



		Likelihood				
		Very Unlikely	Unlikely	Possible	Likely	Very Likely
		1	2	3	4	5
Severity	Negligible	1	2	3	4	5
	Minor	2	4	6	8	10
	Moderate	3	6	9	12	15
	Major	4	8	12	16	20
	Extreme	5	10	15	20	25

*Risk matrix used in risk assessment below  
RR = residual risk*

**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

Hazard	Risk	Control measures	RR	Persons at risk
Travelling to work - risk of COVID infection from others	4 x 3 = <b>12</b>	<ul style="list-style-type: none"> <li>• Staff to only travel to work where work cannot be performed at home</li> <li>• Personal vehicle, bike or walking to be conducted where possible to complete your commute to and from work</li> <li>• Aim to minimize the frequency and amount of time using public transport</li> <li>• If using public transport, face covering is recommended</li> <li>• Look to travel outside rush hour periods where possible and to review starting / finishing times for staff to limit exposure</li> </ul>	4 x 1 = <b>4</b>	Individual workers

Suspected case whilst working within the office	4 x 4 = <b>16</b>	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 x 1 = <b>4</b>	Individual workers
Access / egress to the office	4 x 4 = <b>16</b>	<ul style="list-style-type: none"> <li>• Stop all non-essential visitors</li> <li>• Any worker that has the ability to work from home shall continue to do so</li> <li>• Introduce staggered start / finish times and lunch breaks to reduce congestion</li> <li>• Operate the office at minimum capacity to avoid exposure to others</li> <li>• Where possible, remove any touch points to limit contact around the office</li> <li>• Require all workers to wash their hands regularly (20 seconds)</li> <li>• Continue social distancing (2m) whilst walking around the premises</li> <li>• 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</li> <li>• One way systems are encouraged to be implemented where possible</li> </ul>	4 x 1 = <b>4</b>	Individual workers
Welfare & hygiene - sanitary conveniences, rest areas and eating areas	4 x 4 = <b>16</b>	<ul style="list-style-type: none"> <li>• 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</li> <li>• 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.</li> <li>• Increase cleaning rota / schedule in your work area</li> <li>• Enhance the cleaning regimes for toilet facilities particularly door handles, locks and the toilet flush</li> <li>• Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.</li> <li>• Ensure sufficient supplies of soap, hand sanitiser and paper towels remain in place</li> <li>• Restrict the number of people using kitchen facilities to one at a time</li> <li>• Staff to bring pre-prepared meals and refillable drinking bottles from home</li> <li>• Workers to wash hands prior to handling / eating food and to stay 2m away from one another</li> <li>• Drinking water should be provided with enhanced cleaning measures of the tap mechanism introduced</li> <li>• Tables should be cleaned between each use</li> <li>• Increase ventilation where possible particularly within enclosed spaces</li> <li>• Complete regular clothes washing after coming into contact with persons as there is evidence to suggest the virus can stay on fabrics</li> </ul>	4 x 1 = <b>4</b>	Individual workers

Use of display Screen Equipment (DSE)	3 x 3 = <b>9</b>	<ul style="list-style-type: none"> <li>• DSE assessment in the office to be reviewed to ensure controls in place remain effective and that 2m social distancing remains in place</li> <li>• Occupational health information available upon request should any new difficulty arise from previous home working</li> <li>• Regular breaks away from the screen are encouraged with regular stretching</li> <li>• Equipment to be checked to ensure ongoing operation and to report concerns to line management</li> <li>• Remove Hot Desking arrangements</li> <li>• Shields / barriers to be considered if appropriate</li> </ul>	3 x 1 = <b>3</b>	Individual workers
Stress - including mental health	4 x 4 = <b>16</b>	<ul style="list-style-type: none"> <li>• Remote staff to receive periodic contact via online team meeting or line management calls</li> <li>• Advise staff of technology apps that can assist with stress management and / or mental health</li> <li>• Offer flexible working arrangements if required</li> <li>• Review any mental health first aider support</li> </ul>	4 x 1 = <b>4</b>	Individual workers

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