

Name of Home:										Risk Assessment No:
Location/Activity being assessed: Managing the Office Environment Safely During COVID-19 - Updated for Limited Reopening										Risk Assessor:
Review Dates <i>This risk assessment must be reviewed on a monthly basis or sooner if necessary</i>										Date of Initial Assessment:

What are the Hazards?	Who might be harmed and how?	Existing Control Measures (What are you already doing to control risk?)	Additional Control Measures Needed (Do you need to do anything else to control risk?)	H/M/L	Action by Who?	Action by When?	Done
Too many employees in the office to keep to 2 metre social distancing rules	Employees spread of C-19 in office environment	<p>The main Trust offices partially reopen from 22nd June. Employees who have been working from home should continue to do so where possible. Visits to the office are only permitted where they have been authorised by the employee’s line manager and where a desk has been booked in advance by contacting IT who will provide access to the Trusts Desk Booking Portal. This is to ensure that only a limited number of employees are present in the office at any one time so that social measures are possible and so that each employee knows which desk is allocated to them.</p> <p>A small % of employees who are already authorised by their manager to be in the office. These workers are in roles critical for business and operational continuity, safe facility management or regulatory requirements. These include:</p> <ul style="list-style-type: none"> • County Office PPE stores • Property employees carrying out building checks 					

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		<ul style="list-style-type: none"> Some Finance and Payroll employees to perform set processes. May include some IT employees to perform set processes. HR to perform specific essential tasks Employees who are unable to work remotely due to home circumstances, only where agreed with their manager and where a risk assessment has been put in place and agreed. The Model Risk Assessment – Employee who is Unable to Work from Home Effectively During COVID-19 Period, must be reviewed and adapted for the individual, signed and then a copy placed on the individual’s personal folder. Employees required to attend the office to meet with their manager for specific purposes. 					
Employees coming into the office environment with symptoms of COVID-19	Employees spread of C-19 in office environment	<p>Employees are not permitted to come to an office and must self-isolate for 7 days if they are:</p> <ul style="list-style-type: none"> displaying cold/ flu type symptoms, a temperature or persistent cough; or if they have had had contact with any persons, including a member of their household who has the above symptoms or who with anyone who has tested positive or suspected positive for COVID-19 within the last 14 days. <p>Follow Protocol 17 & self-isolate</p>					

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<p>Employees who are in either the Extremely Vulnerable category who received a letter from their GP in March, those in the Vulnerable category, including employees who are pregnant and those who have family members that live in their household who fall into the above categories</p>	<p>Employees who fall into the specified categories and particularly at risk of serious illness if infected with C-19.</p>	<p>The Employee Category Risk Assessment must be completed between the manager and individual and followed for each relevant individual as specified. A copy of the risk assessment must then be placed on the individual's personal folder.</p> <p>Any employee who falls into the Extremely Vulnerable category must not attend the office and must shield as per government guidance. As and when government guidance is updated this will be reviewed.</p> <p>Discussion with HRA/HRBP to take place where guidance needed</p>					
<p>Poor Hygiene Standards</p>	<p>Employees spread of C-19 in office environment</p>	<p>All employees coming into the office must have successfully completed the Infection, Prevention and Control e-learning module and must be following enhanced hand hygiene protocols.</p> <p>Use the available antibacterial wipes on work desk, keyboard, phone, mouse, chair arms before and after they finish work as a minimum</p> <p>Hand Sanitizer to be place at strategic points within buildings e.g. reception, doorways.</p> <p>Face covering within our office environments are not recommended as per Government guidance as social distancing measures are in place and adhered to at all times and are proven to be more effective. They therefore will not be provided for general use.</p> <p>Where an employee insists on wearing a face covering they need to make this clear to their line manager and</p>					

Model Risk Assessment for Offices: Managing the Office Environment Safely During COVID-19



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		additional support will be provided to be able to use the face covering as safely as possible.					
Infection between different groups of individuals	Employees spread of C-19 in office environment	Try to plan for who comes into the office at the same time so that co-workers work alongside the same individuals wherever possible and if practicable to do so. This is to reduce the numbers of people that an individual has contact with.					
Travel to work	Employees spread of C-19 in office environment	Any office employees should either come to work by car or walk/ cycle. If public transport is used then face masks must be worn.					
Face to face meetings with others in small or larger groups.	Employees spread of C-19 in office environment	Meetings should be held via Skype or Zoom. Where a meeting must take place face to face e.g. performance related, a large meeting room must be selected and 2 metre rule applied at all times. Maximum number of people a meeting is 3. All smaller meeting rooms are no longer bookable.					
Lack of social distancing in the office and contaminated surfaces: a. At desk	Employees spread of C-19 in office environment	Seating is pre planned and determined within the office to maintain social distancing rules at all times. Each individual must book their desk before each visit to the office the Desk Booking Portal. Access can be requested from IT. Individuals are not to sit directly opposite others. Side by side or back to back is preferable. Useable desks have been allocated for booking. This is in addition to social distancing rules of remaining 2 metres apart at					

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		<p>all times. Desks not to be used have been clearly marked and are not available to book</p> <p>Keyboards, mouse etc and accessories will only be placed on desks that are permitted to be used to ensure social distancing at all times as per government guidance.</p> <p>Personal headsets must be used only and never shared.</p> <p>Desk to be cleaned using anti- bacterial wipes before and after use. Particular attention must be paid to the keyboard, mouse, telephone and arms of workstation chair as a minimum.</p>					
<p>b. Kitchen/ Kitchenette areas</p>	<p>Employees spread of C-19 in office environment</p>	<p>Only x1 person at a time allowed in these areas. Individual to check through the glass/ or door before entering to ensure there is no one already in there.</p> <p>Upstairs tea area in Ops Centre – only one person permitted in tea area at a time and no one to pass too close if headed towards toilets. This can either be achieved by marking floor with tape or instruction for no one to pass kitchenette whilst someone using it.</p> <p>Wash hands thoroughly before making a drink or preparing food.</p> <p>Do not make drinks or prepare food for others. Reminder poster displayed.</p> <p>Do not reuse teaspoons</p> <p>Hand Washing Poster displayed prominently by sink areas</p>					

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c. Toilets	Employees spread of C-19 in office environment	<p>Where toilets have more than x1 cubicle a sign must be posted on outside door reminding people that only one person must enter at once. Only one cubicle will be available to use where there is more than one.</p> <p>Hand Washing Poster displayed prominently by sink areas</p> <p>Use of paper towels only and hand dryers will be locked off.</p>					
d. Communal spaces, including pinch points e.g. corridors, entrances/ exits, staircases and landings, lifts.	Employees spread of C-19 in office environment	<p>Employees who work on one floor should remain on their allocated floor and not travel upstairs or to downstairs office areas unless absolutely necessary. Other methods such as telephone/ skype must be used to avoid unnecessary face to face contact.</p> <p>Where a building has more than one staircase then one should be allocated for going upstairs and the other for downstairs. Where this is not possible, people coming down the stairs must be given priority over those coming up the stairs. Social distancing must be maintained at all times so that the person waiting must allow a 2 metre space between themselves and their colleague at the bottom of the stairs or at a doorway. Tape markings can be used to mark out areas on the floor for people to wait</p> <p>If the building has a lift, then only x1 person to travel in the lift at any one time.</p>					
e. In reception area and signing in/ out	Employees spread of C-19 in office environment	Employees to remain outside reception area until reception area is clear					

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		Employees to sign in/ out with a clean/ or own pen and then wash hands or use hand sanitizer immediately afterwards.					
Inadequate Ventilation	Employees spread of C-19 in office environment and comfort	Mechanical ventilation systems to be used as normal to ensure sufficient air flow Windows to be opened wherever possible to ensure fresh air circulation.					
Cleaning and Enhanced Cleaning Regimes	Employees and office cleaners - spread of C-19 in office environment	Office cleaners have been given detailed instruction to follow an enhanced cleaning schedule in all main Trust Offices. Office employees to use the available antibacterial wipes on work desk, keyboard, phone, mouse, chair arms before and after they finish work as a minimum.					
Incidents, issues and concerns	Employees spread of C-19 in office environment	All employees who come into the office to be instructed to report any incidents, concerns or where they have identified any shortcomings in existing arrangements immediately to their manager.					
Emergency situation e.g. fire, serious incident or sudden serious illness.	Employees spread of C-19 in office environment	In the event of the fire alarm sounding, all to follow normal fire evacuation arrangements to the Fire Assembly point. Keep to 2 metre distancing rules where possible. In case of serious incident or serious sudden illness call for emergency services.					
Anxiety	Employees required to	Display signed Staying COVID-19 Secure in 2020 notice in a prominent position as per government guidance					

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	sometimes be in the office	<p>“Working Safely During COVID-19 in Offices and Contact centres”</p> <p>This risk assessment must be made available to all relevant employees</p> <p>Raise concerns immediately with Line Manager</p> <p>24/7 EAP Counselling Line available</p> <p>Health and Wellbeing information available on the Trusts intranet site and through the My Rewards Wellbeing Portal.</p>					