

Task / Process / Activity Description:	Working in the Office – Spread of Covid-19	Start Date	04 th Jun 20
		Review Date	Due to the pace of the potential spread of Covid-19 and the daily updates from NHS this document will be regularly updated.
Assessors Name:	C Wake – SHEQ Department	Risk Assessment Approved By Branch Managers:	Branch:
Assessors Signature:	<i>C Wake</i>		Print Name:
			Signature:

Overview:

This Risk Assessment has been compiled to reduce the risk of spreading the Covid 19 virus within the workplace. It forms part of the Workplace Office Plan and the subsequent working environment specific controls. It has been produced in accordance with current guidance from the Government, Public Health and the HSE. This assessment is not exhaustive as other Control Measures may be integrated over time, any employee working in the office should check that the controls in this risk assessment remain suitable and sufficient. If additional information/clarification is required, please speak to your General Manager or Regional SHE Manager.

Mears will follow good NHS hygiene measures at all times and ensure information and assessments are issued to employees at regular intervals or at the point of update.

Mears will ensure extremely vulnerable persons are restricted from working in the office and are shielding themselves and following the specific medical advice issued to them. Anyone self-isolating due to underlying health conditions/advice from NHS guidelines, must contact their line manager prior to coming into the office to discuss their personal health conditions.

Note: If staff are co-located with clients within their buildings then they will need to follow the client’s requirements.

Hazard (Something with the potential to cause harm)	Hazard Cause (How will the hazard be realised)	Hazard Effect (The potential injury sustained)	Who Can Be Harmed Employee = E Contractor = C Visitor = V Public = P	Risk Level	Existing Control Measures	Residual Risk Level	Additional Requirements e.g. Monitoring, Training, Advice To Others etc.
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COVID – 19	Access / egress to the office	Contracting COVID – 19	E, C, V	M	Visitors All non-essential entry to the building to be prohibited. Delivery drivers to contact branch on arrival. Branch should display details on who to contact on the main door. Once contact is made, deliveries to be placed on the exterior of the building and collected once the delivery driver has cleared the area.	L	NOTE: If the branch or office has been unoccupied for a prolonged period, it is recommended that the actions listed within the “Legionella Control in Previously unused Premises” are taken.
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					<p>Employees Staggered start and finish times to be introduced to reduce congestion and contact. Thermometers to record temperatures upon arrival and exiting the building are to be made available. All staff must wash or clean their hands thoroughly before entering or exiting the building.</p> <hr/> <p>Access Points Site Access points to be increased in order to adhere to the social distancing rules, additional entrances and exits (incl. fire exits) can be used short term for these purposes. 2 metre exclusion zones to be implemented at the entry points of the building to ensure social distancing is adhered to. Non-touch security systems to be used on entrances/exits where security is a requirement. Hand sanitizer to be available inside and outside of any such entrance. Regular cleaning regime to be implemented on common areas such as reception, access and egress points, kitchens and toilets, particularly during peak flow times.</p>		<p>It is vitally important that staff who are vulnerable or are experiencing the symptoms of COVID-19 do not attend work and contact their line manager.</p>
COVID – 19	Spread of Covid-19 Corona virus	Contracting COVID – 19	E, C, V	H	<p>Hand Washing Employees must wash their hands on a regular basis for 20 seconds with soap and water and dry properly using disposable towels. The office has sufficient hand washing facilities and employees are to dispose of used hand towels immediately by discarding them into the bins provided. Gel sanitizers will be placed in any area where washing facilities are not readily available.</p> <hr/> <p>Cleaning Areas with frequent use such as kitchens, toilets and office areas that have objects and surfaces that are touched regularly such as door handles, handrails equipment such as copiers, franking</p>	L	<p>Staff are encouraged to protect the skin by applying emollient Cream regularly. https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</p> <p>Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.</p>

				<p>machines, light switches etc. must be disinfected regularly using appropriate cleaning products and methods. Anyone who has the responsibility of cleaning down common areas must wear gloves as a requirement of the job, and an adequate supply of these will be provided.</p> <p>The office should remove personal bins and install bins at the end of each desk row for easier access for cleaners. More waste facilities and more frequent rubbish collections to be arranged.</p> <hr/> <p>Social Distancing The 2 metre social distancing gap must be adhered to at all times. It may be necessary to consider the use of floor markings in communal areas. A reduction to the number of staff in any 1 area must take place to ensure this is achievable. Steps to review work schedules including start & finish times/shift patterns, working from home etc. to reduce number of workers on site at any one time. Staff may be relocated to other areas of the business to ensure the 2m gap is achievable. Conference calls are to be used instead of face to face meetings. All staff to take sufficient rest breaks. Social distancing also to be adhered to in meeting rooms, canteens, kitchens, toilets and smoking areas.</p> <hr/> <p>Symptoms of Covid-19 If anyone becomes unwell with a new continuous cough, a high temperature, loss or change to their sense of smell or taste, in the workplace, they will be sent home and advised to follow the stay at home guidance. If the person is unable to get home safely and does not have a family member from the same household to collect them then the Line Manager will make arrangements to return them to their home after utilising and conforming to IMSP-COVID19 “emergency repairs RA” Line managers will maintain regular contact with staff members during this time.</p>	<p>Wearing of gloves is not a substitute for good hand washing.</p> <p>Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed.</p> <p>In an emergency, for example, an accident or fire, people do not have to stay 2m apart if this would be unsafe.</p> <p>When managing the risk of COVID-19, additional PPE beyond what staff usually wear is not beneficial.</p> <p>Catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace. Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees.</p>
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The above information is to be communicated to all employees that are associated with this task and recorded on form IMSF024C – RA Employee Statement of Understanding

					<p>Mental Health Management will promote mental health & wellbeing awareness to staff during the Corona virus outbreak and will offer whatever support they can to help staff members</p>		<p>Regular communication of mental health information and open door policy for those who need additional support.</p>
COVID – 19	Working in the office and using Common Areas e.g. Canteens, Kitchens and Toilets	Contracting COVID – 19	E, C, V	H	<p>The Office Employees are required to stay within the perimeter of the Workplace once they have entered it and are discouraged from using local shops or restaurants unnecessarily. Keep indoor places well ventilated. In good weather, try to leave windows and doors open. Employees should take regular breaks as per DSE guidance and are encouraged to seek fresh air at these times. Hand cleaning facilities or hand sanitizer is available at the entrance of all rooms where people eat and must be used by employees when entering and leaving these areas</p> <hr/> <p>Common Areas Restrict the number of people using toilets, canteens or kitchen facilities at any one time. Wash hands before and after using the facilities. Regular, recorded cleaning regimes for toilets, canteens and kitchen facilities particularly door handles, locks, cupboard doors, hot water dispenser trigger, fridge doors and the toilet flush mechanisms. Break times should be staggered to reduce congestion and contact at all times. The 2 metre social distancing rule must be adhered to at all times. Staff should be encouraged to bring their own food to work. If any outside catering is utilized, it should provide pre-prepared and wrapped food only - Payments should be taken by contactless card wherever possible and Crockery, eating utensils, cups etc. should not be used.</p>	M	<p>Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed and it may be necessary to consider the use of floor markings in communal areas.</p>

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					<p>Drinking water to be provided with enhanced cleaning measures of the tap mechanism introduced.</p> <p>All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles, bins, vending machines and tables.</p> <hr/> <p>Personal Areas</p> <p>Desks and equipment to be cleaned by the person working at that station before/after each use i.e. before work, after returning from breaks and before leaving the premises.</p> <p>All rubbish to be put straight into the bins at the end of each desk row and not left for someone else to clear up.</p> <p>Bins should have sufficient and suitable bin liners in so that contact with objects is contained within the bag and not transferred to the bin mechanisms, lids or linings.</p>		
COVID – 19	Suspected case whilst at working in the office	Contracting COVID – 19		H	<p>Anyone in the building who develops a new continuous cough and/or a high temperature whilst at work, should:</p> <ol style="list-style-type: none"> 1) Return home immediately 2) Avoid touching anything 3) Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow. <p>They must then follow current guidance and not return back to work until any period of self-isolation has been completed.</p>	L	<p>Symptoms of corona virus are:</p> <ul style="list-style-type: none"> a. a new continuous cough b. a high temperature c. loss or change to your sense of smell or taste <p>If a member of staff thinks they might have coronavirus, they should check if they need to self-isolate using the 111 online coronavirus service.</p>