

COVID-19 OFFICE WORKERS RISK ASSESSMENT

DATE	3 rd July 2020	ASSESSMENT BY	HSEQ Team
LOCATION	All office locations		
NATURE OF ACTIVITY	Office Working		
REVIEW DATE	July 2021		
PERSONS AT RISK	Employees, contractors, visitors and members of the public		

Probable Frequency		Probable Severity
Rare	1	Insignificant
Unlikely	2	Minor
Moderately likely	3	Significant
Likely	4	Major
Almost Certain	5	Severe

	1	2	3	4	5
1	1	2	3	4	5
2	2	4	6	8	10
3	3	6	9	12	15
4	4	8	12	16	20
5	5	10	15	20	25

8 - 16	Action required if practicable	20 - 25	Task will not be completed
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Potential Hazard	Result of Occurrence	Control measures in place (where possible)	Freq	Sev	Risk Rating	Recommended actions
Lack of social distancing	COVID-19 transmission	Employees are encouraged to work from home as the first option. Staggered arrival and departure times in place. One-way systems in place. Workstations will be moved to ensure 2-metre distances are maintained. Where it is not possible to move workstations further apart, screens will be installed to separate people from each other. Floor markings in place to encourage 2-metre distances	2	3	6	
Communication and awareness	COVID-19 transmission	Employee consultation in place to assess the risk of each department and the activities carried out. Employees are informed of the social distancing guidance before returning to work. Sufficient signage and floor marking in place to encourage social distancing and regular hand washing	2	3	6	

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Potential Hazard	Result of Occurrence	Control measures in place (where possible)	Freq	Sev	Risk Rating	Recommended actions
Contractors and suppliers	COVID-19 transmission	All contractors and suppliers will be provided with social distancing guidelines before attending site, and encouraged to regularly wash their hands and adhere to the 2-metre social distancing whilst on site	2	3	6	
Visitors	COVID-19 transmission	Employees will be instructed to avoid inviting visitors to site. Any visitors will be provided with social distancing guidelines before attending site, and encouraged to regularly wash their hands and adhere to the 2-metre social distancing whilst on site	2	3	6	
Clinically extremely vulnerable individuals	COVID-19 transmission	Clinically extremely vulnerable employees are strongly advised to work from home. If individuals cannot work from home, they will be offered the option of the safest available on-site roles, enabling them to stay 2m away from others	2	3	6	
Clinically vulnerable individuals	COVID-19 transmission	Clinically vulnerable employees are encouraged to inform their line manager, and will be asked to work from home. If individuals cannot work from home, they will be offered the option of the safest available on-site roles, enabling them to stay 2m away from others	2	3	6	
Self-isolating employees	COVID-19 transmission	Self-isolating individuals who are advised to stay at home under existing government guidance are prohibited from attending work. This includes individuals who have symptoms of COVID-19 as well as those who live in a household with someone who has symptom. Self-isolating employees will be asked to work from home	2	3	6	
Entry and exit routes	COVID-19 transmission	Alternative entry/exit points in place where appropriate. Internal doors propped open where possible when sites are occupied to reduce contact when opening	2	3	6	
Travel through the workplace	COVID-19 transmission	Employees will be discouraged from making non-essential trips within buildings and sites. Employees will be encouraged to make contact via telephone or email to reduce travel	2	3	6	
Travel to the workplace	COVID-19 transmission	Employees are asked to walk, cycle or travel by car, and to avoid public transport. Non-essential travel will be minimised with remote options being considered first	2	3	6	

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Potential Hazard	Result of Occurrence	Control measures in place (where possible)	Freq	Sev	Risk Rating	Recommended actions
Site cleaning	COVID-19 transmission	Additional and more frequent site cleaning in place for objects and surfaces that are regularly touched. Hand sanitizer available in addition to washroom facilities. Regular air conditioning servicing/maintenance in place.	2	3	6	
Overnight accommodation	COVID-19 transmission	Workers required to stay away from their homes will book their accommodation centrally, which will be logged. Hotels will only be selected where accommodation meets social distancing guideline	2	3	6	
Canteen and break out rooms	COVID-19 transmission	Staggered break times in place. Employees are encouraged to bring lunch from home and to take their breaks outside. Canteen/rest room seating areas will be reconfigured to maintain spacing and reduce face-to-face interactions	2	3	6	
Hot-desking and shared equipment	COVID-19 transmission	Hot-desking will be discouraged and, where not possible workstations will be cleaned between different occupants including shared equipment	2	3	6	
Meetings	COVID-19 transmission	Remote working tools provided and encouraged to avoid in-person meetings. Where face-to-face meetings are vital, then social distancing will be maintained	2	3	6	
Site deliveries	COVID-19 transmission	All suppliers have been given guidance for social distancing measures. Single workers will load and unload vehicles. Access to site facilities will be available for delivery drivers to use	2	3	6	
Contact with customers	COVID-19 transmission	Social distancing procedures in place for base appointments. Hand sanitizer and social distancing in place for customers in reception. Twice-daily cleaning procedures in place for all commonly touched areas. Suitable number of tasks allocated to each base technician to allow for customer social distancing and site cleaning. Procedures in place for technicians to eliminate contact with customers when visiting their premises or on arrival. All customers will be informed of the process for social distancing via text message before we attend	2	3	3	

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REVIEW

Review of Risk Assessment to be undertaken annually, or if significant alteration to processes or equipment occurs. Please advise Health & Safety Team of any changes or suggested changes, which could affect the accuracy and validity of this assessment.

Perception of the risks present in this environment may be underestimated by visitors to the site who are not familiar with the premises and activities taking place, therefore visitors are escorted by an employee in hazardous situations

Perception of the risks involved in this environment may be underestimated by young or inexperienced persons.

The severity of injury may increase if expectant or nursing mothers are involved, increase probable severity by 1.

Prepared by

Bruce Bahlaj

Position

H&S Manager

Date

JUL 2020