

General Risk Assessment				Area/Activity/Machine: Re-occupation of Office Premises following COVID- 19 Lockdown					Ref No:	
Hazards	Who might be harmed and how	Risk			Current Controls (measures already in place)	Residual Risk			Additional Controls (things to be implemented)	Transferred to Risk Reduction Plan Yes/No
		Severity	Likelihood	Total Risk		Severity	Likelihood	Total Risk		
<p>Exposure to the Corona virus Covid-19</p> <p>Coronavirus disease 2019 (COVID-19) is an infectious disease. Common symptoms include fever, cough, fatigue, shortness of breath, and loss of smell and taste. While the majority of cases result in mild symptoms, some progress to acute respiratory distress syndrome (ARDS), multi-organ failure, septic shock and blood clots. The time from exposure to onset of symptoms is typically around five days but may range from two to fourteen days).</p>	<p>Employees, contractors, visitors or the general public through:</p>	5	5	25	Offices closed to all but a few designated and authorised employees.	5	2	10	Offices remain closed to all but a minimal number designated and authorised employees who need to see clients requiring face to face therapy or who are in crisis or for own staff wellbeing	N
	Inhalation of coronavirus in small droplets expelled from the nose or mouth of persons coughing or sneezing with or carrying the COVID-19 virus.				Employees instructed to work from home.				Prohibit all visitors to the premises, promoting the use of web-based platforms for video conferencing where face-to-face meetings are preferred to other non-visual means of communication.	N
	Contact with surfaces contaminated with the COVID 19 virus and transfer to the body through touching eyes, nose and mouth				As per guidance in Covid-19, workplace risk assessment.				Restrict visitors to the premises to contractors required to undertake essential maintenance work.	N
	Resulting in possible infection, serious illness and potential death through respiratory failure and other bodily complications.								Essential maintenance work to be undertaken outside of normal office hours when minimal persons are present.	N
	Mental health issues, stress and anxiety as a result of the COVID-19 lockdown, uncertainty surrounding future employment, furloughing and possible redundancy. Feeling pressured to resume work in the office or undertake working practices, which they feel uncomfortable with.								Maintain social distancing of at least two metres between persons at all times and throughout the building including WCs and kitchen facilities. The maximum number of persons in the premises at any one time, based on a social distance of at least two metres in all directions should be calculated and the revised maximum number of persons permitted in the premises to be restated and enforced.	N
									Employees may use the kitchen facilities one at a time to prepare their own drinks and food using only their own drinking vessels and crockery/cutlery: this to be consumed at their desk.	N
									Hand sanitiser to be used by all staff and visitors to the building: on arrival and departure and upon using the toilet facilities.	N
									Staff to use the same desk throughout their working day and to clean with disinfectant spray upon departure. Staff to be responsible for regularly cleaning often touched areas such as door handles, light switches	N
									Equipment ie. Pens not to be shared. To be sanitised after use if to be reused by a different person	N
									Face to face meetings to follow the governments recommendations of "stay alert" and social distancing 2-metre rule including initially for one to one sessions with clients who cannot receive their therapy by phone or online. Otherwise all meetings to be by telephone or video conference from the person's desk.	N
		Restrict the numbers of persons in the office to ensure effective social distancing is maintained. The numbers in the office will need to reflect revised evacuation times which take account of the maintaining a 2-metre social distance in conjunction with permitted fire exit capacities and revised occupancy levels. .	N							
		Allow those who need to work from home because of health concerns to continue working from home. Other categories of persons affected include those of the BAME background. A separate risk assessment and control measures has been prepared.	N							

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								Be understanding with employees who cannot get to work safely, are concerned about resuming work in the office, or simply cannot work away from home because they are required to look after young or elderly family members.	N	
								Employees displaying symptoms as defined by the WHO, to stay at home, not come to work and self-isolate.	N	
								If a person infected with the Coronavirus has been at our premises a deep clean of the welfare areas and the area in which the member of staff worked will be undertaken as soon as we are made aware of the situation.	Y	
								Amend the fire evacuation procedure to reflect changes in the occupation of the office to maintain social distancing during the evacuation and at the assembly point. Fire doors should not be held open by staff to prevent additional contact.	Y	
								Stagger starting and finishing times.	N	
								Premises will be kept well ventilated. Windows and doors will be kept open wherever practicable.	N	
								Follow government guidelines on the lifting of restrictions.	Y	
								Work place and all equipment to be deep cleaned and sterilised daily to ensure it is safe for occupation and use the following day.	N	
								Ensure an adequate number of face visors for staff use.	Y	
								Visitors to provide their own face coverings (to be advised of this in advance). Where people arrive to the building without an appointment for the Crisis Café, a face mask will be provided	N	
								Staff to clean upon arrival and departure, their own work areas and any shared areas such as toilet and kitchen after each use. Staff to clean after clients any items they have touched except for toilet touch points which clients will be asked to clean themselves with anti-bacterial wipes.		
								Display posters and signage promoting good personal hygiene, social distancing, hand washing and other controls introduced.	Y	
								Ensure staff are prepared for a rapid de-occupation of the workplace in the event that government restrictions are re-imposed. This will include the taking home of essential business equipment such as laptops and mobile phones after each working day.	N	
								twice per day (morning and evening) cleaning of the toilet facilities in place	Y	
								Provide suitable facilities, additional facilities where required for employees and visitors to safely wash, dry and sanitise their hands.	N	

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								Provide instruction to employees on safe hygiene practices, including sneezing into the crook of the arm, safe disposal of soiled tissues into closed lidded bins operated by foot pedal and containing a plastic liner.	Y	
								Take temperature of all staff upon the start of their shift, before entering the premises. If high, the staff member will need to go home and seek further medical advice	Y	
								Take temperature of visitors to the building. If high, the visitor will be denied access and will be contacted to be offered an alternative to face to face help	Y	

Date:	22 nd July 2020	Likelihood (<i>chance of injury occurring</i>)	Severity (<i>nature of injury</i>)	Total Risk = Likelihood x Severity																																									
Assessed by:	Gill Holmes, Baldev Goyal & David Palmer	1. No chance 2. Unlikely 3. Possible 4. Likely 5. Definite	1. Minor injury – no time off work 2. Minor injury – time off work 3. Injury resulting > 7 days off work 4. Major injury 5. Fatality	<table border="1" style="font-size: small;"> <thead> <tr> <th rowspan="2">Likelihood of the hazard happening</th> <th colspan="5">Severity of the potential injury/damage</th> </tr> <tr> <th>Insignificant damage to Property</th> <th>Non Reportable Injury, minor loss of Process or slight damage to Property</th> <th>Reportable injury moderate loss of Process or limited damage to Property</th> <th>Major injury, Single Fatality critical loss of Process/damage to Property</th> <th>Multiple Fatalities Catastrophic Loss of Business</th> </tr> </thead> <tbody> <tr> <td>Almost Certain 5</td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> <tr> <td>Will probably occur 4</td> <td>5</td> <td>10</td> <td>15</td> <td>20</td> <td>25</td> </tr> <tr> <td>Possible occur 3</td> <td>4</td> <td>8</td> <td>12</td> <td>16</td> <td>20</td> </tr> <tr> <td>Remote possibility 2</td> <td>3</td> <td>6</td> <td>9</td> <td>12</td> <td>15</td> </tr> <tr> <td>Extremely Unlikely 1</td> <td>2</td> <td>4</td> <td>6</td> <td>8</td> <td>10</td> </tr> </tbody> </table>	Likelihood of the hazard happening	Severity of the potential injury/damage					Insignificant damage to Property	Non Reportable Injury, minor loss of Process or slight damage to Property	Reportable injury moderate loss of Process or limited damage to Property	Major injury, Single Fatality critical loss of Process/damage to Property	Multiple Fatalities Catastrophic Loss of Business	Almost Certain 5	1	2	3	4	5	Will probably occur 4	5	10	15	20	25	Possible occur 3	4	8	12	16	20	Remote possibility 2	3	6	9	12	15	Extremely Unlikely 1	2	4	6	8	10
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Date:	23 rd July 2020. Reviewed and revised 9/12/20																																												
Reviewed by:	Luis Fernandez ACII CIRM DipNEBOSH, GradIOSH, FIIRSM RSP – Safety Consultant																																												

The risk is unacceptably high and the activity MUST cease until the risk has been eliminated or adequately controlled
Action to eliminate the risk or adequately control it is required
Suggests a controlled or insignificant risk, however regular reviews must be carried out to ensure that existing control measures remain appropriate, and are properly implemented.

RISK REDUCTION ACTION PLAN

General Risk Assessment		Area/Activity/Machine:			Ref No:
Further Control Measure Required	Target Date	Comments	Person Responsible	Acknowledgement Signature	Date Complete
Additional cleaning of toilets to be arranged	Monday 27 July 2020	Currently toilets are being cleaned daily by external cleaners.	DP/BG/GH	Gill Holmes	Done
<p>Hand sanitiser to be used by all staff and visitors to the building: on arrival and departure and upon using the toilet facilities. Ensure that wash your hand poster is displayed in toilets and kitchen.</p> <p>Hand-washing technique with soap and water</p> <p>A sign at the entrance to use hand sanitiser to also be displayed.</p>	Monday 27 July 2020	<p>See hand washing guidance. https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</p> <ul style="list-style-type: none"> • Advise staff to wash hands before leaving home; upon arrival at work; throughout the day; at of the working day and in line with the NHS/ GOV.UK handwashing guidance. • Hands to be washed immediately after coughing or sneezing. • Provide disposable tissues to capture coughs and sneezes. • Dispose of used tissues within waste bins or suitable container/ bag <p>Posters, leaflets and other materials are available for display. https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p>	DP/BG/GH	Gill Holmes	Done

Follow government guidelines on the lifting of restrictions.	Ongoing	To keep up to date with HSE advice to workplaces in this fast changing situation visit https://www.hse.gov.uk/news/coronavirus.htm .	DP/BG/GH	Gill Holmes	Ongoing
Take temperature of all staff upon the start of their shift, before entering the premises. If high, the staff member will need to go home and seek further medical advice	Monday 27 July 2020	To ensure that the thermal hand held thermometer is available and a member of staff has been trained to use this for all staff and visitors entering.	DP/BG/GH	Gill Holmes	Ongoing
Ensure an adequate number of face visors for staff use.	Monday 27 July 2020	Check stockpile to ensure there adequate number of face visors available for use. Ensure that levels are recorded to monitor issue/use.	DP/BG/GH	Gill Holmes	Ongoing
If a person infected with the Coronavirus has been at our premises a deep clean of the welfare areas and the area in which the member of staff worked will be undertaken as soon as we are made aware of the situation.	Ongoing	Further guidance available at https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings	DP/BG/GH	Gill Holmes	Ongoing monitoring
Amend the fire evacuation procedure to reflect changes in the occupation of the office to maintain social distancing during the evacuation and at the assembly point. Fire doors should not be held open by staff to prevent additional contact as this will be a breach of fire regulations.	Monday 27 July 2020	<ul style="list-style-type: none"> Review provision of first aid and update first aid risk assessments in line with social distancing and respiratory hygiene requirements. Ensure all first aiders are adequately trained in new measures. PPE to be made available for all trained first aiders. Review evacuation plans with specific consideration to muster points and maintaining social distancing. Communicate to all members of staff any changes to emergency arrangements/plans including induction for visitors/contractors. 	DP/BG/GH	Gill Holmes	Ongoing monitoring
To fulfil our legal duties we are required to share our COVID-19 risk assessment with our employees. As we have more than 50 employees, UK Government Guidance suggests publishing the document on our website. The COVID-19 risk assessment will be implemented within the workplace, maintained and periodically reviewed in line with changes in our business activities and periodic updates in UK Government Guidance.	Ongoing	<p>Display the HSE notice / poster at entrance to buildings:</p> 	DP/BG/GH	Gill Holmes	Done