

General Risk Assessment			Area/Activity/Machine: Use 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		
								For groups, use as much as possible, outside spaces including our allotment and also Revival café when available, with the front door remaining open. When using premises that do not belong to Mind in Bexley, adhere to the risk assessment for that building		
								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	
								Work with employees who are concerned about resuming work in the office, or who have caring role concerns	N	
								Employees displaying symptoms including cold-like symptoms and headaches, to stay at home, not to come to the building and if well enough, to work from home.	N	
								If a person infected with the Coronavirus has been at our premises, ,staff, contractors and visitors will be advised and we recommend that staff take a PCR test, isolate until they have a negative result and work from home for the following 10 days.	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 or re-implementing 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 and masks for staff use. Staff to wear face masks when moving around the building	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	

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								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	
								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:	30 September 2021	Likelihood <i>(chance of injury occurring)</i>	Severity <i>(nature of injury)</i>
Assessed by:	Gill Holmes, Sugar Ahmed & David Palmer	<ol style="list-style-type: none"> 1. No chance 2. Unlikely 3. Possible 4. Likely 5. Definite 	<ol style="list-style-type: none"> 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
Date:	23 rd July Reviewed and revised 9/12/20, 3/8/21, 30/9/21, 13/12/21		

Total Risk = Likelihood x Severity

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	10	15	20	25
Will probably occur	4	8	12	16	20
Possible occur	3	6	9	12	15
Remote possibility	2	4	6	8	10
Extremely Unlikely	1	2	3	4	5

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.