

Coronavirus (COVID-19) office risk assessment

This risk assessment covers the arrangements in place for reopening the studio and office based activities performed by DAA workers, and any essential visitors to the studio

Assessment date: 19th May 2020

Revision date: 27th August 2020

Review date: 27th October 2020

Revision: D

		Likelihood				
		Very Unlikely	Unlikely	Possible	Likely	Very Likely
		1	2	3	4	5
Negligible	1	1	2	3	4	5
Minor	2	2	4	6	8	10
Moderate	3	3	6	9	12	15
Major	4	4	8	12	16	20
Severity	Extreme	5	10	15	20	25

Risk matrix used in risk assessment below

Contents

- Travel
- Access & Egress
- Welfare
- DSE
- Mental health / stress
- Statutory documentation including Legionella

Hazard	Initial Risk	Control measures	Residual Risk	Persons at risk
Travelling to work - risk of COVID infection from others	3 x 3 = 9	<ul style="list-style-type: none"> • Personal vehicle, bike or walking to be conducted where possible to complete your commute to and from work • Aim to minimize the frequency and amount of time using public transport • If using public transport, face covering is 	2 x 3 = 6	Individual workers

		<p>mandatory.</p> <ul style="list-style-type: none"> Look to travel outside rush hour periods where possible and to review starting / finishing times 		
Access / egress to the office	$3 \times 3 = 9$	<ul style="list-style-type: none"> Stop all non-essential visitors All workers and visitors to the studio will be temperature screened by Derwent at the main reception desk and self-check themselves at DA reception. Staggered start / finish times and lunch breaks are encouraged to reduce congestion The office will operate at max 50% capacity to avoid exposure to others Where possible, any touch points will be removed to limit contact around the office Under no circumstances are any fire doors to be wedged open. All workers are reminded to wash their hands regularly (20 seconds) and use the hand sanitiser at entry points to the studio Continue social distancing (2m) whilst walking around the premises Cleaning will continue around common contact surfaces in reception, office, access control and delivery areas e.g. monitors, screens, telephone handsets, desks, particularly during peak flow times One way systems will be implemented where possible – graphic wayfinding will be provided and plans will be circulated. In the event of an emergency evacuation, normal evacuation procedures will take precedence and all occupants must exit the building as quickly and safely as possible. Once at the muster point, social distancing should be observed if it is safe to do so. 	$2 \times 3 = 6$	Individual workers
Suspected case whilst working within the office	$4 \times 4 = 16$	<p>If a worker develops a high temperature or a new, persistent cough they should:</p> <ol style="list-style-type: none"> Notify their Director and HR immediately via email. Return home immediately Call the NHS111 service. Avoid touching anything. Self isolate for a period of at least 10 	$3 \times 3 = 9$	Individual workers

		<p>days</p> <p>6) Any waste in their waste basket, needs to be double bagged and stored until confirmation received if they are positive Covid19. Waste will be stored until appropriate collection is made.</p>		
<p>Welfare & hygiene - sanitary conveniences, rest areas and eating areas</p>	<p>3 x 3 = 9</p>	<ul style="list-style-type: none"> Derwent (the building management company) have provided a copy of their policy for reopening the building which is attached in Appendix A. This provides details of the use of toilets and shared spaces and must be read in conjunction with this document. Wash your hands thoroughly and regularly. Use soap and water for at least 20 seconds. Use alcohol-based hand sanitiser if soap and water is not available and hand washing technique to be adopted as directed by NHS Avoid touching your face/eyes/nose/mouth with unwashed hands and cover your cough or sneeze with a tissue then throw it in the bin. Increased cleaning rota / schedule Derwent will enhance the cleaning regimes for toilet facilities. Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal. Ensure sufficient supplies of soap, hand sanitiser and paper towels remain in place Staff are asked to bring pre-prepared meals and refillable drinking bottles from home and store them at their desk. You are encouraged to bring your own cutlery should you require it. Storing food in the communal fridge is discouraged, and all meal waste and containers should be taken home daily. Breakfast will not be served until further notice. Workers to wash hands prior to handling / eating food and to stay 2m away from one another Drinking water will continue to be provided with enhanced cleaning measures of the tap mechanism introduced Tables should be wiped down with suitable disinfectant by each worker after each use Maximum of 2 workers at any one time are allowed in the kitchen area to maintain a distance of two metres Ventilation will be increased where possible particularly within enclosed spaces Staff are encouraged to use one mug and 	<p>2 x 3 = 6</p>	<p>Individual workers</p>

		<p>glass, per day to minimise the risk of contamination.</p> <ul style="list-style-type: none"> Whilst working at your desk it is not mandatory to wear a mask, however it will not be discouraged if the employee deems it necessary. 		
Use of display Screen Equipment (DSE)	$3 \times 3 = 9$	<ul style="list-style-type: none"> DSE assessment in the office will be reviewed to ensure controls in place remain effective and that 2m social distancing remains in place Occupational health information available upon request should any new difficulty arise from previous home working Regular breaks away from the screen are encouraged with regular stretching Equipment to be checked to ensure ongoing operation and to report concerns to line management Shields / barriers to be considered 	$1 \times 2 = 2$	Individual workers
Stress - including mental health	$4 \times 3 = 12$	<ul style="list-style-type: none"> Remote staff to receive periodic contact via online team meeting or line management calls Staff are reminded that they have 24hr access to the services of Health Assured -that can assist with stress management, mental health and wellbeing issues. Flexible working arrangements are offered where possible Mental health first aider support is available from Guy Adams. 	$2 \times 2 = 4$	Individual workers
Control of water systems - Legionella	$3 \times 3 = 9$	<ul style="list-style-type: none"> Water risk assessment to be reviewed to ensure scheme of control remains in place and effective Seek the advice from your water treatment contractor as required Seldom used water outlets to be flushed weekly and temperature checks continue Cleaning and disinfection regime to continue Speak to your landlord / building management in regards to checking Legionella compliance 	$1 \times 2 = 2$	Individual workers, contractors, client

Statutory compliance - risk of breaching requirements	3 x 3 = 9	<ul style="list-style-type: none"> • Ensure documentation is available to prove that equipment requiring statutory examination has taken place or request proof from building agent / landlord • Speak to your specialist contractor regarding advice on using equipment again and to follow manufacturer instructions • Where equipment has exceeded the date, place equipment out of use until testing completed and equipment deemed operational again 	1 x 2 = 2	Individual workers
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- Any staff member who has been isolated for 14 days cannot return to work until the appropriate 'fit note' documentation is provided by their GP/healthcare provider to demonstrate they are now fit to return to work.
- This Risk Assessments will be reviewed in line with government advice, where significant change has occurred or at least every 2 months.
- All staff and essential visitors to the studio will be notified by email when the Risk Assessment has been updated, and a copy will be available on our Teams intranet.
- Staff are reminded that in order to minimise the risk of spread of infection, we rely on everyone in the practice to take responsibility for their actions and behaviours.
- We encourage an open and collaborative approach between all staff where any issues can be openly discussed and addressed.

If you feel unwell, call **NHS on 111**, where you will be assessed by an appropriate specialist. NHS guidance is that you do not go directly to your GP surgery, community pharmacy or hospital unless an emergency occurs