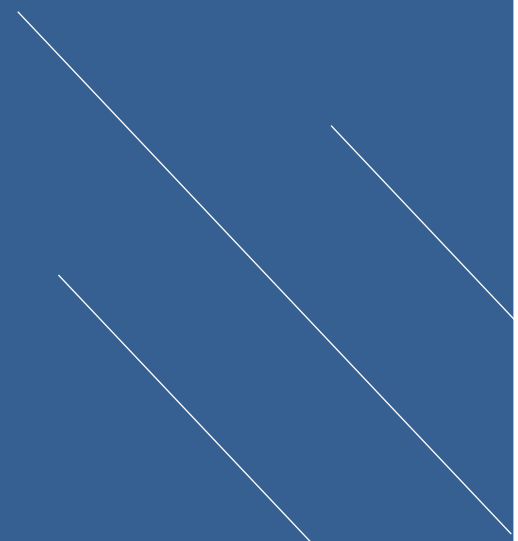


# *Risk Assessment*

## *Covid 19 – Return To Office*





**Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal.**

This the businesses **Risk Assessment** for dealing with the current Covid-19 situation in the workplace.

What are the hazards?	Who might be harmed	Controls Required	Additional Controls	By Who	Date Completed
Spread of Covid-19	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Visitors</li> <li>• Cleaners</li> <li>• Vulnerable groups</li> <li>• Anyone else who physically comes into contact with the office</li> </ul>	<p><b><u>Social Distancing - Generic</u></b>                      Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency.</p>	<p>Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it.                      Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed.</p>	<p>Line Manager on duty.                      JJ – mail communication.                      LO – poster reminders.</p>	<p>Ongoing</p> <p>29/05/20</p> <p>20/05/20</p>
		<p><b><u>Social Distancing – Work Station</u></b>                      Review layouts and processes to allow people to work further apart from each other.</p> <p>Workstations assigned to an individual and not shared.</p>	<p>Where it is not possible to move workstations further apart, arranging people to work side by side or facing away from each other rather than face-toface, using screens to separate people from each other.</p>	<p>LO via seating plan.                      2m implemented.</p> <p>JJ – email communication.                      Screen not required at present.</p>	<p>19/05/2020</p> <p>29/05/20</p> <p>Ongoing</p>

		<p><b><u>Social Distancing – Communal areas</u></b>  Reducing maximum occupancy for lifts and smaller rooms, including placing signs with max number of people.</p> <p>Social distancing also to be adhered to in break area and smoking area.</p> <p><b><u>Social Distancing – Leaving/Arriving to work</u></b>  Staggering arrival and departure times at work to reduce crowding into and out of the workplace, taking account of the impact on those with protected characteristics.</p> <p><b><u>Social Distancing – Meetings</u></b>  Encouraging visits/meetings via remote connection/working where this is an option..</p>	<p>Encouraging staff to bring their lunch and eat at desk.  Max occupancy posters.</p> <p>Email &amp; signs.  Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed.</p> <p>Via Attendance spreadsheet</p> <p>Visitors register review.</p>	<p>JJ – email communication.  LO – posters.</p> <p>JJ – email communication.  LO – posters.  Line Managers</p> <p>LO &amp;DL</p> <p>JJ – email communication.  Visitors register review.</p>	<p>29/05/20  20/05/20</p> <p>29/05/20  20/05/20  Ongoing</p> <p>Ongoing</p> <p>29/05/20  Ongoing</p>
<p><b>Spread of Covid-19</b></p>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Visitors</li> <li>• Cleaners</li> <li>• Vulnerable groups</li> <li>• Anyone else who physically comes into contact with the office</li> </ul>	<p><b><u>Hand Washing</u></b>  Hand washing facilities with soap and water in place with stringent hand washing taking place.  Drying of hands with disposable paper towels.</p> <p>Gel sanitisers in any area where washing facilities not readily available</p>	<p>Posters to be displayed to for employees to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels.</p> <p>Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed.</p>	<p>JJ – email communication.  LO – poster reminders.  JR - facilities review</p> <p>JJ – email communication.  LO – poster reminders.  JR - facilities review</p>	<p>29/05/20  20/05/20  Ongoing</p> <p>29/05/20  20/05/20  Ongoing</p>

<b>Spread of Covid-19</b>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Visitors</li> <li>• Cleaners</li> <li>• Vulnerable groups</li> <li>• Anyone else who physically comes into contact with the office</li> </ul>	<b>Hygiene behaviours</b> Posters displayed to remind to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands.	Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed.  Opening windows and doors frequently to encourage ventilation, where possible.  Additional cleaning products to be provided for staff to use at their will	Line Manager on duty. JJ – email communication. LO – Poster reminders. All staff & line managers JJ – email communication.  JJ handwash products	Ongoing  29/05/20 20/05/20  Ongoing  29/05/20
<b>Spread of Covid-19</b>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Visitors</li> <li>• Cleaners</li> <li>• Vulnerable groups</li> <li>• Anyone else who physically comes into contact with the office</li> </ul>	<b>PPE</b> <u>Gloves</u> An adequate supply of these will be provided. <u>Masks</u> An adequate supply of these will be provided.	An adequate supply of these will be provided. Stock replenished when required.	ES  JR	28/05/20  Ongoing
<b>Spread of Covid-19</b>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Visitors</li> <li>• Cleaners</li> <li>• Vulnerable groups</li> <li>• Anyone else who physically comes into contact with the office</li> </ul>	<b>Cleaning</b> Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods.	Cleaners sent seating plan, highlighting particular areas/desks in use.  Additional cleaning products to be provided.  Stock checks.	JJ Ambience JR	19/05/20 25/05/20 Ongoing
<b>Spread of Covid-19</b>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Visitors</li> <li>• Cleaners</li> </ul>	<b>Symptoms of Covid-19</b> If anyone becomes unwell with a new continuous cough or a high temperature in the workplace they	Remote working set up for those required to self-isolate.	NG	March 2020

	<ul style="list-style-type: none"> <li>Vulnerable groups</li> <li>Anyone else who physically comes into contact with the office</li> </ul>	<p>will be sent home and advised to follow the stay at home guidance.</p> <p>If advised that a member of staff or public has confirmed Covid-19 and were recently on our premises, the HR team will be informed and will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken.</p> <p><a href="https://www.publichealth.hscni.net/">https://www.publichealth.hscni.net/</a></p>	Reminder emails to be sent advising on Covid 19 Symptoms.	Line Manager on duty. JJ – Email communication.	Ongoing 20/05/20
<b>Spread of Covid 19 – raising concerns</b>	<ul style="list-style-type: none"> <li>Staff</li> <li>Visitors</li> <li>Cleaners</li> <li>Vulnerable groups</li> <li>Anyone else who physically comes into contact with the office</li> </ul>	<p><b>Business Representative</b></p> <p>Email to be confirming on site representative asking anyone to contact them with any concerns they have within office.</p>	Email to be sent to staff.	HB & JR JJ – Email communication.	29/05/20
<b>Impact of Covid 19 on Mental Well-Being</b>	<ul style="list-style-type: none"> <li>Staff</li> <li>Visitors</li> <li>Cleaners</li> <li>Vulnerable groups</li> <li>Anyone else who physically comes into contact with the office</li> </ul>	<p><b>Mental Health</b></p> <p>Management will promote mental health &amp; wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help</p> <p>Reference - <a href="https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/">https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/</a> <a href="http://www.hseni.gov.uk/stress">www.hseni.gov.uk/stress</a></p>	<p>Regular communication of mental health information and open door policy for those who need additional support.</p> <p>Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a fast changing situation.</p> <p>Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.</p>	<p>Ad hoc pulse surveys to be sent – JJ</p> <p>Management</p> <p>Management</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>

<b>Individual vulnerabilities</b>	<ul style="list-style-type: none"> <li>Vulnerable groups</li> </ul>	Record of vulnerable conditions logged to ensure decisions made with reasonable insight and communication with individual where needed.	Open door policy for staff to communicate their concerns with HR and Management.	JJ & Management	Ongoing
		Vulnerable persons to work remote where reasonable, and to be reviewed on individual circumstances and discussions.	Reasonable adjustments to avoid disabled workers being put at a disadvantage, and assessing the health and safety risks for new or expectant mothers such as remote working.	JJ	Ongoing