

Coronavirus Risk Assessment – Return to Office

**This risk assessment documents the risk control measures we have introduced within the workplace to control the spread of coronavirus (COVID-19).
It is not a Business Continuity Plan.**

Location/Dept:			Date Assessed:			Assessed by:	
Task/Activity: Office work (coronavirus)			Review Date: Every day after 2pm			Reference Number:	
Activity/ Task	Hazard/Risk	Persons at Risk	Controls in Place	Severity (1-5)	Likelihood (1-5)	Risk/ Priority	Additional Controls Required
Keeping the workplace clean	Transmission by touching contaminated surfaces	Employees Contractors Visitors	<ul style="list-style-type: none"> Frequent cleaning of work areas and equipment between uses Frequent cleaning of objects and surfaces that are touched regularly such as door handles, making sure there are adequate disposal arrangements Wiping surfaces such as fridge door and kettle after use Staff to use own crockery, cutlery Avoid sharing stationery Following the clear desk policy Re-instate normal cleaning schedule Leave internal non-fire doors open Leave lights on 	3	2	6	Deep clean of offices before staff return

Encouraging good hygiene	Transmission through poor hygiene	Employees Contractors Visitors	<ul style="list-style-type: none"> • Providing regular reminders and signage to maintain personal hygiene standards • Providing hand sanitiser in multiple locations including Reception and by photocopiers 	3	2	6	
Social distancing in common areas	Not maintaining 2 metre distance where people travel to and around the building	Employees Contractors Visitors	<ul style="list-style-type: none"> • Staggering arrival/departure times • Encouraging staff to cycle/walk wherever possible • Introducing one way flow around both floors • Reducing maximum occupancy for lifts, encouraging the use of stairs • Staggering break times to reduce pressure on kitchen areas • Encouraging staff to remain on site and when not possible to maintain social distancing • Setting clear guidance for toilets to ensure social distancing is achieved as much as possible 	3	2	6	Work in line with Howard de Walden's risk assessment for common areas
Social distancing at work stations		Employees	<ul style="list-style-type: none"> • Review layout to allow people to work further apart from each other • Assign desks rather than hotdesking • Managing occupancy levels to enable social distancing • Taping off desks not to be used 	3	2	6	Review Floor plan

Meetings	Transmission due to face to face meetings	Visitors Employees	<ul style="list-style-type: none"> Encouraging remote working tools where possible Limiting the number of visitors at any one time Prompt retrieval of visitor from Reception Maintaining a record of all visitors Providing clear guidance on social distancing and hygiene on arrival Avoiding sharing pens etc Providing hand sanitiser in meeting rooms Ventilate rooms using open windows 	3	2	6	
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Risk/Priority Indicator Key

Severity (Consequence)
1. Negligible (delay only)
2. Slight (minor injury / damage / interruption)
3. Moderate (lost time injury, illness, damage, lost business)
4. High (major injury / damage, lost time business interruption, disablement)
5. Very High (fatality / business closure)

RISK / PRIORITY INDICATOR MATRIX						
LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5

Likelihood
1. Improbable / very unlikely
2. Unlikely
3. Even chance / may happen
4. Likely
5. Almost certain / imminent

	SEVERITY (CONSEQUENCE)
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Summary		Suggested Timeframe
12-25	High	As soon as possible
6-11	Medium	Within the next three to six months
1-5	Low	Whenever viable to do so

Daily Monitoring Checklist

Ensure that you have:

Action	Yes	Confirmed by	Comments
Reviewed the updated guidance from the government		[NAME]	
Reviewed and updated the risk assessment to incorporate any changes to the guidance		[NAME]	
Ensured sufficient stocks of soap, hand sanitiser and disinfectant are available		[NAME]	
Identified and implemented the (new) recommended control measures		[NAME]	