



## RISK ASSESSMENT - CORONAVIRUS









Risk assessment - topic/area covered	
Location(s):	Office Areas / Meeting Rooms
Department/staff:	All Staff
Tasks/activities:	Use of PC workstations / Meetings
Other information:	

Risk assessment sign off					
Prepared by:	D Flynn – QHSE Manager	Signature:		Date:	19.05.20
Reviewed by:	P Ward – Managing Director	Signature:		Date:	19.05.20
Date for review:	This risk assessment should be reviewed if additional risks not covered are identified or if there is any reason to suggest that the control measures are deemed to be insufficient.				

Document issue record				
Amendment number	Issue date	Date amended	Person amending	Remarks

Distribution schedule				
Registered number	Issue number	Date	Name	Designation
6	1	15.05.20	All Department Managers	All Staff

Key										
L: Likelihood	5	5	10	15	20	25	High risk: 15-25	High-risk activities should cease immediately. Further effective control measures to mitigate risks must be introduced.		
	4	4	8	12	16	20		Medium risk: 8-12	Medium risks should only be tolerated for the short term and only whilst further control measures to mitigate the risks are being planned and introduced.	
	3	3	6	9	12	15	Low risk: 1-6		Low risks are largely acceptable. Where it is reasonable to do so, efforts should be made to reduce risks further.	
	2	2	4	6	8	10				
	1	1	2	3	4	5				
		1	2	3	4	5				
S: Severity				DR: Degree of risk			RR: Residual risk			
Guidance.	<ol style="list-style-type: none"> <li>Identify the persons at risk and the significant hazards.</li> <li>Calculate an initial RR for the activity.</li> <li>Identify risk control measures that reduce the risks to an acceptable level.</li> <li>Calculate a revised RR - assuming the control measures are followed. (Consider changing both the likelihood (L) and the severity (S) ratings.)</li> </ol>									

PPE assessment		Note. In many instances you will be able to reduce risks further by asking staff/others to wear/use PPE. You should identify which items are required for the task here:						
Type of PPE:								
	Head	Foot	Eye	Hand	Hearing	Hi-visibility	RPE	Fall arrest
Additional requirements:		Vinyl gloves to be worn if deemed necessary for cleaning tasks.						
<b>Note.</b> PPE must only be considered when other control measures, such as guarding, local exhaust extraction, preventing noise at source, eliminating the need to work at height etc. are not possible. PPE should always be considered as a last resort option. PPE should only be worn when there is reasonable justification for doing so.								

Risk assessment									
Activity	Persons at risk	Significant hazards	Initial			Risk control measures	Residual		
			L	S	DR		L	S	RR
General Office Administration	Office Staff	Serious ill-health conditions	2	5	10	<ul style="list-style-type: none"> <li>Staff to work from home if at all possible.</li> <li>Manage occupancy levels to enable social distancing.</li> <li>Ensure hands are sanitised before work commences. Refer to cleaning guidance document <b>Ref: 01</b></li> <li>Provide hand sanitiser in multiple locations.</li> <li>Reducing movement within the Office Environment – Discourage non-essential trips by other members of staff.</li> <li>Encourage the use of telephones and e-mail communications to further reduce movement.</li> <li>Avoiding the use of hot desks and spaces.</li> <li>Open windows to increase ventilation where possible.</li> <li>Air handling system to be operational where appropriate.</li> <li>Ensure desktop / floor fans are allocated to one operative, and the touch controls cleaned at the start of each working day using Anti-Bacterial wipes. Refer to cleaning guidance document Ref: <b>07</b></li> <li>Restrict the use of high-touch items and equipment – E.G. Whiteboards and printers</li> <li>All door handles to be cleaned using Anti-Bacterial wipes. Refer to cleaning guidance document <b>Ref: 07</b></li> <li>Window blind operational cords to be cleaned at the start of each working day using Anti-Bacterial wipes. Refer to cleaning guidance document <b>Ref: 07</b></li> <li>Ensure cleaning materials to include blue roll, and used wipes are disposed of after use within the</li> </ul>	1	5	5

Risk assessment									
Activity	Persons at risk	Significant hazards	Initial			Risk control measures	Residual		
			L	S	DR		L	S	RR
						designated clinical waste bins provided.			
Workstations / Layout	Office Staff	Serious ill-health conditions	2	5	10	<ul style="list-style-type: none"> <li>All Workstations to be set up, to maintain a minimum social distancing of 2M.</li> <li>Desks which are in use adjacent to desks not in use, apply a green mark to.</li> <li>Only where it is not possible to move workstations apart, arrange people to work side by side or facing away from each other rather than face-to-face.</li> <li>Only where it is not possible to move workstations apart, use screens to separate people from each other.</li> <li>Shared printers to be set up, so they are remote from other people's workstations.</li> <li>Use floor tape where deemed appropriate to maintain 2M social distancing</li> <li>Chairs used at workstations to be allocated to one Operative and their name clearly marked. Any spare chairs to be removed from workstation areas and stored accordingly. <b>Ref: 07</b></li> <li>Communal desks located in office areas – Chairs to be stacked. One chair allowed per table.</li> </ul>			
Use of PC's / Printers	Office Staff	Serious ill-health conditions	2	5	10	<ul style="list-style-type: none"> <li>Ensure hands are sanitised before using PC's and Printers. Refer to cleaning guidance document <b>Ref: 01</b></li> <li>Ensure the keyboard, mouse and any other operational controls for the screen and processor are wiped down using Anti-Bacterial wipes at the start / end of each working day. Refer to cleaning guidance document <b>Ref: 03</b></li> <li>Ensure all Printer surfaces and controls are wiped down, using Anti-Bacterial wipes at the start / end of each working day. Refer to cleaning guidance document <b>Ref: 03</b></li> <li>Ensure phone handsets are wiped down using Anti-Bacterial wipes at the start / end of each working day. Refer to cleaning guidance document <b>Ref: 03</b></li> <li>Ensure desk areas / other items used are wiped down, using Anti-Bacterial spray at the start / end of each working day. Refer to cleaning guidance document <b>Ref: 07</b></li> <li>Ensure cleaning materials to include blue roll, and used wipes are disposed of after use within the designated clinical waste bins provided.</li> <li>Ensure all Operatives are equipped with their own stationary items, and these items are not shared – E.G Pens etc. Ensure communal holders to store pens etc. are removed. <b>Ref: 02</b></li> <li>Maintain social distancing at all times, and appropriate signage displayed. <b>Ref: 02</b></li> </ul>	1	5	5
Meetings	All Staff	Serious ill-health conditions	2	5	10	<ul style="list-style-type: none"> <li>Use remote working tools such as Skype etc. to avoid in-person meetings.</li> <li>Two / multiple persons not to share one PC for Skype meetings.</li> <li>Only absolutely necessary participants should attend meetings and should always maintain 2M separation throughout.</li> <li>Avoid transmission during meetings, for example sharing pens and other objects. <b>Ref: 02</b></li> </ul>			

Risk assessment									
Activity	Persons at risk	Significant hazards	Initial			Risk control measures	Residual		
			L	S	DR		L	S	RR
						<ul style="list-style-type: none"> <li>Provide hand sanitiser in meeting rooms.</li> <li>Hold meetings in well-ventilated areas where possible.</li> <li>For areas where meetings take place, ensure chairs are spaced at a minimum of 2M, and the tables marked accordingly.</li> <li>If the touch screen is in use, ensure this is cleaned and wiped down accordingly in line with the Manufacturers recommendations. Pens etc. used for the screen to be wiped down using Anti-Bacterial wipes before use. Refer to cleaning guidance document <b>Ref: 07</b></li> <li>Ensure the keyboard, mouse and any other operational controls for the touch screen are wiped down using Anti-Bacterial wipes before use. Refer to cleaning guidance document <b>Ref: 07</b></li> <li>Ensure cleaning materials / used wipes are disposed of after use within the designated clinical waste bins provided.</li> </ul>			

Action plan				
Subject	Further action required	Action by whom	Action by when	Date completed
Tool box talks and guidance documents	Tool box talk and cleaning guidance documents to be issued, in line with this Risk Assessment	DF / RH	19.05.20	22.05.20
Hand Sanitiser	Hand Sanitiser to be supplied to all office / meeting room areas. Ensure there is an adequate supply of Hand Sanitiser with a 60% alcohol content.	GW / DF	14.05.20	14.05.20
Anti-Bacterial Wipes	Anti-Bacterial Wipes to be provided for all office / meeting room areas.	GW	15.05.20	15.05.20
Blue Roll	Ensure we have an adequate supply of Blue roll	GW	14.05.20	14.05.20
Anti-Bacterial Sprays	Ensure we have an adequate supply of Anti-Bacterial Spray. The Anti-Bacterial spray needs to be of an adequate strength to kill the virus	GW / DF	14.05.20	14.05.20
COVID-19 Signage	Purchase appropriate wall / floor signage.	DF	15.05.20	15.05.20

Ongoing Monitoring / Management required
<ul style="list-style-type: none"> <li>Ongoing Monitoring to ensure the Risk Assessment and Guidance documents are being followed, through weekly Safety Tours</li> </ul>