

Authors	T Cortazzi/G Palmer	Assessment Description	Office/Factory Office Working During Covid-19 Pandemic
Department	SHEQ/FM	Activity	Office/Factory Office Working During Covid-19 Pandemic
Date & review	07/04/21 Valid: 6 months	Who is at risk?	All

Hazard	RAW RISK (NO control measure(s))			Control measure(s)	OPERATIONAL RISK (WITH control measure(s))		
	P	S	PxS =		P	S	PxS =
<p>Direct threat to staff health and wellbeing while at work</p> <p>Information:</p>				<p>Coronavirus Covid-19 is highly infectious and is transmitted between humans either by direct contact with the virus in airborne mucus droplets from the nose or mouth when a person with the virus coughs or exhales, or indirectly from touching contaminated surfaces and transferring to the face, eyes, mouth or nose.</p> <p>This risk assessment and guidance is issued to all staff and sets out how we should behave and the precautions we must adopt during the pandemic to keep everyone safe.</p> <p>If you present symptoms of Covid-19 (temperature above 37.5 degrees Celsius, difficulty breathing, loss of taste/smell, or a new, continuous cough) or are within 10 days of a member of your household showing signs of Covid-19 do not attempt to travel. Stay at home, contact the NHS and follow the advice. Inform HR and your line manager. If you feel unwell at work, discuss with your line manager and go home.</p> <p>Government guidance is that if you can effectively work from home you should continue to do so; however if you cannot work from home, the advice is that you should now attend your normal workplace – this includes those who were previously shielding. Please agree your work location arrangements with your manager.</p>			

Office Staff	4	4	16	<p>All staff should follow the government guidelines for self-administered rapid flow tests twice per week. If a positive test results you should inform your line manager who will contact any close work contacts you have had and inform HR & FM. You must also undertake a PCR test at a government test centre as soon as possible and inform your line manager of this result irrespective of whether it is positive or negative.</p> <p>Any IT equipment, furniture or other company assets that are taken home must be sanitised, using anti-bacterial wipes or similar, ensuring all exposed areas are thoroughly cleaned, prior to return and again on return.</p> <p>Use your own vehicles to travel to work and avoid public transport where possible. You should only travel in shared vehicles if you are living in the same household. If car sharing is necessary government guidance is that, where practicable, seating should be diagonally opposite and windows should be kept open. Cycling to work is encouraged. Bicycles are not to be stored inside buildings – please use racks provided.</p> <p>When arriving at work please ensure you observe social distancing guidelines in the car park as well as the office.</p> <p>Physical contact must be avoided (handshakes, hugs, etc).</p> <p>On entering/leaving the building please be aware and respectful of others. Social distancing must be maintained – this way we can avoid staggered start and finish times as there is currently insufficient footfall to warrant this. Do not wait around the entrance areas and maintain your distance from reception desks.</p> <p>You must follow scrupulous hygiene practices at all times while at work, and wash your hands with soap and water for a minimum of 20 seconds as soon as practical on arrival and again regularly throughout the day. Where this is not possible please use hand sanitiser.</p> <p>Avoid non-essential trips around the office.</p>	2	4	8
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			<p>You are reminded to catch all coughs and sneezes in tissues and dispose of these immediately (Catch it – Bin it – Kill it). Avoid touching your face, eyes, mouth or nose.</p> <p>A one-way system has been installed where practicable in offices via a dedicated route and marked by directional footprints on the floor. Floors are also marked with reminders of social distancing and floor plans posted.</p> <p>Heightened awareness of social distancing should take place at common pinch points, eg stairs, access routes and doorways - please be courteous.</p> <p>Lifts can only be used by one person at a time.</p> <p>Hand sanitiser stations and equipment sanitising wipes are available in all areas of the office. These are marked on office floor plans.</p> <p>As a general rule doors to offices, kitchens and meeting rooms will be left open to minimise the need to frequently handle the same areas as others.</p> <p>A non-contact thermometer is held in all offices so that temperature checks can be carried out if required. These will be carried out by first aiders and held with the first aid equipment.</p> <p>Where practicable there is a spacing of a minimum of two metres between all work stations, where this is impracticable we have limited the number of people who cannot socially distance to the minimum and arranged the working area so that people are not facing each other. No one shares equipment or desk space on a daily basis. No one is seated within 1m of others.</p>			
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			<p>Desk surfaces should be kept clear and free from clutter – minimum/essential items only – and clear desks at the end of each day to facilitate effective cleaning and sanitising. This should be undertaken on your first day back to the office and maintained thereafter. Items under desks must also be removed and kept clear at all times. Please also take responsibility for regularly cleaning your own work area and equipment with sanitising wipes, this will help minimise the risk of infection for all.</p> <p>Equipment should not be shared between users, nor should equipment be brought in from home, eg personal phone chargers.</p> <p>Meeting rooms have a new, reduced, capacity and this will be evident when making bookings. Every attendee has a responsibility for cleaning up after themselves . The Chairperson must ensure the room is cleared of all materials and crockery used, and cleaned pre and post meeting (table, chairs, cable connections, controls) with sanitiser wipes ready for others to use.</p> <p>Those with personal offices should only permit one seated visitor. Standing conversations may allow an additional person.</p> <p>You are encouraged to bring your own food and drinks to work in insulated bags/flasks instead of using communal fridges and microwaves for re-heating. Cold water and hot drink making facilities will still be available – these should be wiped down pre and post use. Otherwise, if queueing for food from mobile food wagons or from shops please ensure social distancing guidelines are observed. Food wagons will be directed to park to allow easy social distancing.</p> <p>You are also encouraged to bring in your own crockery and cutlery and take these home at the end of the day for cleaning. All Prater crockery and cutlery used during the day must be placed in dishwashers (by the users) to ensure thorough cleaning. Crockery should not be left in meeting rooms or on your desks at the end of the day.</p>			
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				<p>Staggered breaks may be needed where there is insufficient area for social distancing to be maintained – you should clean down the immediate area pre and post break.</p> <p>Anyone using the smoking areas must also observe the two metre rule. If this is not possible then smoking breaks at lunchtime should be staggered.</p> <p>Some social areas (eg gym, games room/areas) will remain closed until further notice.</p> <p>During any fire evacuation or test the fire wardens should ensure that the two metre rule is still observed.</p> <p>Face masks/coverings: Government guidelines on the wearing of face coverings is that people should wear face coverings in enclosed spaces and they come into contact with others that they do not normally meet, for example on public transport or in shops.</p> <p>The wearing of these in the office is down to personal choice.</p> <p>Should any work have to be carried out within two metres of others a point of work risk assessment must be carried out to consider what additional controls are necessary.</p> <p>Access to areas outside of normal office space. eg factory floor, workshop, yards, stores areas, is strictly by appointment only.</p> <p>It is advisable to wash clothes daily where you have visited environments outside of your home.</p>			
First aiders	4	4	16	First aiders will be provided with filtering type (FFP2/3) masks, a disposable apron, face shields and disposable gloves – advice that can be delivered outside of two metres will not require PPE. Specific guidance is provided to all first aiders.	2	4	8

Housekeepers	4	4	16	<p>Cleaners/housekeepers will comply with our risk assessment and special attention will be paid to high touchpoint surfaces. However staff should also take responsibility for regularly cleaning their own work areas and equipment with sanitising wipes, this will help minimise the risk of infection for all.</p>	2	4	8
Visitors including other Prater personnel not based in office location	4	4	16	<p>Visitors will be restricted to only those that are essential for the safe and efficient running of the business and must pre-book appointments. This includes for internal visitors.</p> <p>Hot desking is not encouraged however there will be times that this is needed as personnel visit offices in different locations – these visits should be kept to a minimum both in terms of numbers and duration. If office/PC work is required during visits this should be done from dedicated hot desks to avoid using someone’s personal workstation – these desks must be cleaned by the user both pre and post working there.</p>	2	4	8

Use a new sheet for each activity rule off after each hazard – see inside cover / over page for detailed scoring system.

P – Probability: 1: Incredible/never 2: Improbable 3: Occasional 4: Likely 5: Frequent

S – Severity: 1: No obvious impact 2: Minor 3: Moderate 4: Major 5: Severe