
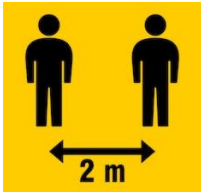



RISK ASSESSMENT Office Based Activities 	Assessed by:	Date:	Title of Assessment	
	Tim Sear	08.07.2020	COVID-19: Working within the Office Environment & Associated Areas	RA – 001a
	H&S Manager			
	Date to be reviewed	On-going reviews and on Gov updates	Government 'Working safely during COVID-19' guidance	
	Date of last review	20.05.2020	https://assets.publishing.service.gov.uk/media/5eb97e7686650c278d4496ea/working-safely-during-covid-19-offices-contact-centres-030720.pdf	
	Reviewed by	T Sear		

HAZARD	HAZARD LOCATION	WHO AFFECTED	INITIAL RISK			RISK CATEGORY	EXISTING RISK CONTROLS	FURTHER RISK CONTROLS NECESSARY	RESIDUAL RISK			RESIDUAL RISK CATEGORY
			L	S	R				L	S	R	
Coming to Work and Leaving Work Failure to maintain compliance with social distancing during completion of the task resulting in increased risk of transmission.	Office Stores Workshops	Staff Client Contractors Public	2	5	10	Medium	1. Arrival times for staff will be staggered. 2. Staff are encouraged to walk, run, cycle to work where practical and avoid public transport. 3. Car sharing is not be advised unless sharing with members of the same household. 4. Wherever practical communication between departments & offices is via phone, email, teams 5. Staff are required to wash/sanitise their hands whenever entering or leaving the premises.	1. Review access and egress points – identify options for one-way pedestrian traffic (in and out) to avoid congestion and maintain social distancing. 2. Provide hand sanitiser stations at each entry and exit point to the premises. 3. Review signing in processes to avoid congestion and cross contamination risks.	1	5	5	Low
Social Distancing at Work Failure to maintain	Office Stores Workshops	Staff Client Contractors	3	5	15	High	1. Managers are to ensure they have followed the Tracsis Plc ' Safely returning to work environments following lockdown ' guidance and have in place a completed safe system of work (SSOW) document	1. Managers are to ensure staff are always compliant with maintaining social distancing 2. Managers are to reassess any areas of the office where social distancing	2	5	10	Medium



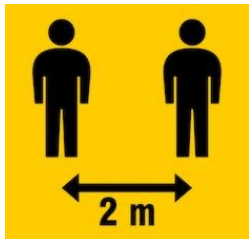

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			L	S	R				L	S	R	
compliance with social distancing during completion of the task resulting in increased risk of transmission.		Public					<p>relevant to the workspace. (COVID-19 – secure)</p> <ol style="list-style-type: none"> Phased back to work for staff to maintain reduced numbers in the office. Staff must remain at least two metres apart whilst completing work wherever reasonably practical.  <ol style="list-style-type: none"> Work areas are well ventilated (none fire doors and windows opened) to allow fresh air circulation of the work area. 	<p>is being compromised</p> <ol style="list-style-type: none"> Government ‘Working safely during COVID-19’ guidance to be always followed Where it is not possible or clear on how to remain 2 metres apart, floor markings will mark the distance in pedestrian areas.  <ol style="list-style-type: none"> Identify any opportunities to create access and egress points at the premises that allow for one-way pedestrian traffic to reduce two-way flows. 				
Staff member showing signs of coronavirus symptoms whilst at work.	Office Stores Workshops	Staff Client Contractors Public	2	5	10	Medium	<ol style="list-style-type: none"> Member of staff to leave the office and return home seeking the latest NHS advice. Work-station area to be cordoned off to ensure no other members of staff can use the desk. (no hot-desking when practical) Cleaning requirements to be passed onto cleaning contractors who need to professionally clean the work-station area. (Contract cleaners to 	<ol style="list-style-type: none"> Managers are to ensure the staff member returns home safely. (i.e. family member informed) Staff member to book a COVID-19 test UK – NHS website² ROI – GP Assessment³ On confirmation that the COVID-19 test is positive managers are to consider all staff to be sent home 	1	5	5	Low

² <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-an-antigen-test-to-check-if-you-have-coronavirus/>


³ <https://www2.hse.ie/conditions/coronavirus/testing/how-to-get-tested.html>



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			L	S	R				L	S	R	
							<p>have a SSOW including risk assessment to be in place and available whilst on-site)</p> <p>4. Retracing workers steps to ensure all potentially contaminated areas are cordoned off until cleaned by contract cleaners¹</p>	<p>until all contaminated areas can be deep cleaned by contract cleaners and the office is safe to reopen</p>				
<p>Workplaces and Workstations</p> <p>Failure to maintain compliance with social distancing during completion of the task resulting in increased risk of transmission.</p>	<p>Office</p> <p>Stores</p> <p>Workshops</p>	<p>Staff</p> <p>Client</p> <p>Contractors</p> <p>Public</p>	3	5	15	High	<p>1. Desk layouts reviewed and moved further apart to enable social distancing two metres</p> <p>2. Floor markers / desk markers used to identify social distancing boundaries between workstations</p> <p>3. Occupancy levels on site are managed and monitored to maintain social distancing.</p> <p>4. Hot desking will be prohibited.</p>	<p>1. Where it is not practical to move workstations apart the following approach must be taken.</p> <ul style="list-style-type: none"> • Arrange workers to work side by side or facing away from each other. • Where a risk of transmission remains provide screens to separate staff. 	2	5	10	Medium
<p>Meetings</p> <p>Failure to maintain compliance with social distancing during completion of the task resulting in</p>	<p>Office</p> <p>Stores</p> <p>Workshops</p>	<p>Staff</p> <p>Client</p> <p>Contractors</p> <p>Public</p>	3	5	15	High	<p>1. Wherever possible meetings will be held by means of Teams / telephone conferencing.</p> <p>2. During face to face meetings staff will not share stationary resources e.g. pens/highlighters/documents/workbooks etc.</p> <p>3. Where meetings are attended, they will be kept as short as possible.</p> <p>4. Food stuffs should not be</p>	<p>1. Wherever possible meetings will be held by means of Teams / telephone conferencing.</p> <p>2. Only necessary meeting will be held in person</p> <p>3. Only essential participants will attend</p> <p>4. Meeting rooms must be well ventilated. Where possible open windows to allow fresh air to</p>	1	5	5	Low

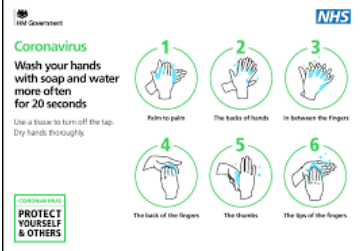

¹ <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

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			L	S	R				L	S	R	
increased risk of transmission.							<p>shared/passed around/consumed during meetings.</p> <p>5. Hand sanitiser to be available</p>	<p>circulate</p> <p>5. Attendees should remain 2 metres apart from each other</p>  <p>6. Meeting areas / rooms should be clearly marked with social distancing signage.</p>				
Common Areas: Shared Areas (other businesses on site)	Office Stores Workshops	Staff Client Contractors Public	3	5	15	High	<p>1. Managers to engage with other business in the same building to ensure a safe environment can be maintained in the common areas of the building. (shared welfare facilities, entrance lobbies, lifts etc)</p> <p>2. Signage used at the entrance to the office / building covering site rules. (COVID-19) for staff, clients, contractors, and members of the public.</p>	<p>1. Managers to liaise with Landlords to ensure that the communal areas of the building remain a healthy / safe environment for all staff, clients, contractors, and members of the public.</p> 	2	5	10	Medium
Accidents and other Incidents Failure to manage appropriately/ attempting to maintain social distancing	Office Stores Workshops Survey sites	Workers Client Contractors Public	2	5	10	Medium	<p>1. Emergency services to be called when / if required.</p> <p>2. Company first aid facilities in place.</p> <p>3. First aiders to ensure the following</p> <ul style="list-style-type: none"> Hands are washed / alcohol-based hand sanitiser use before and after treating any casualty. 	<p>1. Consideration to be given to potential delays in emergency services response, due to the current pressure on resources.</p> <p>2. If a worker develops symptoms of COVID-19 or is observed to be displaying symptoms they should remove themselves from the work</p>	1	5	5	Low

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			L	S	R				L	S	R	
during accidents and incidents.							<ul style="list-style-type: none"> Do not cough or sneeze over a casualty during treatment. Be aware of other cross contamination that could occur that is not related to COVID-19. Wear gloves or cover hands when dealing with open wounds. Cover cuts and grazes on hands with waterproof dressing. Dispose of all waste safely. 	<p>area and:</p> <ul style="list-style-type: none"> Return home if safe to do so If not able, driven home by another with additional controls: <ul style="list-style-type: none"> Keep windows open Keep distance (driver in front and passenger in rear) Clean down vehicle following transport. Use additional PPE (face mask) 				
Management of: <ul style="list-style-type: none"> Clients Visitors Contractors Public 	Office Stores Workshops	Staff Client Contractors Public	3	5	15	High	<ol style="list-style-type: none"> Wherever practical visitors will be prohibited from site and alternative options sought such as: <ul style="list-style-type: none"> Remote connection (Teams) Phone call Email Visitors are to minimise their time spent on-site where practical. All visitors to be signed in/out (remove any communal pens). All visitors will have to confirm that they are not exhibiting any symptoms of Covid-19 prior to any visit. 	<ol style="list-style-type: none"> Clear guidelines for visitors on the company risk controls and expected behaviours on site provide before their visit and re-iterate on arrival In advance - evidence of a SSOW / risk assessment will be requested for any contractor / sub-contractor working on site with regard to Covid-19 risks. (e.g. completing essential repairs/statutory testing etc) 	2	5	10	Medium
Manual Handling - Social distancing at work	Office Stores Workshops	Staff Contractors Public	2	5	10	Med	<ol style="list-style-type: none"> The Manual Handling RA (refers) + Staff to ensure regular hand washing / sanitising following delivery of any parcels / post to the workplace. Where a package / parcel / item 	<ol style="list-style-type: none"> Where lifting requires staff to work within 2 metres of each other then additional PPE will be used (face mask covering nose & mouth) 	1	5	5	Low

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			L	S	R				L	S	R	
							<p>requires more than one person to lift then the lift is to be completed by either.</p> <ul style="list-style-type: none"> Where possible splitting down the load to a manageable one-person lift Using mechanical means to aid the lift to enable one-person to complete the task Lifting the load by standing side by side rather than face to face. 					
<p>Hygiene:</p> <p>Contact with unclean contaminated surfaces</p> <ul style="list-style-type: none"> - Handwash - Sanitation Facilities - Toilets <p>Failure to reduce transmission through contact with contaminated surfaces or direct exposure to airborne particulates by</p>	<p>Offices</p> <p>Stores</p> <p>Workshops</p>	<p>Staff</p> <p>Client</p> <p>Contractors</p> <p>Public</p>	3	5	15	High	<p>1. Avoid Greetings: Avoid physical greetings (hand shaking etc).</p>  <p>2. Hand sanitiser to be available</p> <p>3. Surface cleaning wipes to be available for staff to help maintain cleanliness within the office environment. (wipe down surface areas after use)</p> <p>4. Use disposable cloths to wipe down frequently touched surfaces. (door handles, keypads, toilet flush handles, taps, printers, fridge / microwave handles etc)</p> <p>5. Surfaces to be cleaned thoroughly by contract cleaners.</p>	<p>1. Hand sanitiser (minimum 60% alcohol based) throughout the workplace at designated points</p> <ul style="list-style-type: none"> All entry and exit points Entrances to rest areas Areas where it is not practical to utilise soap and water facilities. <p>2. Managers to ensure that contract office cleaners have a suitable SSOW</p> <p>3. If waste is contaminated with Covid-19 virus remove and place into a plastic bag any wipes, disposable gloves and overalls used, whilst trying not to cross-contaminate onto existing clothes or persons.</p> <p>4. Waste should be double bagged and sealed</p> <p>5. Government 'Working safely during COVID-19' guidance to be followed</p>	2	5	10	Medium

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			L	S	R				L	S	R	
not enforcing good hygiene practices.						High	<p>6. Practice respiratory hygiene: Covering your mouth and nose with a bent elbow or tissue when you cough or sneeze. Then dispose of the used tissue immediately.</p>  <p>7. Wash or sanitise hands before and after using the workplace W/C facilities.</p> 				Medium	
Cross contamination from food and drink within staff kitchen / rest areas.	Offices Stores Workshops	Staff Client Contractors Public	3	5	15	High	<ol style="list-style-type: none"> Perishable food (staff lunches etc) to be stored in an airtight container safely in the fridge. i.e. Tupperware box No staff food to be stored in the fridge overnight. Staggered lunch periods to prevent staff congregating in the kitchen / rest room area. Breaks to be taken in rest areas that maintain 2m separation. All break food/drink rubbish will be bagged and removed from site for disposal. 	<ol style="list-style-type: none"> Managers are to monitor rest / kitchen areas to ensure high standards of housekeeping are maintained. Handwash / sanitising facilities to be available in the rest / kitchen area Cleaning wipes available to wipe down surfaces after use. Provide notices promoting good hygiene and social distancing 	2	5	10	Medium

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			L	S	R				L	S	R	
												
Personal Protective Equipment (PPE) Failure to provide and maintain appropriate PPE resulting in increased risk of transmission.	Offices Stores Workshops	Staff Client Contractors Public	2	5	10	Medium	<ol style="list-style-type: none"> Office staff will not normally require PPE items during the course of their work. PPE will be provided free of charge if required If visitors are required to wear PPE, they will be made aware before arrival and provide their own. 	<ol style="list-style-type: none"> Where office workers do require PPE <ul style="list-style-type: none"> PPE must not be shared PPE must fit properly Reusable PPE should be sanitised after use. 	1	5	5	Low
Face Coverings Failure to support safe use of face covering by employees resulting in marginal increased risk of transmission from incorrect use.	Offices Stores Workshops	Staff Client Contractors Public	1	5	5	Low	<ol style="list-style-type: none"> The company has assessed that the use of face coverings for office staff is not required as part of the risk control approach for covid-19 N.B. If a member of staff wishes to wear a face covering, then they will be available on request. When a face covering is worn the wearer is required to do the following <ul style="list-style-type: none"> Wash 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 the wearer is to avoid touching 	<ol style="list-style-type: none"> Managers to continue to monitor the effectiveness of existing risk controls and amend as required. 	1	5	5	Low

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			L	S	R				L	S	R	
							<p>the face or face covering. (contamination risk with germs from hands)</p> <ul style="list-style-type: none"> Practise social distancing wherever possible. 					
Workforce Management: Work Related Travel	Offices Stores Workshops Hotel	Staff Client Contractors Public	2	5	10	Medium	<ol style="list-style-type: none"> The company will look to eliminate the need for staff to travel to. <ul style="list-style-type: none"> Other sites within the business Other businesses e.g. clients Suitable alternative options to travel will include: <ul style="list-style-type: none"> Remote contact solutions (Teams) Email Phone calls Where travel is required staff will be fully encouraged to drive rather than use public transport. The company will request information from the destination being travelled to in regard to their Covid-19 risk controls Staff will be required to travel alone 	<ol style="list-style-type: none"> Covid-19 management processes are to be in place at any accommodation used by staff A record to be retained of the details of the accommodation. Any other travel that falls outside of current risk controls will require an additional assessment 	2	5	10	Medium
Employee Management: Comms and Training	Office Stores Workshops	Staff Client Contractors Public	2	5	10	Medium	<ol style="list-style-type: none"> Staff will be involved in the development of this risk assessment and their views considered. Staff will be regularly reminded of the company risk controls and expected behaviours within the workplace. Staff will be taken through the safe system of work provided with this 	<ol style="list-style-type: none"> Display Covid-19 information posters on company notice boards. Make regular announcements to remind staff to follow social distancing advice and wash their hands regularly. Communication to staff will be via clear and unambiguous posters and 	1	5	5	Low

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			L	S	R				L	S	R	
							risk assessment.	signage.				
Coronavirus (COVID -19) Symptoms - a cough - a high temperature - shortness of breath - Loss or change to sense of smell or taste NB. The symptoms are like other illnesses that are much more common, such as cold and flu.	Office Stores Workshops	Staff Client Contractors Public	3	5	15	High	Staff are to self-Isolate and stay at home if coronavirus symptoms are being shown ⁴ DO 1. Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze 2. Put used tissues in the bin immediately 3. Wash your hands with soap and water often – use hand sanitiser gel if soap and water are not available 4. Try to avoid close contact with people who are unwell DO NOT Touch your eyes, nose, or mouth if your hands are not clean	Emergency Contact details UK - Excluding Republic of Ireland Anyone that is concerned about having the coronavirus should call NHS 111 and avoid presenting at a healthcare setting unless it is an emergency. Republic of Ireland Call your doctor or emergency department	2	5	10	Med

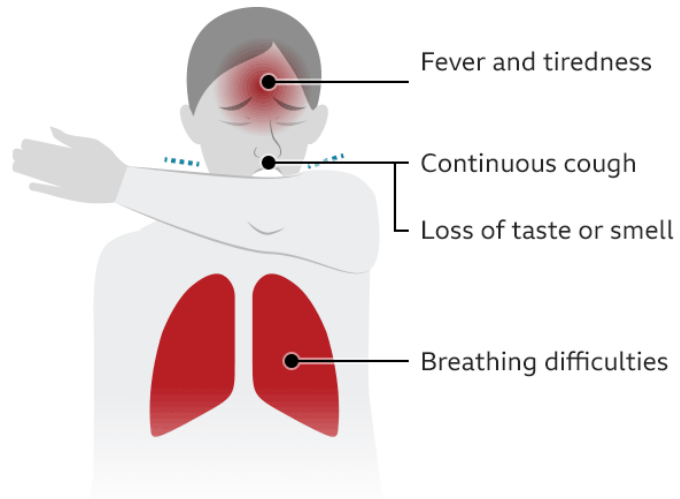
RISK		Severity	5	10	15	20	25		
LIKELIHOOD	SEVERITY		4	8	12	16	20		
1. Extremely Unlikely	1. Minor Injury/disease no lost time	3	6	9	12	15			
2. Unlikely	2. Injury/disease up to 7 days lost	2	4	6	8	10			
3. Likely	3. Reportable under RIDDOR over 7 days	1	2	3	4	5			
4. Very Likely	4. Specified Injury/Long term absence	Likelihood					Low	Medium	High
5. Almost Certain to happen	5. Death	1-8		9-12		15-25			

⁴ <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

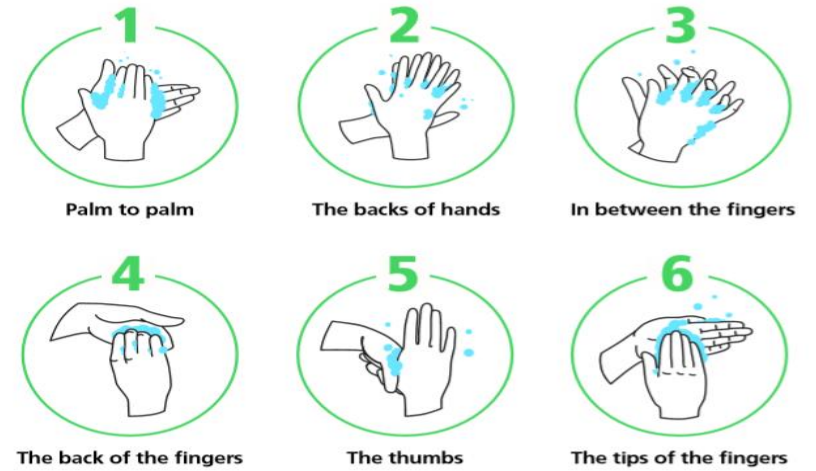
Key COVID-19 Symptoms & Controls:

Symptoms:

Coronavirus: Key symptoms



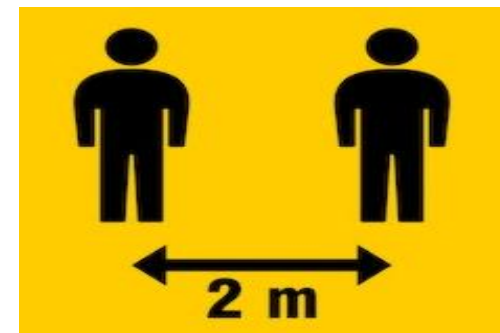
Hand Washing:



General Precautions:



Social Distancing:



General Safe system of work for working during the COVID-19 Pandemic

The points below are provided to our staff to help keep them safe during the Covid-19 pandemic. They are based on Government recommendations, which change daily: <https://www.gov.uk/coronavirus> As your employer we will endeavour to update our guidance to you in line with current Government recommendations.

Key Considerations:

- **The company will look to implement home working wherever practical.**
- The company will be particularly vigilant in safeguarding those persons currently identified as most at risk, such as
 - Those classed as **extremely clinically vulnerable**
 - Those classed as **clinically vulnerable**
 - Others who may require **additional adjustments** to enable their health and safety.
- We will continue to review current Government/Public health England guidance and consult with our staff.
- Workers must protect themselves remember the wellbeing of their colleagues and others on site as appropriate.
- **Maintain social distancing wherever possible.**
- Do not shake hands with the colleagues/clients/delivery drivers or any other person at work. **Avoid all physical contact.**
- Wash/sanitise your hands thoroughly for at least 20 seconds, when arriving at work and when going home (also regularly during the working day).
- Use an alcohol-based hand sanitiser that contains at least 60% alcohol to support handwashing with soap and water at the workplace.
- Avoid touching your eyes, nose, and mouth at all times.
- If you feel unsafe or at risk at any point report to a manager.
- Do not attend work – **a)** if you are unwell/displaying symptoms **b)** if someone in your household is self-isolating.

Practical steps to take when working at our premises:

Arrival at Work:

- Wash your hands with soap and water for at least 20 seconds.
- Ensure you are familiar with the company Covid-19 risk controls.
- Do not enter the workplace if you are feeling unwell or displaying symptoms of Covid-19 e.g. high temperature/cough/breathing difficulties.
- Observe company social distancing measures as soon as you arrive at the workplace (car park area onwards).
- Use dedicated company access points and pedestrian routes.

During Work:

- Maintain social distancing (**minimum two metres apart**). This includes:
 - During rest breaks and use of welfare facilities such as toilets and wash areas.
 - During pedestrian activities e.g. using stairs and corridors.
 - During briefing sessions.
 - During training/information sessions.
- Allow time throughout the working day to maintain good hygiene: wash your hands frequently using soap and water for 20 seconds, and especially after blowing your nose, sneezing, or coughing and before and after eating.
- Minimise contact between colleagues and other workers in the premises; **avoid having to go to other departments by using phone/email instead.**
- Do not share PPE items or respiratory protective equipment (RPE) items.
- Avoid skin-to-skin and face-to-face contact with others.
- Where face-to-face contact is essential, this should be kept to 15 minutes or less wherever possible.
- The company will aim to keep groups of staff working together in teams that are as small as possible. Please adhere to these risk controls where they are in place.
- The company will provide you with personal equipment for work such as pens – do not share these.
- If you must share work equipment - Wash your hands each time before using any equipment with others and wash your hands every time you finish using a shared item of equipment. Touch point surfaces of equipment that are shared must be sanitised before and after use.
- During use of corridors and stairs adhere to all social distancing measures in place within the company. Stairs should not be shared.
- Clear away your own food and beverage waste – Use company waste facilities.
- Wherever possible bring your own prepacked food to work and use re-usable drinks bottles.
- If you or any work colleague are displaying any potential coronavirus symptoms; or, If you have any concerns about the welfare facilities or the work environment (site) regarding measures to protect workers from coronavirus (e.g. social distancing, cleaning and hygiene regimes) then you should:
 - **STOP** work.
 - **REMOVE** yourself to a position of safety.
 - **REPORT** immediately to your supervisor or manager (ideally by telephone).

Shift completion

- Wipe down and sanitise equipment and instruments used.
- Ensure you then clean/wash your hands, and where possible/appropriate any reusable PPE (e.g. safety glasses), using soap and water, or use suitable hand sanitiser on hands before leaving site.

- Do not eat/smoke/drink until you have washed/sanitised your hands.
- Before leaving the premises wash your hands with soap and water for at least 20 seconds. Use an alcohol-based hand sanitiser that contains at least 60% alcohol if soap and water are not available.

Wearing a face covering

- 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 have touched it.
- Continue to wash your hands regularly.
- Change and wash your face covering daily.
- If the material is washable, wash in line with manufacturer’s instructions. If it is not washable, dispose of it carefully in your usual waste.
- Practise social distancing wherever possible.



All employers should regularly update themselves with the current Government advice: <https://www.gov.uk/coronavirus> and NHS advice: <https://www.nhs.uk/conditions/coronavirus-covid-19> and operate accordingly.

Document Accepted By (Name)	Kevin Smith	Sign	K Smith	Date	13 th July 2020
Further Risk Controls Implemented By (Name)	Tim Sear	Sign	T Sear	Date	08 th July 2020