

## Coronavirus Risk Assessment – Return to Office - Uckfield

**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.**

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

|                                    |   |                                      |   |          |          |          |                   |
|------------------------------------|---|--------------------------------------|---|----------|----------|----------|-------------------|
| Encouraging good hygiene           | Transmission through poor hygiene   | Employees<br>Contractors<br>Visitors | <ul style="list-style-type: none"> <li>• Providing regular reminders and signage to maintain personal hygiene standards</li> <li>• Providing hand sanitiser in multiple locations including by photocopier, reception and drinks station</li> </ul>   | <b>3</b> | <b>2</b> | <b>6</b> |                   |
| Social distancing in common areas  | Not maintaining 2 metre distance where people travel to and around the building | Employees<br>Contractors<br>Visitors | <ul style="list-style-type: none"> <li>• Staggering arrival/departure times</li> <li>• Staggering break times to reduce pressure on kitchen areas</li> <li>• Introducing a priority system on stairs</li> <li>• Setting clear guidance for toilets and kitchen to ensure social distancing is achieved as much as possible – one in one out?</li> </ul> | <b>3</b> | <b>2</b> | <b>6</b> |                   |
| Social distancing at work stations |   | Employees                            | <ul style="list-style-type: none"> <li>• Review layout to allow people to work further apart from each other</li> <li>• Assign desks rather than hotdesking</li> <li>• Managing occupancy levels to enable social distancing</li> <li>• Taping off desks not to be used</li> </ul>  | <b>3</b> | <b>2</b> | <b>6</b> | Review Floor plan |

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

## 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) |
|--|------------------------|

| 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]       |          |