

**EXAMPLE RISK ASSESSMENT – OFFICE BASED WORKING DURING CORONAVIRUS PANDEMIC (COVID-19)**

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| ***Department:*** | *Insert* | ***Service Team:*** | *Insert* |
| ***Manager:*** | *Insert* | ***Persons undertaking the assessment:*** | *Insert* |
| ***Work Activity being assessed:*** | Office based working during COVID-19 | ***Risk Assessment Number:*** | *Insert* |
| ***Date of assessment:*** |  | ***Date of next review:*** | *Suggest review in one month or sooner if Government advice changes* |

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| **SCOPE OF OPERATION, LOCATION AND TIME** | **ASSOCIATED GUIDANCE** |
| **SCOPE OF OPERATION (description of tasks being undertaken):**  Office based working; working at desks and use of office facilities such as stairs, lifts, printers, kitchen areas, meeting rooms, toilets, showers, and canteen (if applicable)  *Add in any other facilities/activities relevant to your site* | NHS 111  <https://111.nhs.uk/covid-19>  Government guidance: <https://www.gov.uk/coronavirus>  <https://www.gov.uk/government/organisations/public-health-england>   * Essential advice from the Council’s Public Health Team is accessed [here](https://enfield365.sharepoint.com/sites/intranethub/SitePages/Coronavirus-FAQ's.aspx) |
| **LOCATION:**  *Insert location* |
| **WHEN DOES THE ACTIVITY TAKE PLACE** *(early hours, during normal hours, after 6pm or at weekends)*  During normal office hours Monday to Friday 8am to 5pm  *Add in any other hours/days* |

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| **Council Risk Assessment Sheet** | | | | | |
| **Activity:** | Office based working during COVID-19 | **No. of pages:** |  | **Page number:** |  |

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| **What are the hazards?** | **Who is at risk and How would they be harmed?**  (e.g. staff, public, contractors – trip, slip, fall, assault) | **What is currently done to reduce / control the risk?** | **Risk level scoring**  **(H,M,L)** | **What more can be done to reduce risk?** | **Action by whom, by when?** |
| ***Staff who are clinically vulnerable, extremely clinically vulnerable (shielding) or live with a household member who is vulnerable or extremely vulnerable*** |  | Where staff can deliver their service remotely/from home they will until/unless advised otherwise by their manager.  Staff with vulnerabilities will undertake their usual work remotely/from home if possible or redeployed to other work that can be undertaken remotely.  If the nature of the work is that clinically vulnerable persons cannot work remotely, the manager will considerif the control measures in the risk assessment are sufficient to protect the staff member or what other alternative options are available (eg working in lower risk areas) for the staff member and consult with HR as needed.  **Clinically Vulnerable:**  Staff who are clinically vulnerable (see section 8 [here](https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing)) can attend the workplace if required but are advised to minimise contact with others outside their household as much as possible. Staff who are concerned should speak to their manager. Managers to take HR advice if needed.  **Extremely clinically vulnerable (shielded):**  Staff who are extremely clinically vulnerable (shielding) (see [here](https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19)) are advised to stay at home and avoid all contact with others, except for essential medical treatment or support. You will have received a NHS letter if identified as needing shielding. Please discuss with your manager. Managers to take HR advice if needed.  **Staff living with a household member wo is Clinically Vulnerable or Extremely clinically vulnerable (shielded):**  Staff who are living with or caring for a vulnerable or shielding household member are advised to follow the guidance [here](https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19). Please speak to your manager if you have any concerns. Managers to take HR advice if needed. |  |  | Manager and Staff |
| ***Staff with COVID-19 symptoms and potentially spreading to staff and others*** | **WHO**  Staff and those who they come into close contact with.  **HOW**  The virus is spread by droplets from coughs and sneezes and droplets picked up from surfaces | Staff that show symptoms of COVID-19 to report condition to manager immediately. **Do not attend the workplace.**  Staff should access NHS 111 online which is an online interactive and personal checklist:  <https://111.nhs.uk/covid-19>  **Staff who become symptomatic should self-isolate for 7 days.**  **If a staff member is a household contact of someone who becomes symptomatic (the case) the staff member should self-isolate for 14 days. If the staff member starts symptoms they need to self-isolate for 7 days from that date.**  Staff to seek a swab test (see [here](https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested)) which if negative means they can return from sickness absence.  If well enough, return to normal duties. If this involves working from home, please complete a health & safety self-assessment of your home working environment, see [here](https://enfield365.sharepoint.com/:w:/r/sites/intranethealth/_layouts/15/Doc.aspx?sourcedoc=%7B1A0B4C84-5D99-4D48-B44B-48ADCAE1280A%7D&file=H_and_S-_Remote_Working_Self_assessment__2_.doc&action=default&mobileredirect=true)  If staff develop symptoms whilst at work, inform manager and leave the workplace immediately, go home and book a swab test (see [here](https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested)). Manager to contact [CovidFM@enfield.gov.uk](mailto:CovidFM@enfield.gov.uk) to request immediate cleaning of the desk, monitor and chair. | M | No – to stop spread from symptomatic staff, staff with symptoms must not attend work | All staff - ongoing |
| ***Staff who have higher risk factors to Covid-19 such as:***   * ***Shielding staff*** * ***Clinically vulnerable (over 70 or underlying health conditions)*** * ***Pregnant*** * ***BAME*** * ***Carer for a vulnerable person***   ***Men over 40)***  **Use of the building by staff disability, & new mothers)** | **WHO**  Staff with protected characteristics  **HOW**  Emerging evidence suggests that alongside underlying health conditions, there are key demographic factors that can affect people’s vulnerability or is a ‘risk factor’ in relation to COVID-19. Such as:  Older people, Men (from 40 and over), and people from Black and Asian and Minority Ethnic communities (BAME) and a combination of these factors.  The causes of these increased risk factors are not yet fully understood, and further research is taking place.  Disability might impact on how staff can move around the building or use the adjusted workplace. | *Managers will need to consider staff who have the higher risk factors. Please ask staff to complete an individual risk assessment to return and discuss with you. Once the individual risk assessment is complete, please return to HR for the employee’s file. Please see the individual risk assessment*  *Managers should encourage conversations with staff in these risk factor groups - exploration for the risk factors and perception of the staff member. Where there is agreement that the risk factors can be mitigated with the existing control measures in the risk assessment to everyone’s satisfaction no change is needed. Where however it is clear there is increased risk for a staff member which is not mitigated by the existing control measures in the risk assessment the manager must provide support and make necessary adjustments to mitigate those risks.*  *Consider with the staff member if it is more suitable for them to in lower risk work or work remotely in the interim, and take HR advice of any other measures if needed.*  *Managers to discuss with and consider needs of staff with disability or pregnant and new mothers how the adjustments in the office will impact on them or might pose a new or different risk to them.*  *Considering whether you need to put in place any particular measures or reasonable adjustments to take account of duties under the equalities legislation. Consider facilities for pregnant and new mothers.*  *Please consider evacuation procedure for such staff that might be needed in an emergency.* |  |  | Manager  Staff  Facilities Management |
| ***Potential for exposure to virus within entrances and communal areas of the office buildings*** | **WHO**  Staff, contractors and building tenants  **HOW**  The virus is spread by droplets from coughs and sneezes and droplets picked up from surfaces | The common areas and floors in the building will be pre-prepared with cleaning and social distancing before more staff are permitted to attend the office. Availability of pre-prepared floors as they are ready.  Fixed/standalone sanitisers stations will be set up at entrances and exits. Use as entering and leaving the building/office.  One-way flows will be in place for circulation around the office/ entrances/exits and use of staircases.  Stairs to be used by all staff that can. Lifts to be used by staff that cannot use stairs. One person only in the lift at any one time.  Enhanced cleaning regime  Avoid touching people, surfaces and objects where possible and regular handwashing.  Cough and sneeze into a tissue and dispose of immediately into the bin (or the crook of their elbow) and wash hands afterwards. This is the same advice as for flu – “Catch it, kill it, bin it.”  Civic centre canteen to remain closed at present.  Staff to wash hands regularly. | **L** |  | All staff - ongoing  Facilities Management - ongoing |
| ***Potential exposure from working within the enclosed office spaces, including***  ***Toilets***  ***Kitchen areas***  ***Printers***  ***Meeting rooms*** | **WHO:**  Staff, contractors and building tenants  **HOW:**  The virus is spread by droplets from coughs and sneezes and droplets picked up from surfaces | Where the manager has assessed it appropriate for service needs or for the staff member, to (continue to) work from home.  Phased return to the office to a capacity that is manageable with social distancing. Manager to co-ordinate the return to ensure that staff that need to attend the workplace are prioritised and that social distancing measures are in place.  Staggering work with staff attending office on alternative days and staggered times.  Social distancing measures within the office – see row above  Fixed/standalone sanitisers stations will be set up at entrances and exits.  Enhanced cleaning regime  Avoid touching people, surfaces and objects where possible and regular handwashing.  Cough and sneeze into a tissue and dispose of immediately into the bin (or the crook of their elbow) and wash hands afterwards.  If possible open windows to ventilate.  Toilets - operate on a one-in-one-out basis. Maintain hot water and soap at wash hand basins  Meeting rooms – will have signage with maximum number of occupants so as to maintain 2 metre distance. Avoid inviting external visitors at present.  Reduce face to face meetings where possible and use Microsoft teams.  Kitchen areas - operate on a one-in-one-out basis. Availability of fridges may be limited and allow only storage of pre-prepared cold food only to reduce queuing times  Printers - operate on a one-in-one-out basis to keep 2 metre distance | **L** |  | All staff - ongoing  Facilities Management - ongoing |
| ***Potential spread of virus from desks, monitors, keyboards and mouse*** | **WHO**  Staff  **HOW**  The virus is spread by droplets from coughs and sneezes and droplets picked up from surfaces | Desks will be taped off so that available desks will be 2 metres apart.  Staff to be provided with their own portable keyboard and mouse for use (take with them to use at whichever desk is made available)  Clear desk policy will be robustly applied so as to enable effective cleaning  Enhanced cleaning regime including desks every night.  Cleaning wipes available on each desk to clean desks and equipment as needed before and after use desk and throughout day as needed  Regular handwashing by staff, or use a sanitiser if not near a wash hand basin. | **L** |  | All staff - ongoing  Facilities Management – ongoing  ICT – provide portable mouse and keyboard |
| ***Potential spread of virus from public visitors to the office building*** | **WHO**  Staff, contractors, building tenants and the public  **HOW**  The virus is spread by droplets from coughs and sneezes and droplets picked up from surfaces | **At the present time the public are not permitted to come into the offices.**  When appropriate to do so, allow the public to attend office buildings the following measures will have been put in place:   * Notices explaining no person to enter if they have symptoms, that if symptomatic they should self-isolate for 7 days and for 14 days if any of their household has symptoms * Physical barriers and screens if needed at reception points * Supervised queuing at 2 metre intervals with signage, barriers and markings * Fixed/standalone sanitisers stations will be set up at entrances and exits * Supervised and limited access to other parts of the building * Enhanced cleaning regime of public areas | **M** | Staff to observe and ask any members of the public to leave the building if they have symptoms and speak with them in the open air at a 2 metre distance | All staff - ongoing  Facilities Management - ongoing |
| ***Potential spread of virus from contractors attending the office building*** | **WHO**  Staff, contractors and building tenants  **HOW**  The virus is spread by droplets from coughs and sneezes and droplets picked up from surfaces | Contractors to be notified in advance not to attend the office if they have symptoms  Attendance by contractors notified to reception desk in advance  Contractors to sign in at reception desk and declare they do not have symptoms.  Fixed/standalone sanitisers stations will be set up at entrances and exits  Supervised and limited access to other parts of the building  Enhanced cleaning regime of public areas | **M** | Staff to observe and ask any contractors to leave the building if they have symptoms | Facilities Management – ongoing  All Staff - ongoing |
| ***Potential spread of virus from other users (tenants) occupying the office building*** | **WHO**  Staff and contractors  **HOW**  The virus is spread by droplets from coughs and sneezes and droplets picked up from surfaces | Building occupants to be notified that they must not attend the building if they have symptoms  Building occupants to be notified by FM of the Council’s arrangements for them to adhere to on entering and use of communal areas  Fixed/standalone sanitisers stations will be set up at entrances and exits  Enhanced cleaning regime | **M** | Staff to observe and ask any contractors to leave the building if they have symptoms | Building tenants - ongoing  All Staff - ongoing  Facilities Management - ongoing |
| **Potential stress/anxiety caused by COVID-19** | **WHO**  Staff  **HOW**  eg fear of catching the virus, increased/intense workloads, redeployment to other areas, bereavement, illness, feeling isolated | Reassurance to staff of measures taken seriously to protect their safety.  Communication of message that for most people Covid 19 results in mild illness. Also, that transmission of the virus is more likely if in contact with someone with symptoms at less than 2 metres for 15 minutes or more.  Regulator communications from Chief Executive/Coronavirus email  Regular contact with managers and colleagues  One to one supervision meetings with manager  Access to the Employee Assistance Programme 24/7, and managers can refer staff to the Occupational Health Service.  Computer based training on coronavirus and stress – see portal [here](https://enfield365.sharepoint.com/sites/intranethealth/SitePages/h%26straining.aspx) and on i-learn  Staff Guide for bereavement during the coronavirus period – see [Bereavement Guidance](https://enfield365.sharepoint.com/:w:/r/sites/intranethr/_layouts/15/Doc.aspx?sourcedoc=%7BB89C538F-19B4-406F-AF2B-82DEBB572908%7D&file=COVID%2019_Bereavement_Staff%20Guide%20v6%20(002).docx&action=default&mobileredirect=true&DefaultItemOpen=1&cid=0fed1552-343e-4bb7-b369-ee80a71618f6)  Coronavirus staff updates and FAQs – see [here](https://enfield365.sharepoint.com/sites/intranethub/SitePages/Coronavirus-FAQ's.aspx) | **M** |  | All staff and managers- ongoing |
| **Accidents, security and other incidents** |  | In an emergency, for example, an accident, fire or break-in, people do not have to stay 2m apart if it would be unsafe.  People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards including washing hands, or using hand sanitiser. |  |  |  |
| ***Work related travel*** |  | Please refer to the risk assessment for work related use of vehicles |  |  | Manager and Staff |
| **Travelling to and from work** |  | If staff are not working remotely/from home, staff are encouraged to walk, cycle or use their car to travel to/from work.  Avoid using public transport if possible, but if not discuss possible staggered start and finish times to avoid peak travelling times. |  |  |  |