


Task	Office Working following Covid 19 Outbreak	Assessment No.	RA-T71	Date:	29.03.2021	Review Date:	12.05.2021
Site		Assessed By	Robin Jackson	Signed by			

Hazard	Specific Risk	Who is at risk	Assessment Pre Controls			Control Measures in place	Assessment Post Controls		
			S	L	RV		S	L	RV
Entry to the Office	Allowing infected person into office Catching Coronavirus	Operative All in Vicinity	5	4	20	<p>Office meets the UK government's 'Staying COVID-19 Secure in 2020' standard with signage displayed on office notice board. YOU must Stay at home if you have either:</p> <ul style="list-style-type: none"> A high temperature – this means you feel hot to touch on your chest or back A new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual) A loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal <p>Each office has a self-administered temperature testing station created & YOU must check your temperature prior to entry to any office building. All MUST complete the test before entry to any building. If temperature is above 37.8° C then entry will not be allowed & you MUST leave the premises immediately and self isolate for 10 days. You must also implement the governments track & trace procedures</p> <ul style="list-style-type: none"> order a test immediately at www.nhs.uk/coronavirus or call 119 if you have no internet access if your test is positive, you must complete the remainder of your 10-day self-isolation. Anyone in your household must also complete self-isolation for 10 days from when you started having symptoms. If your test is negative, you and other household members no longer need to self-isolate if you test positive for coronavirus, the NHS test and trace service will send you a text or email alert or call you with instructions of how to share details of people with whom you have had close, recent contact and places you have visited. It is important that you respond as soon as possible so that we can give appropriate advice to those who need it. <p>Sanitising provisions will be positioned within the test station & upon completion of each test, YOU MUST sanitise the equipment prior to next person using.</p> <p>Ensure All have Office reopening Procedures – May 2020 is displayed on notice boards & is followed Covid-19 Office Procedure May 20</p> <p>Physical forms of greetings such as handshakes and hugging should not take place inside or outside the office environment.</p>	5	1	5
Handling Communal Items	Spread of Coronavirus	Office Users	5	4	20	<p>Signs, Posters & Business Briefs used to build awareness of good handwashing technique, the need to increase handwashing frequency, avoid touching your face and to cough or sneeze into a tissue, which is binned safely, or into your arm if a tissue is not available.</p> <p>Personal Hand sanitiser / wipes positioned on each work desk for own use of desk occupier</p> <p>Extra Hand sanitiser stations set up at key access points within the office – Kitchen, Office areas, Toilets</p> <p>Clean and disinfect regularly touched objects and surfaces using your regular cleaning products to reduce the risk of passing the infection on to other people.</p> <p>All communal office surfaces to have a disinfectant wipe routine at least every 2 hours to include</p> <ul style="list-style-type: none"> All Door & Cupboard Handles Photocopier & other office equipment Toilet & Kitchen facilities & Equipment Temperature Testing Station 	5	1	5

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Social Distancing	Spread of Coronavirus	Office Users	5	4	20	<p>All to follow Social Distancing recommendations when @ work.</p> <p>Where possible All to remain more than 2m apart from anybody unless further mitigations are in place e.g.</p> <ul style="list-style-type: none"> Perspex Screens in place to separate Face Covering worn <p>Notices displayed on notice boards emphasising the need to maintain 2m distances</p> <p>Perspex segregation of individual work stations @ desks created</p> <p>Demarcation of 2m zone around communal equipment e.g. Photocopier, Kitchen equipment, Test Stations</p> <p>Social distancing applies to all parts of a business, not just the place where people spend most of their time, but also entrances and exits, break rooms, canteens and similar settings. These are often the most challenging areas to maintain social distancing.</p>	5	1	5
Using Work Desks	Catching Coronavirus	Desk Users All in office	5	4	20	<p>Individual desk segregation installed using Perspex screens on desk pods.</p> <p>Where required re allocate desk space to ensure 2m social distance is maintained.</p> <p>All desks to be kept as clean & tidy as possible to enable regular disinfecting</p> <p>Each desk to have Hand sanitiser & Hand wipes supplied for personal use</p> <p>Where possible all to operate from designated desks – Individual to maintain cleanliness of own space & ensure sanitised before leaving each day.</p>	5	1	5
Hot Desks	Catching Coronavirus	Desk users All in Office	5	4	20	<p>Avoiding use of hot desks and spaces and, where not possible, cleaning workstations between different occupants including shared equipment.</p> <p>Any non-designated desks (hot desks) are to be clear of any objects with only hand sanitiser & wipes located on the desk. Users of these desks are responsible to wipe them down with sanitiser wipe before & after using them to protect the next user. Desks to be sanitised at least daily.</p>	5	1	5
Kitchen Facilities	Catching Coronavirus	Kitchen users All in office Visitors	5	4	20	<p>Sanitise hands before going into the kitchen, and wash or sanitise again afterwards.</p> <p>Kitchen seating & table removed to enable space to be used to assist in social distancing.</p> <p>Tape used to create demarcation zones of 2m within the kitchen – Only 1 person allowed in each demarcation zone</p> <p>Staggering break times to reduce pressure on break rooms or canteens.</p> <p>No congregating/socialising to be allowed in the kitchen areas.</p> <p>Food to be eaten @ individual desk or at outdoor communal spaces as long as the 2m social distancing rules are followed.</p> <p>2m demarcation zones created around kitchen facilities – Fridge, Sink, Cooker, Dishwasher, Kettle, water station etc.</p> <p>Do not use tea towels – use disposable paper towels</p> <p>Wash your hands thoroughly before using any kitchen facility, or before making tea / coffee</p> <p>After using any kitchen equipment make sure, you wash your hands thoroughly</p>	5	1	5
Toilet Facilities	Catching Coronavirus	Toilet users All in office Visitors	5	4	20	<p>Toilets allocated to groups.</p> <ul style="list-style-type: none"> Men – Use outdoor facilities only Women - Use indoor facilities only <p>Sanitise hands before going into the toilet and wash or sanitise again afterwards with soap & water</p> <p>Dry hands thoroughly.</p> <p>Use toilet paper as a protection to turn taps off after washing, handling flush & opening applying door locks. This is then disposed in the toilet bowl. All tissues are used and flushed, hands sanitised upon re-entry to office area</p>	5	1	5

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Meetings & Gatherings	Contamination of Virus	Operatives All in Vicinity	5	4	20	<p>Only necessary participants should attend meetings and should maintain 2m separation throughout.</p> <p>Avoid meeting in large groups.</p> <p>Holding meetings outdoors or in well-ventilated rooms whenever possible</p> <p>Where possible avoid meetings in different regions / offices - Use Microsoft Team to complete meetings where required</p> <p>Seating capacity reduced in meeting rooms to ensure 2 metres gaps. – with chairs removed</p> <p>No operational team meetings to take place in meeting rooms.</p> <p>Office managed to avoid groups of gardeners congregating.</p> <p>Stagger start times to minimise business risk and reduce risk of cross team contamination.</p> <p>Avoiding transmission during meetings, for example, avoiding sharing pens and other objects</p> <p>Hand Sanitiser / wipes present in meeting room</p>	5	1	5
Visitors	Catching Coronavirus	All office users Visitors	5	4	20	<p>You must limit the number of visitors to the office at any one time</p> <p>Visitors from other regions / offices will be discouraged with the use of MS Teams & other communication methods preferred. Ensure hand sanitizer present at entrance to building & all get temperature tested pre entry to the building</p> <p>Signage displayed to highlight safety procedures in the office in particular emphasizing Social distancing & hand sanitizing. Maintain a list of all visitors on site within visitors book</p>	5	2	10
Deliveries	Catching Coronavirus	All office users Delivery Drivers	5	4	20	<p>All deliveries to be pre planned. All delivery drivers to deliver to reception area. However, must not enter the building unless they have their temperature tested. Drop offs made in designated delivery area only</p> <p>When handling deliveries ensure gloves worn and wash hands immediately after handling for at least 20 seconds</p> <p>A restriction on non-business deliveries, for example, personal deliveries to workers to be put in place</p> <p>Delivery drivers allowed to access welfare facilities when required but MUST adhere to all Nurture guidance</p>	5	2	10
Use of Photocopier	Catching Coronavirus	All office users	5	4	20	<p>Demarcation of 2m zone around communal equipment – e.g. Photocopier.</p> <p>Minimize use of copier with essential copies only</p> <p>Ensure photocopying is collected as soon as printed to avoid others searching documents for their copies.</p> <p>Photocopier sanitised at least every 2 hours</p> <p>Paper refill & blockages dealt with by designated maintenance person - area sanitized after refill / clearing of blockage</p>	5	1	5
Work Stations	DSE related injuries Catching Coronavirus	Station user Other office users	5	4	20	<p>Workstations should allow them to maintain social distancing wherever possible.</p> <p>No Sharing of Display Screen equipment – You should wipe your DSE equipment on a regular basis especially upon arrival & departure from the office</p> <p>DSE Assessment takes place on the work station with any required actions completed immediately,</p> <p>Work station set to ensure good posture & to avoid glare & reflections on screen.</p> <p>Operator instructed to take regular breaks from the screen. Eye test provided for those who need them</p> <p>Operator completed Nurture induction presentation.</p>	5	1	5
Bins	Catching Coronavirus	Office users	5	4	20	<p>DO NOT put waste PPE into a dry mixed recycling bin. A separate bin for waste PPE provided for disposal of used PPE</p> <p>Remove bin lids to reduce requirement to open prior to dispose</p> <p>Bins emptied at least daily and must not overflow. – When full ensure they are emptied. Do NOT compress bins with bare hands to get more waste in then. Where disposable gloves when replacing bin liner & dispose following their usage</p> <p>Waste disposed through approved waste stream - via</p>	5	2	10
Dealing with an Emergency	Catching Coronavirus	Office users	5	4	20	<p>Emergency Plan displayed on notice board & followed in case of emergency</p> <p>In an emergency, for example, an accident or fire, people do not have to stay 2m apart if it would be unsafe.</p> <p>People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards including washing hands.</p>	5	2	10
Poor Ventilation	Catching Coronavirus	Office users	5	4	20	<p>Ensure that office remains well ventilated enabling air movement</p> <p>Opening windows and doors frequently to encourage ventilation, where possible</p>	5	2	10

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Use Of Face Coverings	Catching Coronavirus	Office users	S 5	L 3	RV 15	<p>Practice social distancing wherever possible</p> <p>Wearing a face covering is optional and is not required by Nurture. If you choose to wear one, it is important to use face coverings properly and wash your hands before putting them on and taking them off.</p> <p>Nurture will support YOU in using face coverings safely if YOU choose to wear one</p> <p>Wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after removing it. When wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands. Change your face covering if it becomes damp or if you have touched it. Continue to wash your hands regularly. Change and wash your face covering daily.</p>	S 5	L 2	RV 10
Manual Handling of Office equipment	Back / Muscular injury	Operative	3	4	12	<p>Larger items should be mechanically moved around the office where possible</p> <p>Only light objects to be carried. If required break down larger items prior to moving. (Take a ream of paper rather than a full box). Manual Handling covered in office induction presentation. Ensure clear access route is available and no people or other obstructions are present when moving boxes to & from their position."</p>	3	2	6
Moving around Office area	Slip trip fall	Operative	3	3	9	Office housekeeping maintained. All access / egress routes are kept clear at all times. Operator to check routes upon arrival to ensure all clear with no trailing cables or leads.	3	1	3
Using Electrical Equipment	Electrocution Shocks or Burns	Operative	5	3	15	Fixed wire inspection completed at least every 5 years by trained electrician. All Electrical equipment has received an in date PAT test. Nurture system in place to safely take out of use, and promptly replace, defective equipment – report any office faults immediately to Gemma Ball for action. Staff to not bring & use their own appliances in the office	5	1	5
Reaching out of reach items	Fall from Height	Operative	5	3	15	Instructed that no working at height allowed when lone working. Pre plan to ensure all required items within reach. Where required faulty lights are repaired pre night works. Do NOT use chairs / desks to gain extra height. No use of any access equipment to gain height unless others present.	5	1	5
Coldness	Ventilation	All in Office	4	3	12	<p>Within office environment provide a minimum temperature of 16°C</p> <p>Only use short duration ventilation - open windows for a short period only to freshen up & replenish stagnant air</p> <p>Position desks to avoid any drafts</p>	4	1	4

Hazard Severity & Likelihood		Severity (S) X Likelihood (L) = Risk Value (RV)	No Action Required		Monitor Task		Action Required				Urgent Action Required		Stop work				
Severity	Likelihood		1	2	3	4	5	6	8	9	10	12	15	16	20	25	
1. Negligible – No Injury	1. Very Unlikely (1 in 10000)																
2. Slight – Minor Injury	2. Unlikely (1 in 1000)																
3. Moderate – Lost time Injury	3. Fairly Likely (1 in 100)																
4. High – More than 3 days injury	4. Likely (1 in 10)																
5. Very High – Death	5. Very Likely (1 in 1 – Almost Certain)																
PPE Requirements			Additional Equipment / Training														
			<p>Awareness & symptoms of coronavirus via business briefs</p> <p>Alcohol based Hand Wipes or gel provided</p> <p>The importance of hand washing and good personal hygiene, therefore, cannot be overemphasized.</p>														
Operative to sign to certify they have read and understood the above risk assessment and control measures																	
Print Name		Signed		Date		Print Name		Signed		Date							