

Covid-19 office risk assessment



Updated: 21 September 2020

What are the hazards?	Who is affected?	Controls required now	Additional controls	Who is responsible?	Date action required
Spread of Covid-19 <i>People</i>	<ul style="list-style-type: none"> ▪ Staff ▪ Visitors ▪ Contractors 	<ul style="list-style-type: none"> ▪ Social distancing measures in place ▪ Continued home working with limited numbers in the office with a phased return ▪ No external visitors ▪ Meeting rooms capacities limited (not all meeting rooms opened) ▪ Limited facilities open within the office ▪ No-one to enter the premises if displaying COVID-19 symptoms ▪ 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 	<ul style="list-style-type: none"> ▪ Detailed throughout this risk assessment ▪ Monitor government guidelines and local restrictions ▪ Face mask provided at reception 	<p>All staff, visitors and contractors for adhering to guidelines</p> <p>Facilities Team</p>	<p>Ahead of office opening – working date 8th July</p> <p>Actioned by office opening date 14th July 2020.</p>
Spread of Covid-19 <i>Cleaning & Hygiene</i>	<ul style="list-style-type: none"> ▪ Staff ▪ Visitors ▪ Contractors 	<ul style="list-style-type: none"> ▪ Frequent cleaning and disinfecting of high use surfaces and objects e.g. desks, door handles, light switches, coffee machines, fridges ▪ Weekly deep clean throughout office and facilities ▪ Sanitisers, wipes and cleaning products available to all staff throughout the day ▪ Hand washing procedure reminders provided in toilets. Paper towels provided to dry hands as an alternative to hand dryers ▪ Clearing workspaces, removing personal waste and belongings from the work area at the end of a day ▪ Regular deep cleaning of high traffic communal areas in office building 	<ul style="list-style-type: none"> ▪ Regular checks by facilities management to ensure cleaning standards are met. ▪ Staff policies on new expectations and ways of working ▪ 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>Cleaning contractors</p> <p>Facilities Team</p> <p>All staff</p> <p>Savills, building managers</p>	<p>Ahead of office opening – working date 8th July</p> <p>Actioned by office opening date 14th July 2020 and ongoing</p>

		<ul style="list-style-type: none"> ▪ Dishwashers ran on a high clean/heat setting for all shared crockery ▪ All waste and recycling bins to have lids 			
<p>Spread of Covid-19 <i>Awareness and communications</i></p>	<ul style="list-style-type: none"> ▪ Staff ▪ Visitors ▪ Contractors 	<ul style="list-style-type: none"> ▪ Signage throughout office to build awareness of cleaning, handwashing and hygiene ▪ Signage throughout office indicating seating areas and reinforcing social distancing ▪ Provide clear guidance and policies for re-entering office space/ working from the office ▪ Setting clear use and cleaning guidance for toilets and social distancing ▪ Engage with staff to explain and agree any changes in working arrangements. ▪ Limited use of meeting rooms ▪ No staff to use the office if they are displaying COVID-19 symptoms ▪ Any vulnerable members of staff should continue to work from home until Government guidance is changed ▪ No external visitors in the office 	<ul style="list-style-type: none"> ▪ Provide risk assessment on website (as per Gov advice for businesses with 50 staff and more) ▪ Display Staying COVID-19 Secure in 2020 notice at office entrance ▪ Where vulnerable people cannot work from home, then a separate risk assessment should be completed to ensure that a safe working environment can be provided for them ▪ Survey returned staff for feedback on office return 	<p>ExCo</p> <p>Knowledge Hub</p> <p>Facilities Team</p> <p>HR</p>	<p>Ahead of office opening – working date 8th July</p> <p>Actioned by office opening date 14th July 2020.</p>
<p>Spread of Covid-19 <i>Facilities</i></p>	<ul style="list-style-type: none"> ▪ Staff ▪ Visitors ▪ Contractors 	<ul style="list-style-type: none"> ▪ Limited workstations re-opened to ensure social distancing. Desks bookable on a day by day basis ▪ Cleaning materials provided on all desks and throughout office space. Staff are required to wipe down desk and chair before and after use each day. ▪ Back to back or side to side working where possible and avoiding face to face working ▪ Stagger arrival and departure times for staff and cleaners ▪ Regulate use of locker room/stationery area ▪ Outdoor clothing should be removed when entering the workplace. ▪ Personal belongings should be stored away in lockers ▪ Reduce maximum occupancy for lifts 	<ul style="list-style-type: none"> ▪ Provide additional parking where possible ▪ Consider methods to reduce frequency of deliveries ▪ No visitors ▪ Reviewing entry and exit routes for visitors and contractors to minimise contact with other people ▪ Business related packages opened in a separate area using disposable gloves 	<p>Facilities Team</p> <p>All staff, visitors and contractors</p>	<p>Ahead of office opening – working date 8th July</p> <p>Actioned by office opening date 14th July 2020.</p>

		<ul style="list-style-type: none"> ▪ Restrict use of high-touch items and equipment e.g. printers/whiteboards ▪ Avoid deliveries in office area. Deliveries can be collected from reception ▪ No non-business deliveries ▪ Use of gloves whilst handling deliveries or hands to be washed or sanitised after handling deliveries ▪ Water tested prior to return to ensure there is no harmful bacteria in the supply ▪ Manage tracking and tracing of office based workers through Hotdesk+ 			
Spread of COVID-19 <i>Commute</i>	<ul style="list-style-type: none"> ▪ Staff ▪ Visitors 	<ul style="list-style-type: none"> ▪ Encourage staff where possible to bike/ walk (or drive) where possible to avoid the use of public transport. ▪ Ensure there are adequate levels of bike spaces and parking spaces available. ▪ Disposable PPE worn during commutes must be disposed of prior to entering the office. A bin is provided outside the lift area. ▪ Face masks provided at reception for use by members of staff. 	<ul style="list-style-type: none"> ▪ Provide PPE for staff who are unable to WFH and can only use public transport 	Facilities Team	Ongoing
Staff Wellbeing <i>Psychological</i>	<ul style="list-style-type: none"> ▪ Staff 	<ul style="list-style-type: none"> ▪ Regular check in's with teams and Practice/Unit leads ▪ Weekly Friday reports ▪ Staff surveys ▪ Reinforced messaging through regular communication channels ▪ Employer Assistance Programme available to all staff ▪ Use of annual leave enforced ▪ Flexible working policies maintained and ongoing reviews 	<ul style="list-style-type: none"> ▪ Increased communications/support from Partnership ▪ Provide access to additional resources for mental health support ▪ Prepare staff for return to the office with guidance notes 	HR Partners Unit / Practice Leads	Ongoing
Staff Wellbeing <i>Ergonomic</i>	<ul style="list-style-type: none"> ▪ Staff 	<ul style="list-style-type: none"> ▪ Working from home DSE assessment accessible through Itademy ▪ Access to office items chairs, keyboards etc. provided ▪ Messaging around regular breaks 	<ul style="list-style-type: none"> ▪ Update working from home guidance note 	Facilities Team HR	Ongoing

<p>Changes to H&S procedures <i>Fire Safety</i></p>	<ul style="list-style-type: none"> ▪ Staff ▪ Visitors ▪ Contractors ▪ Any visitors to the building 	<ul style="list-style-type: none"> ▪ Update H&S handbook to include provisional H&S guidelines ▪ Normal evacuation procedures should be followed and the pre-determined assembly point will continue to be used ▪ Confirm that no fire drills will take place until further notice and remind all staff of evacuation procedures ▪ Fire alarms have been tested prior to return to office ▪ Ensure that there are sufficient staff to maintain the procedures. ▪ Online training completed by facilities team prior to return 	<ul style="list-style-type: none"> ▪ It is essential all occupants leave the premises and go to the pre-determined Assembly Point in event of fire to ensure their safety. Whilst social distancing may be impacted during evacuation, this can be managed and by following government guidelines on maintaining hygiene at the Assembly Point. 	<p>Facilities Team All staff Savills/Hemlow</p>	<p>Ahead of office opening – working date 8th July</p> <p>Actioned by office opening date 14th July 2020.</p>
<p>Changes to H&S procedures <i>First Aid</i></p>	<ul style="list-style-type: none"> ▪ Staff ▪ Visitors ▪ Contractors ▪ Any visitors to the building 	<ul style="list-style-type: none"> ▪ Update H&S handbook to include provisional H&S guidelines ▪ First aiders briefed on any COVID-19 infection procedures ▪ Ensure that there are sufficient staff to provide first aid in the event of an emergency. Facilities team carrying out further training ▪ Reiterate that people do not have to stay 2m apart in the event of an emergency 	<ul style="list-style-type: none"> ▪ First Aid training provided to number of office based workers 	<p>Facilities Team All staff</p>	<p>Ahead of office opening – working date 8th July</p> <p>Actioned by office opening date 14th July 2020 and ongoing</p>