

| RISK ASSESSMENT AND CONTROL MEASURES | | | | | | | | | | | |
|---|---|---|--|---|---|-------------|----------------------|---|---|---|---|
| Title: | | Coronavirus SARS-Covid-19 – Office Work | | | | | | | | | |
| HAZARDS | HARM | RISK FACTOR (in relation to harm) | | | | | | | | | |
| | | Severity | | | | | Chance with Controls | | | | |
| | | 1 | 2 | 3 | 4 | 5 | 1 | 2 | 3 | 4 | 5 |
| Catching virus from others in office | Fever, severe cough leading to respiratory problems which can be fatal for high risk individuals (indicated by the * in severity right). High risk individuals include (a) those over 70 years old, (b) those with existing medical conditions, (3) pregnant women. | | | | X | * | | X | | | |
| Catching virus from others during rest period | | | | | | | | | X | | |
| Catching virus from others during travel | | | | | X | | | | X | | |
| At Risk: | Staff | Other Site Staff | General Public including High Risk Individuals | | | Environment | | | | | |
| Alternatives | <ol style="list-style-type: none"> Only travel to work if it cannot be done at home. Any work that can be delayed to after the Covid-19 lockdown should be postponed. Staff who are high risk or have members of their household who are considered extremely vulnerable will be required to stay at home. A copy of the NHS Letter declaring them extremely vulnerable should be submitted to their line manager. | | | | | | | | | | |
| Training / Awareness | <ol style="list-style-type: none"> All staff are to read and understand the symptoms of, and control measures to mitigate the spread of Covid-19, using https://www.nhs.uk/conditions/coronavirus-covid-19/ and below as a reference. All staff are to be aware that the main symptoms of Covid-19 which include a new persistent cough and high temperature. Some people have no symptoms, some mild to medium but it can extend to severe flu but that can still be treated at home using standard over-the-counter medication. However, for high risk individuals with existing medical conditions and some others it can cause severe respiratory problems that can be fatal (this is indicated by the * in severity above). All persons to always avoid touching their mouth or eyes with their hands. This includes if gloves are worn. If individual needs to cough or sneeze, a tissue or the crook of arm or sleeve to be used. Do not cough or sneeze into hands and if done so, wash them thoroughly, immediately for 20 seconds with soap and water or use apply hand sanitizer. If social distancing cannot be eliminated, as a last resort face coverings or masks to be worn (see note below), provide training on how to put them on & take them off to ensure good fit and prevent cross-infection. https://www.hse.gov.uk/pubns/disposable-respirator.pdf | | | | | | | | | | |
| Health Standards / Surveillance | <ol style="list-style-type: none"> Note: Public Health England are only testing key workers and those people who present at hospital with Covid-19 symptoms. If any worker believes they have any of the above symptoms, they are to self-isolate for 7 days. They must not attend GP surgery, hospital or pharmacy. People in self-isolation must have no contact with anyone, and they must stay in their own room. All members of the household must isolate for 14 days. At this stage NHS 111 should not be contacted. Should symptoms worsen and cannot be managed at home, at that point contact NHS 111 or https://111.nhs.uk/covid-19. | | | | | | | | | | |
| Planning / Preparation – Advice to Managers | <p>Managers to ensure, as far as is reasonably practicable, that in the office premises:</p> <ol style="list-style-type: none"> All premises display at the entry point the Government Staying COVID-19 Secure 5 Steps Poster, which shall be signed by a member of top management. Display NHS Covid-19 instructional signage at entry points and strategically in offices. Planning for the minimum number of people needed to be on the site at any one time. Review staff rotation, staggered working times. Review any situation where the two meter rule may be breached, and apply appropriate action. Anti-bacterial gels available at all building entry points and at strategic points around the office. In toilets display hand-washing guidance posters. In washrooms and kitchens, ensure that no reusable towels in use - air dryer or only single use disposal hand-towels to be used. Provide anti-bacterial surface cleaning sprays, disposable wipes and disposable gloves cloths in offices, washrooms, kitchen areas and strategic points around the building. Hot-desking is prohibited. Individuals to use only one desk and must not be within two metres of any other person. Office workers must not sit opposite each other unless a suitable barrier extending above head height is used. Sitting back to back is permitted. Where possible create one-way systems for pedestrian circulation. Regulate use of high traffic areas including corridors, passenger lifts. Installing screens to reduce aerosol transfer. Provide disposable drinking cups for hot and cold drinks. Additional bins / bin emptying to be provided on site. Consider installing to smaller washrooms, storerooms, kitchens etc that “Occupied” sign which is displayed when in use. Prohibit face-to-face meetings and other gatherings. Use video or tele-conferencing. If a face-to-face meeting is required, if possible hold it outside (air flow reduces risk), maintain two metre rule, limit to less than 15 minutes. At start of the shift, ask each operative if they are displaying any of the symptoms of Covid-19 as set out above. If they do see emergency preparedness below. | | | | | | | | | | |
| Operational Control – Advice to Individual Workers | <ol style="list-style-type: none"> All occupants to stay 2 metres away from other people. This is to include public transport, passenger lifts, stairs, kitchenettes, toilets etc. Minimise contact with other surfaces. Avoid commonly touched surfaces like printers, photocopiers, shared landlines etc. Don't share anything eg pens, cups etc. | | | | | | | | | | |

| | <ol style="list-style-type: none"> Provide own reusable drinking cups and bring food and cutlery from home. Do not leave crockery in sinks. Stagger rest times so that any rest area maintains 2 metre social distancing. All staff are always to observe good hand hygiene. Regular hand washing with soap and water is essential and must be for twenty seconds or use hand sanitiser. Clean own desk and surrounding surfaces daily. Where possible travel in separate vehicles. The cost of use of private vehicles, including additional insurance for business use, will be covered by the company. Only share a vehicle if 2m rule can be adhered to eg passenger on car passenger side rear seat Face Masks: At the current time the government is stating that face masks as a precaution against Covid-19 in non-clinical settings should not be used as there is limited evidence that they are effective and their use leads to complacency. The use of face coverings is recommended where social distancing cannot be assured eg if using public transport or in retail shops which have restricted space. If social distancing cannot be eliminated then as a last resort FFP2 face masks should be worn, and they will be provided free of charge. The worker must be trained in its use – see https://www.hse.gov.uk/pubns/disposable-respirator.pdf with a record of training retained. | | | | | | |
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| Prohibitions / Restrictions | <ol style="list-style-type: none"> No person to attend work if any of the symptoms display, or if they have been in contact with someone suspected to be infected. If social distancing guidelines are not being followed stop work and challenge. No person to come to work if they live or directly care for with a high-risk individual. | | | | | | |
| Personal / Environment Protective Equipment | <table border="1"> <thead> <tr> <th>Protection Zone</th> <th>Type</th> <th>Standard</th> </tr> </thead> <tbody> <tr> <td>Hands</td> <td>Anti-bacterial hand gel</td> <td>Over 60% Alcohol</td> </tr> </tbody> </table> | Protection Zone | Type | Standard | Hands | Anti-bacterial hand gel | Over 60% Alcohol |
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| Emergency Preparedness | <ol style="list-style-type: none"> Should during a shift should a worker show symptoms of Covid19, work must be stopped, the worker shall distance themselves by 2 metres and wear a suitable facecovering. The ill worker must return home and self-isolate for 7 days. If other workers have been in close proximity of the worker, they must return home and self-isolate for 14 days to determine if symptoms show. In case of first aid, fire, evacuation or another emergency incident, the 2 meter rule is suspended. First aiders to wear appropriate face coverings, FFP3 mask if available but any face covering will be appropriate. If the injured party isn't suffering breathing problems, put a face mask / covering on them too. Should employees be suffering from mental health issues including anxiety, stress or bereavement, then refer them to the company's Employee Assistance Programme or if none, mental health charity Mind (www.mind.org.uk). | | | | | | |

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| Darren Male, HSQE Advisor | | 1-2 | 14 May 2020 | 01 Aug 2020 or as PHE Guidance Change |