

Department specific risk assessment for office activities

Objectives for all departments

To minimise the risk of transmitting COVID-19 in work areas by developing new ways of working that include:

1. Staff continue to work at home wherever possible
2. Where staff cannot work from home the principles of social distancing are applied while at work
3. Where it is not possible to socially distance in full, and we have deemed the activity needs to continue for the business to operate, we apply a hierarchy of controls to reduce the risk of transmission:
 - a. Eliminate —————→ (most effective at reducing the risk)
 - b. Reduce
 - c. Isolate
 - d. Administrate and Personal Protective Equipment (PPE) —————→ (least effective at reducing the risk)
4. New hand washing, or hand sanitising, points are provided at all building entrances.
5. Implement enhanced cleaning routines of frequently touched surfaces to avoid transmission of the virus
6. New signage and posters in employee and visitor areas to re-inforce and remind everyone to social distance and wash hands regularly.
7. Regular reinforcement of the new behaviours and actions which staff must take

Actions for each Head of Department:

1. Complete all the following sections to document the department safety measures. You may require more than one version of this risk assessment to address multiple activities under your control.
2. A range of further department specific risk assessments have been produced that you may adopt to reflect all the range of staff and visitor activities under your control.
3. Instruct staff in the safety measures and record evidence on each employee's safety skills record.
4. Review this document weekly in months 1-3, monthly thereafter, retaining all previous versions for audit purposes.

Completed by (name)	
Date	
Departments or tasks covered by this document	

The risk from Covid-19

Covid-19 is a new illness that can affect lungs and airways. It is caused by a virus called Coronavirus. There is a risk that employees, visitors and others on Group property may spread the virus or contract the virus from close contact with others or from a contaminated environment.

The reasonably foreseeable worst case injury would be death.

Likelihood	Please enter answers below
How many employees are working on site and at risk:	
Are employees encouraged to work from home where possible?	
Where predominantly office and desk based staff are NOT working from home please state reasons for this.	
Are protective screens being used where social distancing cannot be achieved? If so where?	
Are shift patterns being employed to reduce numbers of staff on site at the same time?	Give details
Have you reduced the number of people that some employees (who are unable to social distance at all times) have contact with by using 'fixed teams or partnering' (so each person works with only a few others)	
Have clear cleaning responsibilities been documented for contract cleaners that clean the workplace, in particular the frequency of cleaning high frequency touch points for disinfection? E.g door handles, light switches, telephones, toilets, handrails, printer buttons, clocking machines, all hard surfaces.	
Where staff are asked to clean and disinfect spaces and equipment is it clear and documented the extent of frequency of cleaning, and what areas are to be cleaned, in particular the frequency of cleaning high frequency touch points for disinfection? If protective equipment is required for cleaning has this been provided and staff instructed in its safe use?	
Are new signs and posters for employee and visitor areas on display in line with Group signage advice?	
Vulnerable staff have been identified and are working from home. Where vulnerable staff are in the workplace an individual risk assessment has been completed to document additional safety measures	

Please complete the following five sections to document all department safety measures:

1. PRIOR TO LEAVING HOME AND TRAVEL
2. BUILDING ENTRY
3. WORK AND WORK STATIONS
4. WELFARE FACILITIES
5. LEAVING THE BUILDING

Prior to leaving home and travel

- Staff are advised to bring water a bottle, flask and lunch (cool blocks / picnic bag if needed) to help avoid or reduce use of communal kitchen.
- If using public transport staff are reminded to a wear cloth face mask

Local variations and additional staff instructions - Please detail below the local department risk controls that are relevant and different to those stated above. Please include any extra staff instructions required to implement the above measures within your department.

Building entry

- Signage at entry to all staff entrances to remind of new Covid-19 procedures for both employees and visitors.
- Floor markings to help guide visitor queuing if applicable.
- All staff to use the same entrance.
- One way system into the building (often this will be the main entrance).
- All coats and personal belongings to be kept at employee workstation, or in lockers or changing areas.
- Lockers and changing areas to be re-organised to allow social distancing at arrival and departure times.
- Staff posters displayed to remind staff to use hand gel or handwashing on arrival.
- In/out board removed and replaced with office sweep by trained fire warden in event of fire alarm.
- No more personal parcel deliveries to work to limit contractors and parcels
- Remove non-essential items in public areas that might be touched
- Using stairs – posters displayed to remind staff to check before going up or down stairs. Allow colleagues to pass safely before climbing.
- Using walkways – posters displayed to remind staff to be aware of colleagues. Be prepared to step aside (if walkway is over 2m) or into a refuge / other office to allow colleagues to safely pass.

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Work and workstation

- A reduced number of employees in the office to allow 2m distance between workstations
- De-clutter all desks and workstation surfaces to allow easy cleaning and disinfecting.
- Employees instructed to disinfect desk, workstation and desk equipment before starting to work.
- Disinfectant wipes or spray and cloths for provided all areas.
- Provide covered rubbish bins in each workplace for used towels, handkerchiefs or litter.
- Encourage employees, volunteers and visitors to adopt good hygiene practices by displaying the NHS “Catch it, bin it, kill it” poster in each washroom and toilet area.
- Provide hand sanitiser for employees and volunteers to clean their hands who may not be able to leave their workplace to wash their hands. Use hand sanitiser that contains a minimum of 60% alcohol.
- Avoid face to face meetings or walking to other offices - all conversations via phone or video.
- Planned meetings only in a designated meeting room. Maintain 2m separation throughout a meeting. Avoid potential transmission during meetings, for example, avoid sharing pens and other objects. Provide hand sanitiser in meeting rooms and hold meetings outdoors, or in well-ventilated rooms with open windows whenever possible.
- Only use a printer if essential. Provide chemicals to disinfect equipment after use.
- Postal deliveries / outgoing mail – no personal contact with delivery personnel, remain 3 steps away from person and avoid passing objects between hands. Store unopened post in a specific location and avoid placing unopened post on worktops or surfaces.
- Wash or sanitise hands directly after handling and opening the post, discard the post packaging before washing hands.
- Non-fire doors can be propped open to reduce use of handles
- Employees are advised where to find cleaning supplies and how to get additional supplies such as hand gel, wipes, disinfectant spray.
- Employees are instructed about how to report any concerns or improvements with the new procedures.
- All non-essential business travel has now ceased within the Group.
- Visits by 3rd party contractors or suppliers to our workplaces or properties should now be reduced to essential or emergency visits only.
- Contractor working in building – :
 - Only essential work to be performed and outside office hours
 - If contractor attends site during office hours, planning must allow +2m from any employee, and all informed beforehand.
- In an emergency, for example, an accident or fire, people do not have to stay 2m apart if it would be unsafe.

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Welfare facilities

- Communal toilets to be restricted to 1 person at a time.
- If communal kitchens are available these will be cleaned more frequently than normal.
- Employees will be instructed to clean and disinfect all handles, taps and surfaces after use in any communal kitchen.
- Staff rest areas to be re-organised to allow 2m between all tables and chairs.
- Managers of employees that use a communal kitchen will monitor that the facility is being cleaned regularly.
- Provide paper towels as an alternative to hand dryers in handwashing facilities
- Employees advised to have your breaks at their desk, car or outside where possible.

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Leaving the building

- Staff to tidy their workstation and office (clear desk policy) to allow cleaners to disinfect all hard surfaces
- All staff to use alternative exit from the building as part of the one-way system to help with social distancing.
- Staff advised to wash hands as soon as they return home

Local variations and additional staff instructions - Please detail below the local department risk controls that are relevant and different to those stated above. Please include any extra staff instructions required to implement the above measures within your department.