

# Occupational Risk Assessment COVID-19



## Working in the Office

Date: 16/07/2021

**Completed by:**

Neil Summerfield - Safety Advisor  
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Peter Wheatcroft - Managing Director

**Approved by:**

Peter Wheatcroft - Managing Director

Issue: 008



Fire Safety



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Access & Security



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**Scope**

The purpose of this document is to identify the occupational health hazards surrounding the COVID – 19 (Coronavirus) outbreak as they exist currently.

There are also specific duties under the Management of Health and Safety at Work Regulations 1999 to conduct suitable and sufficient ‘**Risk Assessments**’ in relation to all employees and non-employees affected by our operations; and to make and give effect to appropriate arrangements for planning, organisation, control, monitoring and review of those risks. These arrangements need to be recorded in writing for employers with five or more staff.

The principles of Risk Assessment are applied to inform decision-making and enable you to evaluate and balance the risks against appropriate control measures.

- Helping us to spot workplace risks.
- Making sure health risk controls are practical.
- Increasing the level of commitment to working in a safe and healthy way.
- Consideration of each operative’s individual needs as shown in this Occupational Health Risk Assessment..

**Important – Data Protection Act**  
 Information contained in this Risk Assessment has been cross referenced to each operative’s personal Occupational Health information. This information is protected by the Data Protection Act.

**Supervision, Personnel and Communication**

Director responsible for Occupational Health – Peter Wheatcroft

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**Occupational Health Risk Assessment**

The following risks have been assessed. Control Measures are applied to all High and Medium Risk tasks. Reference should be made in the sequence of operation/method statement to these control measures.

<b>RISK RATING TABLE</b>	<b>AGREE ACTION TO BE TAKEN TO ELIMINATE OR REDUCE MEDIUM AND HIGH RISKS</b>	
LOW RISK	MEDIUM RISK	HIGH RISK

Activity	Operative at risk	Significant hazard/s	Risk Factor	Additional Action/Control Measures	High or Medium Risk Level
Working from the office	Fixfire office based employees	Cross contamination and transmission of COVID-19 through poor hygiene resulting in airborne particles. Personal contact or contact with work surfaces, doors & door handles, light switches and shared equipment	High	<p><b>Personal hygiene</b> Staff instructed to:</p> <ul style="list-style-type: none"> <li>• Refrain from touching eyes, mouth and nose</li> <li>• Shield coughs and sneezes with a tissue, elbow or shoulder (NOT bare hands) and follow government advice, CATCH IT, BIN IT, KILL IT.</li> <li>• Wash hands at regular intervals with soap and water for at least 20 seconds.</li> <li>• Use the hand driers or disposable hand towels provided</li> <li>• Use the clearly signed alcohol-based hand sanitiser stations in and around both kitchen areas, all exit/entry points (at head office) or at individual hand sanitisers ( Shepshed office)</li> <li>• Refrain from hot desking and only use own terminal/laptop and phones</li> <li>• Individually carry out a daily sanitary clean of IT equipment, phones and desktop</li> </ul> <p>Additionally, a member of each regional office to carry out a sanitary clean of all doors/handles, controls of shared office equipment and light switches at the start of each day</p> <p><b>Social distancing</b> Where practical to do so, staff may be invited to work from home on selected days to reduce the number of people in the office at any given time. Where possible, work areas should be at least 2 metres apart, well ventilated and staff are either not positioned face to face and/or separated by Perspex screens.</p> <p>Hot desking should not occur, but where it is unavoidable the desk, chair and any equipment used should be wiped down between use using cleaning materials provided.</p> <p>Break times are staggered to reduce congestion and additional breakrooms used to lessen the use of facilities Staff are instructed to clean down catering facilities after use and put rubbish in the bins provided</p> <p>Where deliveries of packages and post are received, staff to maintain 2 metres distance at all times, no signatures to be physically recorded on courier tablets or paperwork and hands must be thoroughly washed after dealing with packages. Safely dispose of packaging.</p> <p>Face-to-face meetings are minimised with meetings taking place using video-conferencing wherever practicable. Where face-to-face meetings do take place, a minimum of 2m distance is to be observed between all parties and in a well ventilated room with masks to be worn throughout.</p> <p><b>Face Masks</b> Face masks, covering the mouth and nose must be worn by all persons entering and moving about the offices to protect others. Face masks may be removed when staff are safely seated at their own desk.</p> <p><b>Sickness Management</b> Any staff experiencing at least one of these three coronavirus (COVID-19) symptoms:</p> <ul style="list-style-type: none"> <li>• a high temperature</li> <li>• a new, continuous cough</li> </ul>	Med

				<ul style="list-style-type: none"> <li>• a loss or change to sense of smell or taste</li> </ul> <p>are instructed to remain at home and follow the latest government advice, accessing a PCR test immediately.</p> <p>Any staff experiencing cold, flu, chronic cough and chest/nasal symptoms (even if they are not new, accompanied by a high temperature or loss/change of sense of smell or taste) are instructed to either work from home if appropriate or take the time to recover at home, only returning to the workplace when all symptoms have gone to avoid passing illness on to colleagues.</p> <p>Additionally staff are requested to take a Rapid Lateral Flow Test twice a week and record the results on the NHS website. Should the test be positive or should symptoms develop into at least one of these 3 coronavirus (COVID-19) symptoms:</p> <ul style="list-style-type: none"> <li>• a high temperature</li> <li>• a new, continuous cough</li> <li>• a loss or change to sense of smell or taste</li> </ul> <p>staff are instructed to follow the latest government advice and access a PCR test immediately.</p> <p>Tests should take place twice a week, on a Sunday evening or Monday morning before coming into work and on a Wednesday evening/Thursday morning before coming into work.</p> <p>All employees are requested to record test results for DHSC issued tests to the NHS website</p> <p>Any member of staff receiving a positive PCR or Lateral Rapid Flow Test result <u>must</u> advise their line manager as soon as possible.</p> <p>Should a member of staff</p> <ul style="list-style-type: none"> <li>• have tested positive for coronavirus</li> <li>• live with someone who has symptoms or has tested positive for COVID-19</li> <li>• been in close contact with someone in their childcare or support bubble who has symptoms since their symptoms started or during the 48 hours before they started or be in a support bubble</li> <li>• been in close contact with someone in their childcare or support bubble who has tested since they had the test or in the 48 hours before their test</li> <li>• been contacted by NHS Test &amp; Trace and told to self-isolate</li> </ul> <p>They must stay at home or immediately return home, contacting their Line Manager.</p> <p>The latest government guidelines regarding self-isolation is strictly followed. Advice official issued from Test &amp; Trace regarding earlier end of self-isolation date may be relied upon.</p> <p>Please note, a negative Rapid Lateral Flow Test or negative PCR test will not necessarily allow earlier return to work.</p>	
Working from the office (Employees deemed clinically vulnerable to the effects of COVID-19)	Fixfire office based employees	High risk to employees from contamination within the office environment leading to serious health conditions relating to the COVID-19 virus	<b>High</b>	<p>Staff deemed to be at increased risk (clinically vulnerable) to the effects of COVID-19 may be requested to work from home where practical to do so.</p> <p>Where not practical to work from home, those deemed clinically vulnerable may attend the workplace with the safe working procedures of maintaining personal hygiene, sickness management, social distancing, face coverings and regular testing in place. (as detailed above).</p>	<b>Med</b>

				Employees who have concerns about returning to the workplace should discuss particular needs and worries with their Line Manager on an individual basis in the first instance.	
Working from the office (Employees deemed clinically extremely vulnerable to the effects of COVID-19)	Fixfire office based employees	High risk to employees from contamination within the office environment leading to serious health conditions relating to the COVID-19 virus	High	Staff who are individually notified as clinically extremely vulnerable by the NHS or their GP should follow the latest government guidelines. Staff deemed to be at increased risk (clinically extremely vulnerable) to the effects of COVID-19 may be requested to work from home where practical to do so.  Staff who are deemed to be clinically extremely vulnerable should discuss particular needs with their Line Manager on an individual basis	Med
Working from the office (Employees living with a family member deemed clinically extremely vulnerable)	Fixfire office based employees	High risk to person living with employee from contamination within the office environment leading to serious health conditions relating to the COVID-19 virus	High	Where staff have a member of their household who is clinically extremely vulnerable and has received a letter from the NHS or their GP the latest government advice should be followed.  Where appropriate staff may be requested to work from home where practicable.  Staff who have a member of their household notified as clinically extremely vulnerable, they should discuss particular needs with their Line Manager on an individual basis	Med
Visitors to the office	Suppliers Contractors Consultants Couriers Customers	Cross contamination and transmission of COVID-19 virus through poor hygiene resulting in airborne particles. Personal contact or contact with work surfaces, doors & door handles and light switches	High	<b>Essential visitors ONLY.</b> Virtual online meeting or conference call where possible.  Visitors who are not employees or approved contractors by prior appointment only, questionnaires to be issued and analysed before visitors arrive at site  All hygiene safety protocols and signage observed and strictly adhered to, including: <ul style="list-style-type: none"> <li>• Meetings to be held in a well-ventilated room and safe distance (at least 2 meters) from others maintained</li> <li>• Any unavoidable face to face contact kept to a minimum</li> <li>• Number in person in meeting to be kept to a minimum</li> <li>• Face masks to be worn at all times by all persons</li> </ul>	Med

# OCCUPATIONAL RISK ASSESSMENT (COVID-19 ACCEPTANCE SHEET

Approved by Manager: ..... Print Name: .....

All employees involved in the above task must be made aware of the findings of the above risk assessment.



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