Use guidance from Public Health England (PHE), Department of Health & Social Care (DHSC), Health & Safety Executive (HSE) and NHS to ensure the risk assessment is following the latest advice.

## Coronavirus (COVID-19) office risk assessment

### Contents
- Travel
- Access & Egress
- Welfare
- DSE
- Mental health / stress

**Assessment date:** 11th May 2020  
**Review date:** 6th June 2020  
**Version:** 1.0

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| Travelling to work - risk of COVID infection| 4 x 3| - Staff to only travel to work where work cannot be performed at home  
- Personal vehicle, bike or walking to be conducted where possible to complete your commute to and from work  
- Aim to minimize the frequency and amount of time using public transport  
- If using public transport, face covering is recommended  
- Look to travel outside rush hour periods where possible and to review starting / finishing times for staff to limit exposure | 4 x 1 = 4 | Individual workers |

*Risk matrix used in risk assessment below  
RR = residual risk*
| Suspected case whilst working within the office | 4 \* 4 = 16 | If a worker develops a high temperature or a new, persistent cough they should:  
1) Return home immediately  
2) Avoid touching anything  
3) Self isolate for a period of 7 days | 4 \* 1 = 4 | Individual workers |
| --- | --- | --- | --- | --- |
| Access / egress to the office | 4 \* 4 = 16 | - Stop all non-essential visitors  
- Any worker that has the ability to work from home shall continue to do so  
- Introduce staggered start / finish times and lunch breaks to reduce congestion  
- Operate the office at minimum capacity to avoid exposure to others  
- Where possible, remove any touch points to limit contact around the office  
- Require all workers to wash their hands regularly (20 seconds)  
- Continue social distancing (2m) whilst walking around the premises  
- Regularly clean common contact surfaces in reception, office, access control and delivery areas e.g. scanners, turnstiles, screens, telephone handsets, desks, particularly during peak flow times  
- One way systems are encouraged to be implemented where possible | 4 \* 1 = 4 | Individual workers |
| Welfare & hygiene - sanitary conveniences, rest areas and eating areas | 4 \* 4 = 16 | - Wash your hands thoroughly and regularly. Use soap and water for at least 20 seconds. Use alcohol-based hand sanitiser if soap and water is not available and hand washing technique to be adopted as directed by NHS  
- Avoid touching your face/eyes/nose/mouth with unwashed hands and cover your cough or sneeze with a tissue then throw it in the bin.  
- Increase cleaning rota / schedule in your work area  
- Enhance the cleaning regimes for toilet facilities particularly door handles, locks and the toilet flush  
- Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.  
- Ensure sufficient supplies of soap, hand sanitiser and paper towels remain in place  
- Restrict the number of people using kitchen facilities to one at a time  
- Staff to bring pre-prepared meals and refillable drinking bottles from home  
- Workers to wash hands prior to handling / eating food and to stay 2m away from one another  
- Drinking water should be provided with enhanced cleaning measures of the tap mechanism introduced  
- Tables should be cleaned between each use  
- Increase ventilation where possible particularly within enclosed spaces  
- Complete regular clothes washing after coming into contact with persons as there is evidence to suggest the virus can stay on fabrics | 4 \* 1 = 4 | Individual workers |
| Use of display Screen Equipment (DSE) | | | 3 x 3 = 9 | | Individual workers | 3 x 1 = 3 |
|--------------------------------------|-----------------------------------------------|-------------------------------------------------|------------------------------------------|-------------------------------------------------|------------------------------------------|
| **Use of display Screen Equipment (DSE)** | | **DSE assessment in the office to be reviewed to ensure controls in place remain effective and that 2m social distancing remains in place** | | **Occupational health information available upon request should any new difficulty arise from previous home working** | |
| | | **Regular breaks away from the screen are encouraged with regular stretching** | | **Equipment to be checked to ensure ongoing operation and to report concerns to line management** | |
| | | **Remove Hot Desking arrangements** | | **Shields / barriers to be considered if appropriate** | |
| Stress - including mental health | | **Remote staff to receive periodic contact via online team meeting or line management calls** | | **Advise staff of technology apps that can assist with stress management and / or mental health** | |
| | | **Offer flexible working arrangements if required** | | **Review any mental health first aider support** | |
| | | | | | |

If in England call **NHS on 111**, if in Scotland call your **GP or NHS 24**, If in Wales call **0845 46 47 or 111** or if in Northern Ireland contact **0300 200 7885** where you will be assessed by an appropriate specialist. NHS guidance is that you do **not** go directly to your GP surgery, community pharmacy or hospital unless an emergency occurs.