


COVID-19 Phase 2 Risk Assessment

Name of Assessor	Faye Doncaster	Signed		Service Name and Location/Address	Offices where Achieve together employees work
Role	Head of H&S				
Date of Assessment	28 th May 2020			Brief outline of Work/Activities being carried out at this location	General administration/maintenance of IT equipment (server)
Review Date Due	Reviewed on 6 th July 2020, next review due 6.9.20				
Persons affected / at risk	Office workers, visitors, contractors.				

Context Of Assessment

This risk assessment is to help employees who predominantly work in an office environment and it has been deemed essential for those workers to be in the office on occasion. This risk assessment aims to manage the risks of returning to work safely during Phase 2 of COVID-19 Pandemic, keeping as many people as possible 2 metres apart from those they do not live with.

Hazard identified	What you must do to reduce the risk of C-19 transmission?	Is there residual risk? Record what you plan to do to reduce residual risk.	Action complete by whom and on what date?
Communications – ensuring appropriate and relevant information is communicated to staff teams and visitors to ensure they have the most up to date data	All internal communications and relevant guidance from external parties to be printed off and shared with staff with Read and Signs. All COVID-19 queries, reports of suspected or confirmed cases, self-isolations should be reported through line management and HR.		
In-work activity – Office	There is a reduced staff rota consisting of XX people per day being in the office to carry out regular tasks Anyone needing to come into the office outside of the rota should contact [xx] beforehand so that they can ensure onsite presence is kept		

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	<p>to a minimum.</p> <p>All staff on duty must observe social distancing guidance and keep 2 metres apart from each other.</p> <p>Rota'd staff will continue to use their usual desk space to avoid potential spread to other areas however, if two workers who usually sit within 2 metres of one another are both present in the office, one worker will need to find another desk to work from for the duration of their working day.</p> <p>All workstations must be cleaned before and after use and regularly throughout the day.</p>		
Lone working	<p>The staff on rota must have a list of contact details for colleagues and managers.</p> <p>You must advise your colleague if you intend to leave the office for any reason e.g. toilet breaks, smoking breaks, stepping outside to take a phone call</p> <p>Try to take your breaks outside of peak times i.e. if your postman delivers at around 11am every morning, do not leave your colleague lone working</p> <p>You should share your contact details with your colleague on rota with you to ensure you can maintain contact with each other</p> <p>If you suspect they have been absent for a prolonged period of time, contact them If you cannot contact them, contact the Managing Agents On site Security (tel:) so a search can commence. You must also contact your Line Manager</p> <p>You must not work in the office on your own at weekends.</p>		
Contamination and spread of the virus – visitors to the office	<p>All visitors must follow the social distancing guidance.</p> <p>This includes the cleaning staff</p>		

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	<p>Receiving post / parcels and signing for these – in order to protect our staff and the delivery people, there is a need to minimise contact during delivery.</p> <p>Deliveries are not being handed over to the customers. The delivery person will log your name as the recipient.</p> <p>Deliveries should be re-directed to be placed at the tables behind the first bank of desks – posters to be put up.</p> <p>Social Distancing posters should be placed on the end of the bank of desks to remind people to maintain this rule.</p>		
Contamination and spread of virus – cleaning of environments	<p>The cleaners of the property are taking precautionary measures to reduce the spread of COVID-19, by ensuring suitable cleaning regimes are implemented by their cleaners to include:</p> <ul style="list-style-type: none"> • All door handles, handrails, lift call, control and intercom buttons to be cleaned daily (or during each visit on sites not serviced daily), using virucidal products. • Bathroom and main entrance on 1st floor doors should be propped open during working hours and un-propped by the last person to leave the building at Q4, Leatherhead. • Where equipment cleans are undertake i.e. computers, phone, touch pads on printers and shredders, those should be cleaned using virucidal products. • Kitchen areas - handles on electrical appliances i.e. microwaves, fridges, kettles cleaned as part of the daily clean. • Extra care to be taken when handling and removing waste from washrooms and bins. • Cleaning contractors, and contractors in general have been informed not to attend site if they feel unwell. <p>Hand sanitiser to be placed in all washrooms and within reception areas.</p>		
First Aid Cover	<p>Reduced first aid cover due to the reduced staff rota.</p> <p>Low risk area – office activities only to be carried out – filing, sorting</p>		

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	<p>post, receiving deliveries</p> <p>Cease or reduce any high risk activities – Moving and Handling stationery, deliveries unless you can manage the task safely – always wear gloves when handling any external delivery</p> <p>The rota'd staff will be the First Aid appointed persons. The role of the appointed person includes looking after the first aid equipment and facilities and calling the emergency services when required. An appointed person does not need first aid training.</p> <p>The First Aid Box is located in the ...</p> <p>If in doubt call 111 or 999.</p>		
Fire Safety	<p>The rota'd staff will act as Fire Wardens ensuring on hearing the alarm they evacuate with each other and any other staff who have entered the office for working purposes, visitors and contractors.</p> <p>On hearing the evacuation fire alarm sound, the following should be carried out:</p> <ul style="list-style-type: none"> • Evacuate the building by the nearest available escape route and go immediately to the assembly point. • If you have visitors or contractors with you, instruct them to evacuate the building. • If you have time, and it is safe to do so, close doors and windows. • Do not stop to collect personal belongings. • Do not take personal risks through delay. • Do not re-enter the buildings until instructed to do so. <p>You may need to act as lead marshal, you should</p> <ul style="list-style-type: none"> • Ensure that everyone is notified to vacate the building in accordance with the agreed strategy and that the fire is not a false alarm, and that emergency services have been informed. • Ensure that someone is posted outside to meet, direct and inform the fire brigade of the location of the fire and if there are any potential hazards or difficulties. • Ensure everyone is safely evacuated to a safe location so an 		


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	<p>attendance register can be called.</p> <ul style="list-style-type: none"> • Liaise with the fire brigade (emergency services) detailing all information in regards to site and evacuation. <p>Final guidance and instruction will be given when the all-clear from emergency services is received.</p>		
Contamination and spread of the virus – if a staff member is concerned they have COVID-19	<p>If a member of staff is concerned they have COVID-19 they should follow the NHS guidance.</p> <p>If they are advised to self-isolate at home they should follow the PHE guidance.</p> <p>If you start to develop symptoms whilst in the office, please contact your line manager so an alternative person can be contacted to take your place at the office</p>		
Contamination and spread of virus – PPE	<p>PPE is the term used for protective clothing that is worn during work activities to protect employees from injury or contact with hazardous substances.</p> <p>In the context of infection control.</p> <p>Wearing PPE prevents staff contaminating their hands or clothing and causing cross-infection by transmitting it from one individual to another.</p> <p>Employers have a responsibility to provide appropriate PPE and training in its use, and staff are responsible for using it correctly.</p>		
Contamination and spread of virus – hand hygiene	<p>One of the most effective things you can do to prevent infection spreading is to wash your hands regularly. There are two points to remember about hand washing; these are:</p> <ul style="list-style-type: none"> • Use the correct technique – • Do it regularly and at the right time – <p>Wash your hands before and after:</p> <ul style="list-style-type: none"> • Working 		

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	<ul style="list-style-type: none"> • Using disposable gloves • Being in direct contact with an individual • Contact with an individual's equipment and environment • Preparing, serving and eating food • Having contact with your own or other's body fluids <p>Hand decontamination is the term used for applying alcohol hand rub, which is used to remove any remaining pathogens that are not removed by hand washing.</p> <p>Hand wash and hand rub posters must be displayed around the office and at each hand wash sink.</p>		
Contamination and spread of virus – respiratory hygiene	<p>Cover your coughs and sneezes Cover your mouth and nose with disposable tissues when you cough or sneeze. If you do not have one to hand, sneeze into the crook of your elbow, not into your hand.</p> <p>Use disposable tissues to wipe away any mucus or phlegm after you have sneezed or coughed. Then you should wash your hands with soap and water.</p> <p>Dispose of tissues into a disposable rubbish bag and immediately wash your hands with soap and water or use a hand sanitiser</p> <p>Print and display the "Catch It, Bin It, Kill It" posters within the services. Ensure there is access to plenty of tissues and hand soap.</p> <p>Catch It – germs spread easily. Always carry tissues and use them to catch your cough or sneeze.</p> <p>Bin It – germs can live for several hours on tissues. Dispose of your tissues as soon as possible.</p> <p>Kill It – hands can transfer germs to every surface you touch. Clean your hands as soon as you can.</p>		
Review details.			
Reviewed by:	Signature and Date:	Reviewed by:	Signature and Date:

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F.Doncaster	 6.7.20		