

Office based risk assessment for Covid-19

Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal.

The risk is the spread of Covid-19 within the office based environment and would affect all staff, visitors, cleaners, contractors, more vulnerable groups and anyone who physically comes into contact with the business environment.

Category of risk	Controls	Action required	Owner	Date Completed
<p>Hand Washing</p> <p>Hand washing facilities with soap and water should be in place. Drying of hands should be with disposable paper towels. Tissues should be in place throughout the workplace to catch germs.</p> <p>Staff should be encouraged to protect the skin by applying emollient cream regularly.</p> <p>Gel sanitisers should be placed in any area where washing facilities not readily available.</p>	<p>Employees to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels.</p> <p>Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace.</p> <p>Encourage staff to report any problems and carry out skin checks as part of a skin surveillance programme https://www.hse.gov.uk/skin/professional/health-surveillance.htm</p> <p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice - https://www.publichealth.hscni.net/news/covid-19-coronavirus</p>	<p>Sufficient supplies of hand wash, paper towels, tissues and hand gel stations to be purchased and set up at appropriate points throughout the office (i.e. entry and exit, communal areas, printer areas etc.)</p> <p>Appropriate signage displayed throughout the office</p>	<p>GVH / HE</p> <p>GVH/HE</p>	<p>June 2020: Supplies purchased ready for July interim opening date.</p> <p>June 2020: Signage located around the office ready for July interim opening date.</p>

	Posters, leaflets and other materials are available for display. https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19			
Cleaning Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods.	Sufficient supplies of cleaning products purchased and guidelines shared with staff. External cleaner review and timetable of cleaning adjusted appropriately. Deep clean conducted prior to full office opening.	Cleaning products purchased. Review of cleaning contract and timetable. Deep clean organised.	GVH/HE GVH/HE GVH/HE	June 2020: Supplies purchased ready for July interim opening date. Completed 23/6/2020 Completed 23/6/2020
Social Distancing 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 https://www.publichealth.hscni.net/news/covid-19-coronavirus	Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it and general guidance including conference calls being used instead of face to face meetings, social distancing measures to be adhered to in canteen area and smoking areas and Staff to be reminded that wearing of gloves not being a substitute for good hand washing. Management checks to ensure this is adhered to. Taking steps to review work schedules including start & finish times/shift patterns, working from home etc. to reduce number of workers on site at any one time. Redesigning processes to ensure social distancing in place and risk assessing communal and reception areas to put in place extra safety measures where required. Measures should include an assessment	Guidance for Line Managers to communicate to their staff to be drawn up alongside a return to work toolkit. Exit Group / office readiness work stream to prepare for socially distanced return to work, taking into account risk groups, safe amount of numbers in office at any one	SC LO	June 2020 Guidance for Line Managers approved and circulated in advance of interim opening date. June 2020 Visit to office to introduce one way system and prepare for interim office

	around screens to separate desks and back to back or side to side working (rather than face to face) and fixed teams/bubbles	time and entry and exit one way systems.		opening in July. Meeting to review steps put in place scheduled monthly.
<p><u>PPE</u></p> <p>Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.</p> <p>Public Health guidance on the use of PPE (personal protective equipment) to protect against COVID-19 relates to health care settings. In all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours</p>	Where PPE is a requirement for risks associated with the work undertaken appropriate measures will be followed.	Each department head to risk assess department processes to determine whether PPE equipment is required.	LO	<p>June 2020</p> <p>Instructions included within Line Manager guidance.</p>

<p>Symptoms of Covid-19</p> <p>If anyone becomes unwell with a new continuous cough or a high temperature in the workplace they will be sent home and advised to follow the stay at home guidance.</p>	<p>Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a fast changing situation.</p> <p>Line managers will maintain regular contact with staff members during this time.</p> <p>Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.</p> <p>If advised that a member of staff or public has developed Covid-19 and were recently on our premises (including where a member of staff has visited other work place premises such as domestic premises), the management team of the workplace will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken. https://www.publichealth.hscni.net/</p>	<p>Return to work guidance for line managers to include the processes to follow when symptoms of CV19 arise within the office and comms plan based on these messages.</p> <p>CV19 incident management group set up with procedure to follow in the event that member of staff has developed CV19.</p>	<p>SC/CS</p> <p>SG</p>	<p>June 2020</p> <p>Return to work and line manager guidance approved and circulated in advance of interim office opening.</p> <p>June 2020</p> <p>Central incident management procedures being implemented.</p>
<p>Drivers</p> <p>Procedures in place for Drivers to ensure adequate welfare</p>	<p>Persons should not share vehicles or cabs, where suitable distancing cannot be achieved.</p>	<p>Guidance to be added to CV19 return to work toolkit,</p>	<p>SC/CS</p>	<p>June 2020:</p> <p>Advice included return</p>

facilities available during their work		intranet page and comms plan.		to work guidance
<p><u>Mental Health</u> Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help Reference - https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/ www.hseni.gov.uk/stress</p> <p>Regular consultation with staff through 1-1's to discuss anxieties, worries and concerns that feeds into the Exit group to consider and respond too.</p>	<p>Regular communication of mental health information and open door policy for those who need additional support.</p> <p>Line managers to have 1-1 meetings with their direct reports to discuss CV19 worries and feed into the Exit group for consideration.</p>	<p>Guidance to be added to relevant return to work guidance.</p> <p>Procedures to be added to line management guidance and comms plan.</p>	<p>SC</p> <p>SC</p>	<p>June 2020 Guidance included in return to work document and regular communications to staff about what to do if additional support required.</p> <p>June 2020 Advice included in guidance and CV19 support added to all 1:1 meetings.</p>
<p><u>Visitors</u> Only essential visitors to the office who sign a declaration relating to CV19 practices whilst within the office environment.</p>	<p>Appropriate measures and comms put in place for essential visitors to the office environments.</p>	<p>Declaration and procedures for visitors to the office put in place.</p> <p>Guidance added to the return to work toolkit and comms plan.</p>	<p>GVH/HE</p> <p>SC/CS</p>	<p>June 2020 Declaration approved and in use.</p> <p>June 2020 Added to</p>

				return to work guidance
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