

# CORONAVIRUS (COVID 19) OFFICE RISK ASSESSMENT

<b>Location:</b> 4-7 Coleridge Gardens NW6 3QH		<b>Contractor:</b> Regal London	
<b>Task:</b> Assessment of operational Risks during Coronavirus (Covid 19) Pandemic			
<b>Risk Assessment Compiled By:</b> G Brines		<i>G Brines</i>	<b>Date:</b> 21-05-2020
			Rev. A
Hierarchy of Controls			
<b>Eliminate</b>	<ul style="list-style-type: none"> <li>Staff who are unwell with symptoms of Coronavirus (Covid-19) should not travel to or attend the workplace</li> <li>Rearrange tasks to enable them to be done by one person, or by maintaining social distancing measures (2 metres)</li> <li>Avoid skin to skin and face to face contact</li> <li>One ways systems will be utilized where practicable</li> </ul> <p><b>Meetings</b></p> <ul style="list-style-type: none"> <li>Only absolutely necessary meeting participants should attend</li> <li>Attendees should be at least two metres apart from each other</li> <li>Rooms should be well ventilated / windows opened to allow fresh air circulation</li> <li>Consider holding meetings in open areas where possible</li> </ul>		
<b>Reduce</b>	<p>Where the social distancing measures (2 metres) cannot be applied:</p> <ul style="list-style-type: none"> <li>Minimise the frequency and time staff are within 2 metres of each other;</li> <li>Minimise the number of Staff involved in these tasks;</li> <li>Keeping the activity time involved as short as possible;</li> <li>Regularly clean common touchpoints, doors, handles, kitchen worktops etc;</li> <li>Increase ventilation in enclosed spaces;</li> <li>Staff should wash their hands before and after using any equipment.</li> </ul>		
<b>Isolate</b>	<p>Keep groups of Staff that have to work within 2 metres:</p> <ul style="list-style-type: none"> <li>Together in teams e.g. (do not change Staff within teams)</li> <li>As small groups as possible</li> <li>Limit times to as short as possible</li> </ul>		
<b>Control</b>	<p>Where face to face working is essential to carry out a task when working within 2 metres:</p> <ul style="list-style-type: none"> <li>Consider introducing an enhanced authorisation process for these activities</li> <li>Provide additional supervision to monitor and manage compliance</li> </ul>		
<b>PPE</b>	<p>Staff should not use face coverings for Coronavirus (Covid-19) where the two metre social distancing guidelines are met.</p> <ul style="list-style-type: none"> <li>Where it is not possible to maintain a two metre distance, each activity should be risk assessed using the hierarchy of controls and against any sector-specific guidance, mindful that face coverings are the last resort in the hierarchy</li> <li>Single use face coverings should be disposed of so that it cannot be reused</li> </ul>		
<b>Behaviours</b>	<p>The measures necessary to minimise the risk of spread of infection rely on everyone in the industry taking responsibility for their actions and behaviours.</p> <p>Encourage an open and collaborative approach between Staff and Regal Management where any issues can be openly discussed and addressed.</p>		

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Risk Assessment				
<p><b>NOTE:</b> This risk assessment has been undertaken on the basis that the all persons act responsibly in the implementation of the control measures listed. The RA is to be read in conjunction with the detailed <a href="#">bespoke office management plan</a> and current HM Government guidance.</p>				
Issue	Hazard	Risk	Control Measures to Avoid or Mitigate/Minimise Risk	Residual Risk
Social Distancing	Infecting self and others	High	Staff should follow the guidance on Staying at home and away from others (social distancing). Where they cannot work from home, they must follow the same principles of social distancing while travelling to and from work and while at work.	Med
Self Isolation	Infecting others	High	<p>Anyone who either has a high temperature or a new persistent cough or is within 14 days of the day when the first member of their household showed symptoms of Coronavirus (Covid-19) should not come to the office, but must follow the guidance on self-isolation.</p> <p>Anyone who meets one of the following criteria should not come to the office:</p> <ul style="list-style-type: none"> <li>• Has a high temperature or a new persistent cough - follow the government guidance on self-isolation</li> <li>• Is a vulnerable person (by virtue of their age, underlying health condition, clinical condition or are pregnant)</li> <li>• Is living with someone in self-isolation or a vulnerable person.</li> </ul>	Med
If someone fall ill or feels unwell	Infecting others and Care of your own Health	High	<p>If a Staff develops a high temperature or a persistent cough while at work, they should:</p> <ul style="list-style-type: none"> <li>• Ensure their manager or supervisor is informed</li> <li>• Return home immediately</li> <li>• Avoid touching anything</li> <li>• Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow.</li> <li>• They must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed.</li> </ul> <p><i>All persons entering offices will have their temperature checked using a non-contact infra-red thermometer</i></p>	Med
Travelling to office	Infecting yourself	High	<p>Wherever possible Staff should travel to office alone using their own transport and offices need to consider:</p> <ul style="list-style-type: none"> <li>• Staggered starting and stopping times to avoid busy periods on public transport</li> <li>• Parking arrangements for additional cars and bicycles</li> <li>• Other means of transport to avoid public transport e.g. cycling</li> <li>• Provide sanitizer at office entrance and throughout the building</li> <li>• How someone taken ill would get home</li> </ul> <p>If Staff have no option but to share transport:</p>	Med



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<b>Office Access Points</b>	Cross infection – non adherence to 2mtr rule	High	<ul style="list-style-type: none"> <li>Stop all non-essential visitors</li> <li>Staggered start and finish times to reduce congestion and contact at all times</li> <li>Monitoring of office access points to enable social distancing you may need to change the number of access points, either increase to reduce congestion or decrease to enable monitoring</li> <li>Fingerprint scanners and turnstiles cleaned continuously by a full time cleaner. Hand sanitizer provided over each fingerprint scanner. Users required to sanitize before and after use.</li> <li>Require all Staff to wash or clean their hands before entering or leaving the office</li> <li>Allow plenty of space (two metres) between people waiting to enter office</li> <li>Regularly clean common contact surfaces in reception, office, access control and delivery areas e.g. scanners, turnstiles, screens, telephone handsets, desks, particularly during peak flow times</li> <li>Reduce the number of people in attendance at office inductions and consider holding them outdoors wherever possible</li> <li>Drivers should remain in their vehicles if the load will allow it and must wash or clean their hands before unloading goods and materials.</li> </ul>	Low
<b>Hand Washing</b>	Personal and cross contamination	High	<ul style="list-style-type: none"> <li>Provide additional hand washing facilities to the usual welfare facilities if a large spread out office or significant numbers of personnel on office</li> <li>Ensure soap and fresh water is readily available and kept topped up at all times</li> <li>Provide hand sanitiser where hand washing facilities are unavailable</li> <li>Regularly clean the hand washing facilities and check soap and sanitiser levels</li> <li>Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.</li> </ul> <p><b>Offices will need extra supplies of soap, hand sanitiser and paper towels and these should will be securely stored.</b></p>	Low
<b>Toilet Facilities</b>	Personal and cross contamination	High	<ul style="list-style-type: none"> <li>Restrict the number of people using toilet facilities at any one time</li> </ul>	Med



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<b>Changing Facilities, Showers and Drying Rooms</b>	Personal and cross contamination	High	<ul style="list-style-type: none"> <li>Introduce staggered start and finish times to reduce congestion and contact at all times</li> <li>Introduce enhanced cleaning of all facilities throughout the day and at the end of each day</li> <li>Consider increasing the number or size of facilities available on office if possible</li> <li>Based on the size of each facility, determine how many people can use it at any one time to maintain a distance of two metres</li> <li>Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal.</li> </ul>	Med
<b>kitchen and Eating area arrangements</b>	Personal and cross contamination	High	<p>Whilst there is a requirement for workplaces to provide a means of heating food and making hot drinks, these are exceptional circumstances and all persons using kitchen equipment are required to wipe down all equipment after use with disinfectant wipes provided in preparation for the next user.</p> <ul style="list-style-type: none"> <li>Break times should be staggered to reduce congestion and contact at all times</li> <li>Staff should sit 2 metres apart from each other whilst eating and avoid all contact</li> <li>Drinking water should be provided with enhanced cleaning measures of the tap mechanism introduced</li> <li>Tables should be wiped down between each use</li> <li>All rubbish should be put straight in the bin and not left for someone else to clear up</li> <li>All areas used for eating must be thoroughly cleaned at the end of each day.</li> </ul>	Med
<b>Close Working</b>	Personal and cross contamination	High	<p>There will be situations where it is not possible or safe for Staff to distance themselves from each other by 2 metres.</p> <ul style="list-style-type: none"> <li>Keeping the activity time involved as short as possible</li> <li>Allocate a person to monitor and manage compliance of all measures in this plan</li> </ul> <p>General Principles</p> <ul style="list-style-type: none"> <li>Non-essential physical work that requires close contact between Staff should not be carried out</li> <li>Work requiring skin to skin contact should not be carried out</li> <li>Plan all other work to minimise contact between Staff</li> <li>Single use PPE should be disposed of so that it cannot be reused</li> <li>Increase ventilation throughout offices</li> </ul>	Med
<b>Meetings</b>	Personal and cross contamination	High	<ul style="list-style-type: none"> <li>Only absolutely necessary meeting participants should attend</li> <li>Attendees should be two metres apart from each</li> </ul>	Low



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			<p>other</p> <ul style="list-style-type: none"><li>• Rooms should be well ventilated / windows opened to allow fresh air circulation</li><li>• Consider holding meetings in open areas if possible.</li></ul>	
<b>Cleaning</b>	Personal and cross contamination	High	<p>Enhanced cleaning procedures should be in place across the office, particularly in communal areas and at touch points including:</p> <ul style="list-style-type: none"><li>• Taps and washing facilities</li><li>• Toilet flush and seats</li><li>• Door handles and push plates</li><li>• Handrails on staircases</li><li>• Food preparation and eating surfaces</li><li>• Telephone equipment</li><li>• Key boards, photocopiers and other office equipment</li></ul> <p>Rubbish collection and storage points should be increased and emptied regularly throughout and at the end of each day.</p>	Low