

GENERAL RISK ASSESSMENT

Title: Coronavirus (Covid-19) - Office Environments	Date of Assessment:	Risk Assessor:	
Risk Assessment Reference:	People involved in making this assessment:		
Task/ Process : Office based activities and use of the buildings	Potential People at Risk: Employees, Tennants, Contractors, Visitors		
Potential Hazard : Working Environment (Those working in/using the office environments may be at risk of exposure to infected persons, surfaces and equipment, which has the potential of contracting and or passing on the coronavirus).			
Control Measures:	Needed	In place	
1. Avoid close face-to-face contact or touching other employees, visitors, etc.			
2. Physical contact such as handshakes, hugs, pat on the back, etc. is to be avoided.			
3. Sit out of the direction of portable fan heaters, cooling fans and or ventilation to avoid blowing air across each other,.			
4. Ensure that a safe distance (2 meters) is maintained from all other users throughout the working day.			
5. Ensure that coats, scarfs, bags etc. and other personal items are stores seprately to avoid contact with personal items.belonging to others			
6. Limit personal items brought in from the home e.g. phone chargers, stationary or other items that may be shared.			
7. Adapt the workplace so desks & workstations are placed further apart so the 2 metre rule can be adhered to.			
Potential Hazard : Personal Hygiene (Inadequate personal hygiene standards pose a risk of contracting the infection and cross contaminating and surfaces).			
Control Measures:	Needed	In place	
1. Avoid touching eyes, nose or mouth as much as possible – especially if hands are not clean			
2. Consideration should be given to bringing a spare set of clothing to the office in case of potential contaminated (e.g. being accidentally sneezed on), removed clothing should be placed in a suitable plastic bag/container at taken home of washing.			
3. A disposable tissue, should be used when coughing and or sneezing then put the tissue in a bag or pocket then throw the tissue in the lidded bin. If a tissue is not available for employees, they should cough and sneeze into the crook of their elbow.			
4. Users should clean their hands frequently, using an alcohol-based hand sanitiser (that contains at least 60-95% alcohol), or to wash their hands with soap and water for at least 20 seconds.			
5. Display posters promoting good hygiene control such as hand washing techniques.			
6. Set up hand cleaning stations in relevant places thotrughout the building (e.g. Entrances and exits)			

Potential Hazard – Use of Personal Protective Equipment (PPE) (Lack of proper use of PPE increase risk of transfer of pathogens through cross contamination).		
Control Measures:	Needed	In place
1. Supplies of PPE are in-stock or can be acquired readily in case of shortages.		
2. Employees are trained on using PPE (how to put it on/take it off) and all other preventive measures that should be practised.		
3. Suitable measures are in place to ensure all re-usable PPE (Visors, certain types of respirator/facemasks) can be cleaned after use and stored in a safe place free from any risk of cross contamination		
Potential Hazard : Accessing and Egressing the Building (Potential risk or transfer of pathogens through cross contamination).		
Control Measures:	Needed	In place
1. If possible have building users enter by one entrance of the building and leave via another, where not possible have a system (e.g. using a door bell) to notify those in the building when someone is entering. Support whichever is used by clear signage.		
Potential Hazard - Visitors & Contractors (Potential risk or transfer of pathogens through cross contamination).		
Control Measures:	Needed	In place
1. Prepare information/rules for visitors/contractors that should be issued prior to them arriving on-site.		
2. Limit visitors/contractors to essential visits only until further advised from the Government.		
3. Have essential visitors complete a self-assessment questionnaire regarding their COVID status.		
4. If practicable, set up an isolation area for deliveries and collections		
5. When practicable, avoid the need to handle any delivery/collection paperwork		
Potential Hazard - Public Facing Roles (Potential risk or transfer of pathogens through cross contamination).		
Control Measures:	Needed	In place
1. Put adequate protection in place to segregate staff from the general public.		
2. Put measures in place to restrict the number of persons in a premise at any one time in order to allow adequate social distancing.		
3. Use contactless or pre-payment as a means of taking payment for goods rather than handling of cash.		
4. Front facing/reception staff to sign building visitors rather than asking visitors to do it themselves		

Potential Hazard : Passenger Lifts (The enclosed space within the lift with passengers pose a risk of potential contamination through coughing and sneezing).		
Control Measures:	Needed	In place
1. The passenger lifts are subject to regular routine cleaning.		
2. Building users, who are able, are encouraged to use the staircase to access work areas in preference to using lifts.		
3. Avoid using passenger lifts when a large amount of users are present meaning social distancing isn't possible.		
4. Avoid touching internal lift surfaces where possible and use the tip of your finger when pressing buttons, use the back of the knuckle to select the appropriate floor, hands should be washed before and after use..		
5. When using the passenger lift, face away from other users or wear a face mask		
Potential Hazard : Communal Food & Drink Preparation Areas (Potential risk or transfer of pathogens through cross contamination).		
Control Measures:	Needed	In place
1. When food or drinks are being prepared ensure that good hygiene standards are maintained.		
2. Where spills of food or liquids occur, users must ensure that the work surfaces are left in a clean and sanitised condition.		
3. Only use own drinking mugs/glasses to prevent cross contamination.		
4. Do not place hands directly into food/waste bins or receptacles as there may be contaminated products, food or tissues inside.		
5. Users of the preparation areas are to wash their hands thoroughly before and after using facilities.		
6. When possible paper (blue steel) tissue should be used for drying. Clean tea towels can be used as an alternative but should be replaced on a daily basis to ensure ongoing hygiene.		
7. Half eaten food products be placed in a sealed wrapper, bag or container, if being stored in the communal refrigerator.		
8. The microwave oven should be left in a clean condition and be wiped out after each use.		
9. Any food or fruit products provided for employees, must be washed (where possible) before being consumed.		
10. Cultery must be thoroughly washed after each use and not left on the work surface. If a dishwashers is available it must be used to thoroughly clean crockery and cutlery.		
11. Hands must be washed as soon as possible after eating and before returning to work stations.		
12. Food should only be consumed in designated areas and not at work stations.		

Potential Hazard : Waste Materials (Potential risk or transfer of pathogens through cross contamination as a result of contact with waste).		
Control Measures:	Needed	In place
1. Waste bins to be provided at employee desk areas and within food/drink preparation areas.		
2. Do not place hands directly into food/waste bins or receptacles as their may be contaminated products, food or tissues inside.		
3. All waste bins and receptacles are emptied on a daily basis by staff wearing suitable PPE (mask and gloves)..		
4. Employees are required to have consideration for staff carrying out cleaning with regards to discarded tissues, food, etc in order to prevent accidental contamination		
Potential Hazard : Meeting Rooms (Potential risk or transfer of pathogens close contact to other persons).		
Control Measures:	Needed	In place
1. Communications/meetings in enclosed spaces such as conference room/meeting rooms should only be undertaken when unavoidable and for essential business needs.		
2. Communications/meetings in enclosed spaces such as conference room/meeting rooms should be kept as short as possible.		
3. Those using conference/meeting rooms must ensure that social distancing (2m) is maintained at all times.		
Potential Hazard : Smoking Shelters/Areas (Inhalation of second hand tobacco smoke and or vapours from e-cigarettes may result in adverse coronavirus health effects)		
Control Measures:	Needed	In place
1. Those using smoking shelters/areas must maintain a sufficient distance from others to avoid inhaling second hand tobacco smoke and vapour emitted from e-cigarettes from other persons Although there is no evidence of transmission, this is advised as a precautionary measure.		
2. Smoking tobacco or e-cigarettes is confined to a dedicated smoking shelters/areas		
3. Cigarette butts etc. must be disposed of in the provided bin, the bin should be emptied daily.		
4. Hands must be washed as soon as possible following smoking/vaping and before returning to work stations.		
Potential Hazard : IT Equipment (Direct contact with potentially cross contaminated IT equipment may cause adverse coronavirus health effects).		
Control Measures:	Needed	In place
1. Those using IT equipment, such as keyboards, screens etc. should ensure that it is wiped down on a regular basis throughout the working day with suitable wipes/cleaning methods that do not damage equipment.		
2. Employees should refrain from using each others IT equipment wherever possible, in order to prevent accidental cross contamination.		

Potential Hazard : Telephone Equipment (Direct contact with potentially cross contaminated telephone equipment that may cause adverse coronavirus health effects).		
Control Measures:	Needed	In place
1. All phones and head sets should be cleaned/disinfected on a regular basis throughout the working day, with suitable wipes/cleaning methods that does not damage equipment.		
2. All used telephone equipment should be cleaned at the end of each working day (by staff wearing suitable PPE)		
3. Sharing of work phones, head sets and personal mobile phones should be avoided to in order to prevent accidental cross contamination.		
Potential Hazard : Welfare Facilities (Cross contamination from contaminated surfaces from bodily fluids may have a detrimental effect on health).		
Control Measures:	Needed	In place
1. Maintain awareness of surfaces (toilets, sinks, door handles, etc) and objects (bar soap, liquid soap dispensers etc.) and keep contact to a minimum		
2. Ensure welfare facilities are cleaned at least daily and soap dispensers refilled.		
3. Ensure that the toilet seat is in the close position before flushing, in order to prevent flushing aerosols becoming airborne and contaminating the facility with potential pathogens.		
3. Avoid use of air handdryers if possible, using single use disposable paper tissues instead, disposed of immediately in a lidded bin		
4. Where bodily fluid spillage or contamination is seen or suspected, this should be reported, the area should be closed off and the spillage cleaned up immediately (by staff using suitable PPE).		
5. Hands must be cleaned as soon as possible after all visits to welfare facilities (e.g. to check hair or makeup).		
Hazard : Vulnerable Employees (Vulnerable employees with existing health conditions are at a higher risk of contracting Covid-19, which may have a significant increased adverse affect on their health and wellbeing).		
Control Measures:	Needed	In place
1. Where employees have a family members who is immunosuppressed they must inform their line manager.		
2. A list of vulnerable employees should be collated and where required, restrictions/advice (such as working from home) should be put in place.		
Hazard : Cleaning & Hygiene (Inadequate cleaning & hygiene standards pose a risk of contracting the infection and cross contaminating and surfaces).		
Control Measures:	Needed	In place
1. Agree increased increased cleaning regimens and if needed increase number or hours of cleaning staff.		
2. Increased and the frequency of cleaning of hard surfaces (floors, handrails, door handles, passenger lifts, light switches, etc).		

3. Suitable stocks of disinfectant cleaning products are available for cleaning staff.		
4. Sufficient water, liquid soap and hand sanitiser dispensers are provided throughout the building.		
5. Building users are required to report anything contaminated/spilt that requires cleaning.		