

Risk Assessment

COVID19 – Office Environment



This risk assessment has been prepared following HM Government’s Covid-19 publication “Working safely during Covid-19 for offices and contact centres”. This assessment will be reviewed frequently and in line with any further guidance issued by the Government.

| Activities | Significant Hazards and Effects | Persons Affected | Initial Risk | | | Risk Control Measures | Residual Risk | | |
|--|--|---|--------------|---|----|---|---------------|---|----|
| | | | L | S | IR | | L | S | RR |
| Being exposed to the Coronavirus (COVID19) and the potential to spread the virus as a result of coming into contact with colleagues, members of the public and surfaces which may be contaminated. | Contamination from contact with others or surfaces where the disease may be present causing illnesses including fever, breathing difficulties which can become fatal | Employees, contractors and members of the public, visitors to the office Clients Cleaners Maintenance contractors Delivery drivers Anyone who may come into contact with others within the office. | 5 | 5 | 25 | <ul style="list-style-type: none"> Any persons feeling the effects of COVID19 exposure are to inform management and NHS Direct on 111 and then are to self-isolate at home and not to return to work until symptoms have surpassed (at least 2 weeks) Receptions to remain closed to the public until further notice. Limit the numbers of clients allowed in the reception or offices at any one time. Meetings with clients are to be held remotely where at all possible. All client meetings to be booked in advance. Where remote meetings are not possible measures to be adopted to ensure 2m social distancing is upheld. All client meetings MUST be held in a designated meeting room. Clients will not be permitted to attend fee earner offices. Meeting rooms furniture to be adjusted if required, supplied with hand sanitiser, tissues and waste bin. Rooms surfaces to be cleaned between use using normal cleaning products. Install guidance notices displayed within designated interview rooms warning of transmission of items during meetings. | 1 | 5 | 5 |

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| | | | | | | <ul style="list-style-type: none"> • Inform clients and visitors when booking of an office-based meeting that, if needed, they must bring their own pens and notepads. • All employees to maintain a two-meter distance from each other and clients while at work, in so far as is practicable. • Only one employee to be allowed in the kitchen at any one time. • All employees should avoid passing each other on the stairs and / or in the corridors. • Workstations that do not adhere to social distancing requirements are to be restricted from use identified by way of visual restrictions. • Managing daily occupancy of people within the building to take place so not to exceed the reviewed maximum numbers to comply with social distancing. • Employees to only use single person transport or wear gloves and respirators or covering for nose and mouth if sharing the transport • All clients, employees and visitors to sign in to allow for any traceability should any outbreak be notified to Southernns. Sign in details must include an up to date address and contact telephone number of all those in attendance at the office. | | | |



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| | | | | | | <ul style="list-style-type: none"> • Review taking place to also include, where at all possible, alternative start times for staff working within the office to reduce pinch points within entry /exit locations. • All employees to wash hands thoroughly on arrival at the office (including when travelling between offices) before handling or touching any new surfaces or communal surfaces (kitchen etc.) • Must observe 2 meter distancing or wear nose & mouth covering to protect yourself and others from each other’s germs • Additional COVID-19 related guidance notices and social distancing markers to be displayed within the office • Collaboration required to ensure social distancing can be achieved in common areas of multi occupancy buildings • Sanitise hands where practical if you can’t wash them • Keep internal corridor door open to prevent the constant contact with communal surfaces • Consider building layout review and where at all possible put in place one-way systems within the offices to aid social distancing | | | |

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| | | | | | | <ul style="list-style-type: none"> • Collaboration required with building management within managed premises to ensure appropriate adjustments are made in line with the Governments guidelines regarding lifts. • Use of any shared desks to be minimised where possible and managed daily. Cleaned in between use by way of wiping hard surfaces including keyboards, mice and phones with suitable cleaning products at the end of use. • Personal items to be removed from desks – HODs to flag with their teams. • Staff using a shared workstation must bring their personal allocation of stationery, provided by the firm, into the office ensuring they are not shared with others and are taken home with them daily • Stationery within the office, were at all possible, must not be passed between others. • “Signing in” pens should be removed from the signing in area to avoid cross contamination. It is suggested to all employees that you should carry your own pen and keep this with you. • Visitors are to be signed in by reception staff or the fee earner with conduct of the meeting, • Maintain adequate supplies of hot water, soap and | | | |

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| | | | | | | <p>paper hand towels at all times within all wash facilities and kitchen. Immediately report any fault or issues to management.</p> <ul style="list-style-type: none"> • All washrooms and prominent areas of the building to display the NHS guidance regarding washing hands for 20 seconds. • Display the NHS – Catch it, bin it Kill it poster to remind people to catch sneezes and coughs and to avoid touching their face with unclean hands. • Tissues will be provided within offices. • Employees are advised not to use hand dryers. Paper hand towels should be used as an alternative. • Provide waste bins within offices currently without • Hand sanitising gel is provided at the entrance and exit of the building. • Hand sanitiser to be provided within proximity to photo copiers. • Frequency of use of the photo copiers should be reduced to a minimum. • Provisions of small bottles of hand sanitiser to be made available to staff who need to see clients face to face away from the office. • Daily cleaning schedule to be reviewed and agreed in | | | |

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| | | | | | | order to allow enough resources and time to enable effective and enhanced cleaning to take place. <ul style="list-style-type: none"> • Antibacterial wipes have been sourced and provided for staff use as required. • Copier touch screens to be cleaned daily using alcohol-based solution. • Frequent checks to be carried out by management to ensure the agreed standard of cleaning is being provided as agreed. • No contact with face or eyes after having touched anything surfaces. • Communal doors where appropriate, and subject to additional H&S requirements, to remain in an open position during the working day to avoid the potential for multiple staff need to touch during the day. • PPE to be sourced in line with the requirements to undertake cleaning of an area after a known or suspected case of Covid-19 in line with the Governments specific guidance: Cleaning in non-healthcare settings • To implement a deep clean procedure, accordingly to risk level, when dealing with a suspected case within the office • Access to cleaning products to be made available for | | | |

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| | | | | | | use on vehicles that are used in the transfer of equipment between offices. <ul style="list-style-type: none"> • Equipment being transferred should be cleaned using appropriate products for the equipment before entering a vehicle. • Royal Mail collections/deliveries to the offices are to be made ensuring social distancing is maintained. • Washing of hands or hand sanitiser application must be undertaken immediate after the post has been opened and sorted. • DX collections from a host site must be done following social distancing measures. Any concerns must immediately be raised with line managers. • Deliveries of personal items to the business address are not allowed. • Deliveries of Stationery, drinking water bottles and Cash and Carry items, where appropriate, to be wiped clean upon delivery removing and disposing of any external plastic wrapping • Essential deliveries/collections of archive/storage to be placed within agreed locations near to the entry points so to reduce face to face contact and requirement to collect from various rooms within offices. | | | |

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| | | | | | | <ul style="list-style-type: none"> • All contractors are required to book in advance their attendance to the office. • Public Health guidance on the use of PPE relates to (a) health care settings with the exception of the requirements to wear PPE as directed in the Specific guidance produced by the Government when undertaking cleaning of surfaces in a suspected COVID-19 case. (b) situations where risk of transmission is very high. • Continued review of the government’s guidance around the use of PPE and make necessary adjustments when required. • First Aid, fire marshals and H&S operatives’ roles to be reviewed at each office, where needed, additional members of staff to be recruited and trained in order to ensure offices have the relevant cover daily as required. • Fire risk assessments to be reviewed and updated to consider additional COVID-19 protection measures installed and introduce within the offices. • Fire alarms to be tested. • Wash hands and face before consuming food or drink • Kitchen/ drink station access to be strictly in line with social distancing. | | | |



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| | | | | | | <ul style="list-style-type: none"> • Employees are not to prepare drinks for others. • Clients and visitors are not to be offered hot drinks. • Do not share food or drinking vessels with others • If you use any latex gloves, DO NOT put them back on once removed but replace with a new pair | | | |

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This risk assessment is to be read by all those who may be affected by the activities listed, by signing the document you have agreed to comply with its control measures and the safe working procedures associated.

| RISK RATING TABLE | | | | | | | Name of Person completing Risk Assessment | | Dean Williams | | Position | Health and Safety Advisor | | |
|-------------------|------------------------------|------------|----------------------|---|----------|--------|---|-----------|-------------------------|--|----------|---------------------------|--|------|
| SEVERITY | VERY HIGH (Fatal) | 5 | 5 | 10 | 15 | 20 | 25 | Signature | <i>Dean Williams</i> | | Date | 09/06/20 | | |
| | HIGH (Serious Injury) | 4 | 4 | 8 | 12 | 16 | 20 | | Name of person affected | | | Signature | | Date |
| | MODERATE (Injury or Disease) | 3 | 3 | 6 | 9 | 12 | 15 | | | | | | | |
| | LOW (Minor Injury) | 2 | 2 | 4 | 6 | 8 | 10 | | | | | | | |
| | VERY LOW (No Risk) | 1 | 1 | 2 | 3 | 4 | 5 | | | | | | | |
| | | | 1 | 2 | 3 | 4 | 5 | | | | | | | |
| | | | VIRTUALLY IMPOSSIBLE | QUITE POSSIBLE | POSSIBLE | LIKELY | HIGHLY LIKELY | | | | | | | |
| | | LIKELIHOOD | | | | | | | | | | | | |
| | | 15 - 25 | | HIGH RISK (Serious Injury or even fatal) | | | | | | | | | | |
| | | 6 - 12 | | MEDIUM RISK (Injury possibly causing time off work) | | | | | Date for revision | | | | | |



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|--|--|
| | <ul style="list-style-type: none">• Or sooner if significant changes are made to the work area, process or if an accident, incident or near miss occurs. |
|--|--|