

RISK ASSESSMENT NAME; Managing COVID-19 in the Workplace (Social Distancing)

ASSESSOR NAME; Louise Ibberson

ASSESSMENT DATE; 11/05/20

APPROVED BY; Vickie Marshall

APPROVAL DATE; 12/05/20

AFFECTED SITES; 11 Haywood House, Hydra Business Park, Nether Lane, Ecclesfield, Sheffield, S35 9ZX

REVIEW PERIOD; Monthly

REVIEW DATE; 11/06/20



The assessment refers to the imposed 'social distancing' measures required for workplaces in response to controlling the transmission of the Covid-19 Virus. It details how these social distancing measures will be applied in the workplace and any subsequent actions required where these measures may not be possible.

HAZARD	WHO COULD BE HARMED AND HOW	EXISTING CONTROLS	RISK RATING
Communal Facilities Difficulties in exercising social distancing due to shared use of facilities.	All staff & visitors Shared facilities with limited space, people congregating at the same time meaning people can't adhere to social distancing, leading to possible transmission of the virus	* only 1 person in kitchen at a time * only 1 person in the toilets at a time * one way system in place for entering/exiting the building	Medium
Cleaning of Communal Facilities (undertaken by landlords)	All staff & visitors Contact of surfaces in communal area could increase infection. Cleaning of area's correctly will reduce transmission overall	* hand sanitizer mounted by each door * communal areas cleaned daily * office door handles cleaned twice daily	Medium
Cleaning To Reduce Transmission Of Covid-19 Risk of exposure to Covid-19 whilst cleaning work areas	All staff Contact of surfaces could increase chance of infection but cleaning of area's correctly will reduce transmission overall High risk contact area's; * door handles * printer * confidential shredding bin * key safe * fridge * kettle * water cooler * air conditioning switches	* all staff take responsibility for cleaning their own workstation on arrival and before leaving * one member of staff to clean major contact area's each morning (rota in place) * one member of staff to clean high risk contact area's each afternoon before closing the office (rota in place) * high risk contact area's cleaned as and when a person uses them * gloves provided to staff to minimise skin to high risk contact area's	Medium
Delivery Drivers Attending Site	All Staff Delivery Drivers Increased contact between people increases chance of transmission	* delivery drivers to be asked to remain in building foyer, they must not enter the office itself * deliveries to be contactless	Low
Candidates/Clients Coming To Site	All Staff Visitors Increased contact between people increases chance of transmission#	*visits from any clients or candidates prohibited	Low

<p>Individuals Displaying Symptoms Coronavirus reportedly spread through exposure or contact to cough droplets. People at work developing on-set of symptoms within the workplace</p>	<p>All staff Staff displaying symptoms of COVID-19 increase the risk of transmission within the office. Current symptoms can be found at https://www.nhs.uk/conditions/coronavirus-s-covid-19/check-if-you-have-coronavirus-symptoms/</p>	<ul style="list-style-type: none"> * staff displaying any of the current 'main symptoms' as defined by the NHS will be asked to leave the office with immediate effect and self isolate for a minimum of 7 days and in line with continued government guidance * staff who are too unwell to make their own way home will be isolated in the meeting room whilst arrangements are made with their next of kin to support their onward journey. In the event of a medical emergency 111 and 999 will be contacted for support. * staff who are able to work from home may be given the option to do so if they feel well enough * staff who get one of the main symptoms outside of office hours should not attend site and should contact their line manager before their working day was due to start 	<p>Medium</p>
<p>Individuals living with someone who is displaying symptoms Coronavirus reportedly spread through exposure or contact to cough droplets.</p>	<p>All staff</p>	<ul style="list-style-type: none"> * staff who live with someone displaying symptoms must self isolate for 14 days in line with current government guidance therefore they must not attend the workplace 	<p>Low</p>
<p>People Attending The Workplace Where individuals are coming together of groups of more than two at any one time for work purposes at our premises</p>	<p>All staff Groups of more than 2 people in an enclosed area increase risk of transmission</p>	<ul style="list-style-type: none"> *staff are advised to take responsibility for cleaning their own workstations twice daily, cleaning products have been provided * the layout of all workstations allows for a 2m distance between all staff * reduced hours are being recommended to minimise the number of people in the office at each time * Working hours are being adjusted to minimise the number of people in the office at each time * under some circumstances some staff will still be allowed to work from home * hand sanitiser and gloves have been provided for all staff, staff need to take responsibility as individuals for using these appropriately 	<p>Low</p>
<p>Shared Common Areas due to areas being frequently utilised by all staff, the potential for infection is increased. This is predominantly applicable in the meeting room and kitchen area</p>	<p>All staff Use of common areas by multiple persons increases the risk of transmission of the virus due to increased contact with each other and surfaces</p>	<ul style="list-style-type: none"> * only 1 member of staff in the meeting room/kitchen area at any one time * reduced use of room to be limited to use of fridge, kettle, microwave, water cooler, key safe * staff can enter the room to use one of the above for a brief period, they must wear gloves or wipe contact area's with antibacterial wipes before and after contact * food and drink not to be prepared in the kitchen area * microwave can be used provided food is brought and cooked in a preprepared container from home * kettle can be used to refill flasks, individual drinks should not be prepared in the kitchen area 	<p>Medium</p>

FURTHER GUIDANCE FOR ALL STAFF MEMBERS

Staff must follow the current government guidance on self-isolation found at <https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/>