

Example COVID-19 office risk assessment

HAZARD	Who may be harmed	Controls	Additional controls	Action by who?	Action by when?	Done
Spread of COVID-19 \ Coronavirus	<p>Staff Members</p> <p>Visitors to Office</p> <p>Cleaners</p> <p>Vulnerable Groups (Elderly, Pregnant, Underlying health conditions, etc)</p> <p>Anyone who comes into contact with the business</p>	<p><u>Hygiene</u></p> <p>Increase in stock of handwashing facilities</p> <p>NHS guidance on handwashing stipulated</p> <p>Disposable paper towels for drying hands</p> <p>Use of gel-based sanitizer in desk area and potential contamination points</p> <p><u>Office Cleaning</u></p> <p>Adopt frequent sanitization of high contact surfaces like banisters and handrails (also sanitise: door handles, locks, fridge handles, washing machine handles, kettles etc)</p> <p><u>Social Distancing</u></p> <p>Arrange desks so workspaces are always compliant with 2-metre rule</p>	<p>Ordering of backup supplies</p> <p>Workers given personal supply to sanitizer</p> <p>Anti-bacterial wipes used on metal surfaces and other contact areas</p> <p>Walk-ways measured out to</p>	<p>RESPONSIBLE PERSON (could be line manager or person responsible for health and safety)</p>	<p>DATE (the date on which the actions have been taken)</p>	<p>STATUS (whether the actions have been completed or not)</p>

		<p>Apply 2-metre rule throughout break areas like kitchens/meeting rooms</p> <p>Adopt video/conference calls instead of face to face meetings</p> <p>Avoid cross contamination with drink/food making</p> <p>Ensure adherence to social distancing in smoking area</p> <p>Include necessary working schedules including work from home arrangements to ensure social distancing is practical in the office</p> <p>More information on social distancing here.</p> <p>PPE</p> <p>Suitable gloves will be supplied should the job role require them to be performed safely</p>	<p>maintain social distancing</p> <p>Workers to avoid gathering together for lunch/breaks</p> <p>Kitchen facilities sanitisers during cleaning rota</p> <p>Steps taken to avoid potential lapses in social distancing at start and end of working day</p>			
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		<p>Staff will be instructed on how to remove and gloves where necessary</p> <p>The necessary non-surgical masks should be worn where necessary in the workplace in tandem with social distancing</p> <p><u>Symptoms of COVID-19</u></p> <p>Should any individual develop the symptoms including a continuous cough or a high temperature the individual will be required to self-isolate and work from home if possible</p> <p>The isolating employee will be involved in team meetings virtually where possible and contact maintained throughout</p> <p>If a member of staff develops COVID-19 who has recently been at the office, the Public Health Authority will be contacted and</p>				
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		<p>the necessary precautions taken</p> <p><u>Mental Health</u></p> <p>Wellbeing advice will be relayed to staff and support given where necessary</p>	<p>Staff to be encouraged to maintain virtual contact with each other and regular virtual meetings/catchups</p>			
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