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| **Subject of Assessment** | Office Work Space located in Dunfermline & Kinross | | | **RA No.** | 2021-1 |
| **Issue No.** | 6 |
| **Task/Activity** | This risk assessment identifies the COVID-19 Controls to comply with Government Guidance for the essential administrative functions carried out within the office. The scope of the assessment also extents to any visitors, delivery personnel and contractors that require to visit/work at the premises.  **NOTES:**  **Whenever possible workers will continue to work from home.**  This risk assessment has been completed in consultation with our employees.  We have over 50 employees therefore this risk assessment is available to view on our website.  The assessment must be read in conjunction with our risk assessment for office activities | | | | |
| **Assessor** | Caroline Potter | **Location of Assessment** | Dunfermline | | |

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| **Risk Rating Matrix (RR)** | **Likelihood (L)** | | |
| **Severity (S)** | Certain or near certain to occur  (High) | Reasonably likely to occur  (Medium) | Unlikely to occur  (Low) |
| Fatality; major injury or illness causing long term disability (High) | **HIGH (H)** | **HIGH (H)** | **MEDIUM (M)** |
| Injury or illness causing short term disability (Medium) | **HIGH (H)** | **MEDIUM (M)** | **LOW (L)** |
| Other injury or illness (Low) | **MEDIUM (M)** | **LOW (L)** | **LOW (L)** |

| **Hazard Ref** | **Hazards**  (*Unsafe Condition*) | **Who is at risk?**  (*and how*) | **Controls in place** | **L** | | **S** | **RR** | **Adequately controlled?** |
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| 1 | Covid-19  **(Protection)** |  | * All employees have received training in the controls required to be followed to reduce the risk of transmission * Employees have been reminded of the importance of additional handwashing | L | | M | L | Yes |
| 1 | **Continued**  Covid-19  **(Protection)** | Employees | * Handwashing areas are stocked with soap and paper towels (bin provided for disposal) * Handwashing posters are on display at all wash hand units * All employees are aware of the requirements to not come into work if they have any symptoms of COVID-19 and the fact that they will be sent home from work if they are suspected of showing any symptoms, in accordance with Government Guidance * If an employee becomes unwell with COVID-19 symptoms they will be sent home and told to contact the NHS (111) immediately. Sanitizing of their work area and any touch points will be carried out immediately * All employees have completed the Coronavirus MentorLive Training/Toolbox Talk * Employees temperature to be taken every morning using temperature gun * No handshaking * Cleaning schedules have been increased to daily with more regular in house cleaning of touch points such as door handles * Employees are responsible for cleaning their keyboards, laptops, telephones, drawer pedestal (touch points) and desk-tops that they use with the antibacterial wipes provided * End of day procedures now include additional sanitizing routines * External waste storage bin handles are wiped with sanitizing wipes after use followed by employee hand washing * Protection screens have been installed where required and at reception areas * The Coronavirus Staying Secure Poster is on display at the entrance to the premises * Visitors are only permitted by appointment and following completion of Covid-19 questionnaire * All visitors must be logged in and out of the premises. Contact details will be kept on a temporary basis for 21 days to assist NHS Test and Trace | L | | M | L | Yes |
|  | **Continued**  Covid-19  **(Protection)** | Employees &  Visitors | * We have a procedure to contact our local public health protection team in line with the measures outlined in the early outbreak management action card (see notes at the end of this risk assessment). We keep our employee records up to date * Where fire doors are kept open a suitable door hold open device has been used which operates with the fire alarm * All hot desking arrangements have been removed * Our health and safety noticeboard is updated regularly with COVID-19 information * All employees will receive a new induction into working controls on return to working on the premises | L | | M | L | Yes |
|  | Covid-19  **(Social Distancing)** | Employees  & Visitors | * 2M Social distancing markers are displayed around the office * Perspex screens have been installed between computers where employees work facing each other and at sides where a 2M distance cannot be maintained * Where possible employees are continuing to work from home or are working a shared office attendance rota (part time in office/part time working from home – see next point) | L | | M | L | Yes |
| 2 | **Continued**  Covid-19  **(Social Distancing)** | Employees  & Visitors | * Employee break times are staggered so no more than 3 people in rest area at any one time – this enables 2M distance to be maintained. Cleaning schedules have been increased to include after use cleaning * DSE Workstation assessments have been reviewed or recompleted to take into account any changes * Visitor information signage is clearly available on entry to the Office and hand sanitiser is available * Visitors temperature to be taken on arrival to office * All meetings where attendance is not essential will be held using video conferencing or telephone appointments * Where meetings are essential social distancing will be maintained, hand sanitiser will be available and delegates will be expected to bring their own personal stationery * Rooms where meetings are held are well ventilated and sanitised after use * The wearing of face coverings at workstations whilst worker is alone is not felt to be necessary in our working environment because 2 metre social distancing can be maintained however should an employee choose to wear a face covering this is a matter of personal choice. Employees wearing face coverings should adhere to Government Guidance on personal hygiene (see site specific arrangements) * Whilst moving through corridors or communal areas, face coverings should be worn at all times | L | | M | L | Yes |
|  | Covid-19  **(Home Working/wellbeing**  **General wellbeing)** | Employees | * We ensure that our employees who continue to work from home have the resources that they require * We have carried out a separate home working and wellbeing risk assessment with our home workers and review this on a regular (3 monthly) basis * We keep in touch with our home workers by video conferencing and other media and communications * We provide internal and external support and resources for all employees * Where office working is requested by an employee due to home/wellbeing reasons every effort will be made to facilitate this where possible | L | | M | L | Yes |
|  | Covid-19  **(Deliveries of stationery/other goods and Post)** | Employees,  Visitors & the delivery driver | * Delivery drivers deliver to the main reception area only * Delivery drivers are required to use sanitizer local to the main reception area * Delivery drivers do not leave paperwork – the delivery is agreed and the driver signs electronically on behalf of the business * Manual handling risk assessments have been reviewed to ensure they cover movement of deliveries from the reception area * Post is delivered/collected at the same time each day with a collection/dispatch point being clearly marked * Hand delivery of postage to the office by visitors is discouraged and customers and others are requested to use an electronic, postal or delivery service * Deliveries will be sanitised using disinfectant wipes prior to distribution | L | | M | L | Yes |
|  | Covid-19  **(building and equipment maintenance** | Employees &  Contractors | * All maintenance will be carried out by appointment only * Where possible maintenance will be carried out when the office is closed or when the fewest number of people are in the office * Contractors have been assessed for their competence and evidence provided * All contractors must provide their COVID-19 RAMS before coming to site * Where possible all annual servicing such as air conditioning, water, gas and electrical will be carried out outside office hours * The accessible areas where contractors work was carried out will be sanitised following completion of their work * Contractors will be provided with information on the controls in place and additional controls required prior to arrival or where this is not possible, on arrival at the premises | L | | M | L | Yes |
| 6 | Covid-19  **(support for vulnerable and extremely workers)** | Vulnerable employees including those from BAME group | * We carry out an individual risk assessment with those employees who have been shielding * Any vulnerable employees are required to work from home * We have individual discussions with vulnerable groups around their particular concerns and discuss the measures we have put in place to minimise transmission to keep them, and others, safe. We will also explain the controls we already have in place to protect them and other workers * We will encourage these individuals, along with our general staff groups, to make us aware of any health and safety issues which they feel may make them at risk from COVID-19 * Pregnant workers may be asked to commence maternity leave early if practicable | L | M | | L | Yes |
| 7 | Covid-19  **(Dealing with emergencies)** | Employees | * In an emergency, such as a fire, accident or break-in, there is no requirement to stay 2M apart if it would be unsafe to do so * Anyone involved in close contact following an emergency will be advised to take particular care with regards to handwashing and sanitisation following the incident * Our fire risk assessment has been reviewed and updated to ensure fire arrangements and procedures are adequate * Our first aid needs assessment has been reviewed to ensure arrangements are adequate as a result of the employee attendance rota | L | | L | L | Yes |
| 9 | COVID-19  **(Someone becomes ill in the workplace)** | Employees & Visitors  (Contract COVID-19 in workplace) | * UK [Government guidance](https://www.gov.uk/government/topical-events/coronavirus-covid-19-uk-government-response) to be followed * A designated safe area has been identified away from other staff. This is the Ground Floor conference room. Persons showing signs of COVID-19 infection will be removed from the workplace to the designated area, away from other staff and sent home as soon as possible with support required. The person will be advised to follow [NHS Guidance online](https://www.nhs.uk/conditions/coronavirus-covid-19/). * If the person is a visitor their organisation will be informed. * The workplace will be decontaminated following [governmental guidance.](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings) | M | | M | M | Yes |
| 10 | COVID-19  **(proximity, workplace gatherings)** | Employees & visitors  (A person catches COVID-19 due to working closely with an infected person) | * UK [Government guidance](https://www.gov.uk/government/topical-events/coronavirus-covid-19-uk-government-response) to be followed. * A social distancing policy has been implemented * Employees have been asked to work from home where possible * If not possible or where they are required to attend the office, Perspex shields placed to provide screening * Where external properties have to be visited face coverings and gloves must be used. Wipes must be used when entering/exiting property on any surfaces touched * Only business critical face to face meetings to be undertaken on agreement with all involved (agreement by email/in writing) and staff must wear protective equipment and use social distancing measures * Customer meetings to be undertaken remotely by phone or video where possible. * No handshaking or attendance at large meetings   This information has been passed onto all employees | M | | M | M | Yes |
| 11 | COVID-19  **(Employees who have contracted COVID-19)** | Employees, visitors, members of the Public, Family members (Contract COVID-19 in workplace) | * If NHS 111/online or a GP determines an employee has contracted COVID-19 they will be treated as off sick as per normal company sickness policy. * Colleagues who have had contact with a symptomatic employee will be made aware of the symptoms and advised to follow [NHS Online Guidance](https://www.nhs.uk/conditions/coronavirus-covid-19/). * The workplace will be decontaminated following [governmental guidance.](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings) * This information has been passed onto all employees. | M | | M | M | Yes |
| 12 | COVID-19  **(Presenteeism. Symptomatic or exposed employees remaining in workplace.)** | Employees, members of the Public, Family members (Employees who are symptomatic or have been in contact o with someone with COVID-19 but continue to work despite being unwell) | * UK [Government guidance](https://www.gov.uk/government/topical-events/coronavirus-covid-19-uk-government-response) to be followed * Employees are advised to follow [NHS Guidance online](https://www.nhs.uk/conditions/coronavirus-covid-19/). * Symptomatic employees will be instructed to go home. * Colleagues who have had contact with a symptomatic employee will be made aware of the symptoms and advised to contact [NHS Guidance online](https://www.nhs.uk/conditions/coronavirus-covid-19/). * If the employee is contacted by Test & Protect to self-isolate you must inform employer immediately, leave the building and return home. | M | | M | M | Yes |
| 13 | COVID-19  **(Travelling abroad)** | Employees & visitors  (A person catches COVID-19 due to travelling abroad) | * UK [Government guidance](https://www.gov.uk/government/topical-events/coronavirus-covid-19-uk-government-response) to be followed * FCO provides [Foreign Travel advice](https://www.gov.uk/foreign-travel-advice) for travellers * CIPD provides advice for [travellers returning to work from affected areas](https://www.hr-inform.co.uk/news-article/advice-on-managing-the-coronavirus-outbreak) | M | | M | M | Yes |
| 14 | COVID-19  **(Information failure)** | Employees & visitors  (Escalation/de-escalation of Pandemic) | * The company has a designated COVID-19 Appointed Person Caroline Potter & Nicola Sneddon whose responsibilities include; * Signing up to relevant websites to receive timely updates * Monitoring relevant websites & news outlets | M | | M | M | Yes |
| **Additional Site Specific Arrangements** | | | | | | | | |
| **Personal Hygiene for those employees wearing face coverings:**   * wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after removing it * when wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands * change your face covering if it becomes damp or if you’ve touched it * continue to wash your hands regularly * change and/or wash your face covering regularly, (at least daily) * If the material is washable, wash in line with manufacturer’s instructions. If it’s not washable, dispose of it carefully in your usual waste * practise social distancing wherever possible | | | | | | | | |

| **Hazard Ref** | **Additional control** | **Assigned to** | **Date Completed** | **L** | **S** | **RR** |
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|  | N/A |  |  |  |  |  |

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| **Risk Assessment References – Notes** |
| * HSE Workplace health, safety and welfare Workplace (Health, Safety and Welfare) Regulations 1992 * The Management of Health and Safety at work Regulations 1999 * HSE Managing the Causes of Work Related Stress HSG218 2007 * [HSE Guidance on Coronavirus](https://www.hse.gov.uk/coronavirus/working-safely/index.htm) and Working Safely * [Staying COVID-19 Secure Poster](https://assets.publishing.service.gov.uk/media/5eb97021d3bf7f5d43765cbf/staying-covid-19-secure.pdf) * [Government Guidance for Offices and Contact Centres](https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres) * [Wellbeing Support](https://www.mind.org.uk/workplace/coronavirus-and-work/tips-from-mind-staff/) * [Government Guidance on Coronavirus](https://www.gov.uk/coronavirus) * [Local Tier Restrictions](https://www.gov.uk/find-coronavirus-local-restrictions) – Find out the restrictions for your area * [Reporting outbreaks of coronavirus (COVID-19)](https://www.gov.uk/government/publications/reporting-outbreaks-of-coronavirus-covid-19)   **The completed “Staying COVID-19 Secure in 2020” notice is posted at the entrance to our premises.** |

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| **Date of Assessment** | | 10/05/2021 | | **Signature** | | C POTTER | |
| **Reviewed Date** | | **Weekly**, to ensure measures are working and in line with current government guidance | | **Reviewed By** | | C MORGAN | |