held are well ventilated and sanitised after use
* The wearing of face coverings is not felt to be necessary in our working environment however should an employee choose to wear a face covering this is a matter of personal choice. Employees wearing face coverings should adhere to Government Guidance on personal hygiene (see site specific arrangements)
 | L | M | L | Yes |
|  | Covid-19(Home Working/wellbeingGeneral well being) | Employees | * We ensure that our employees who continue to work from home have the resources that they require
* We have carried out a separate home working and wellbeing risk assessment with our home workers
* We keep in touch with our home workers by video conferencing and other media and communications
* We provide internal and external support and resources for all employees
* Line Managers have been trained in identifying and supporting individual wellbeing.
 | L | M | L | Yes |
|  | Covid-19(Deliveries of stationery/other goods and Post) | EmployeesVisitors and the delivery driver | * Delivery drivers deliver to the main reception area only (there is no external access)
* Delivery drivers are offered the opportunity to use sanitizer or hand wash
* Delivery drivers do not leave paperwork – the delivery is agreed and the driver signs electronically on behalf of the business
* Manual handling risk assessments have been reviewed to ensure they cover movement of deliveries from the reception area.
* Post is delivered/collected at the same time each day with a collection/dispatch point being clearly marked
* Hand delivery of postage to the office by visitors is discouraged and customers and others are requested to use an electronic, postal or delivery service
 | L | M | L | Yes |
|  | Covid-19(building and equipment maintenance | Employees Contractors | * All maintenance will be carried out by appointment only
* Where possible maintenance will be carried out when the office is closed or when the fewest number of people are in the office
* Contractors are have been assessed for their competence and evidence provided.
* All contractors have provided their COVID-19 RAMS
* Where possible all annual servicing such as air conditioning, water, gas and electrical will be carried out prior to the office re-opening
* The accessible areas where contractors work was carried out will be sanitised following completion of their work
* Where shower facilities are provided these have been included in the increased cleaning schedule
* Contractors will be provided with information on the controls in place and additional controls required prior to arrival or where this is not possible, on arrival at the premises
 | L | M | L | Yes |
|  | Covid-19(Dealing with emergencies) | EmployeesStaff | * In an emergency, such as a fire, accident or break-in, there is no requirement to stay 2M apart if it would be unsafe to do so
* Anyone involved in close contact following an emergency will be advised to take particular care with regards to handwashing and sanitisation following the incident.
* Our fire risk assessment has been reviewed and updated to ensure fire arrangements and procedures are adequate
* Our first aid needs assessment has been reviewed to ensure arrangements are adequate as a result of the employee attendance rota
 | L | L | L | Yes |

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| **Additional Site Specific Arrangements** |
| **Personal Hygiene for those employees wearing face coverings:*** wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after removing it
* when wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands
* change your face covering if it becomes damp or if you’ve touched it
* continue to wash your hands regularly
* change and wash your face covering daily
* if the material is washable, wash in line with manufacturer’s instructions. If it’s not washable, dispose of it carefully in your usual waste
* practise social distancing wherever possible

You can make [face-coverings at home](https://www.gov.uk/government/publications/how-to-wear-and-make-a-cloth-face-covering/how-to-wear-and-make-a-cloth-face-covering). |

| **Hazard Ref** | **Additional control** | **Assigned to** | **Date Completed** | **L** | **S** | **RR** |
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| **Risk Assessment References – Notes**  |
| [Staying Safe Poster](https://assets.publishing.service.gov.uk/media/5eb97021d3bf7f5d43765cbf/staying-covid-19-secure.pdf): [Government Guidance for Offices and Contact Centres](https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres) [Well Being Support](https://www.mind.org.uk/workplace/coronavirus-and-work/tips-from-mind-staff/): [Government Guidance on Coronavirus](https://www.gov.uk/coronavirus) The completed “Staying COVID-19 Secure in 2020” notice (England only) is posted at the entrance to our premises |

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| **Date of Assessment** |  | **Signature** |  |
| **Reviewed Date** | Weekly to ensure measures are working and in line with current government guidance | **Reviewed By** |  |