

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

ASSESSOR NAME; Lou Mugglestone

ASSESSMENT DATE; 13/12/21

APPROVED BY; Louise Ibberson

APPROVAL DATE; 13/12/21

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

REVIEW PERIOD; Bi-Monthly

REVIEW DATE; 13/02/21

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
Cleaning of Communal Facilities (undertaken by landlords)	All staff & visitors Contact of surfaces in communal area could increase infection. Cleaning of areas correctly will reduce transmission overall	* hand sanitizer mounted by each door * communal areas cleaned daily * office door handles cleaned 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 areas correctly will reduce transmission overall High risk contact areas. * door handles including both office doors and cupboard doors * printer - touch screen, top panel, paper trays * confidential shredding bin - paper entry points * key safe - touch pad, turn button, inside and outside of door * fridge door and main contact points of fridge * kettle - handle and switch * * coffee machine - on/off button, water switch, water holder, pod holder * water cooler taps * air conditioning controllers * microwave handle and switches * table and chairs in meeting room * white kitchen surfaces (top of cupboards)	* all staff take responsibility for cleaning their own workstation on arrival every morning * allocated member of staff each morning cleans major contact area's * staff to wipe high use contact areas throughout the day (kettle, fridge, microwave, water dispenser)	Medium
Individuals Displaying Symptoms Coronavirus reportedly spread through exposure or contact to cough droplets. People at work developing on-set of symptoms within the workplace	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-covid-19/check-if-you-havecoronavirussymptoms/	* 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. The meeting room will be thoroughly cleaned following isolation before other staff are allowed to use the facilities * staff who can 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	Medium
Individuals living with someone who is displaying symptoms Coronavirus reportedly spread through exposure or contact to cough droplets.	All staff	* Staff who live with someone displaying symptoms must self-isolate and contact the workplace before attending. Depending on vaccination status and company discretion staff who can work from home may be given the option to do so.	Low

<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>	<p>*Staff are advised to take responsibility for cleaning their own workstations daily, cleaning products should be purchased by individuals and receipts given to payroll for reimbursement * The layout of all workstations allows for a 2m distance between all staff * under some circumstances some staff will still be allowed to work from home * hand sanitiser has been provided for all staff; staff need to take responsibility as individuals for using this appropriately * only 2 staff members to be in the meeting room at any time * staff must make their own drinks throughout the day * masks must be worn in all communal areas of Haywood House</p>	<p>Low</p>
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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/>