











# HS016 – Risk Assessment





Issue 1: November 2014




REF: July 2020



Activity/Process: Office activities specifically COVID – 19 (Coronavirus) Precautions		Highest Risk Rating							
Location of Work: SYSTRA office – Alpha Tower (Birmingham)		H <input type="checkbox"/>	M <input checked="" type="checkbox"/>	L <input type="checkbox"/>					
Hazard	Existing Control Measures	Existing Scores			Further Action Taken to Reduce Risk	Residual Scores			Compliance / action required by?
		Prob 1 – 5	Sev 1 – 5	Risk 1 - 25		Prob 1 – 5	Sev 1 – 5	Risk 1 - 25	
Getting or spreading coronavirus by not washing hands or not washing them adequately	<ul style="list-style-type: none"> <li>- Water, soap and drying facilities at wash stations</li> <li>- Provide information on how to wash hands properly and display posters</li> <li>- Provide hand sanitiser for the occasions when people can't wash their hands.</li> </ul>	2	5	10	<ul style="list-style-type: none"> <li>- Specific office inductions</li> <li>- Monitoring and supervision to make sure people are following controls</li> <li>- Signs up to remind people to wash their hands</li> <li>- Provide information to workers about when and where they need to wash their hands</li> <li>- Identify if and where additional hand washing facilities may be needed</li> <li>- If people can't wash hands, provide information about how and when to use hand sanitiser</li> </ul>	1	5	5	 Hand wash reminder sign.  Induction video includes hand washing instructions. 


									Staff information Pull up Banner 2nd floor reception area.  Sanitizer station 2 <sup>nd</sup> floor.
Contracting the virus during commute to and from office	-Government and SYSTRA group advice -Public transport rules and arrangements	3	5	15	<ul style="list-style-type: none"> <li>- Promotion of private transport</li> <li>- Single occupancy of own vehicle</li> <li>- Advice not to use public transport</li> <li>- providing facilities to help people walk or cycle to work</li> </ul>	1	5	5	All Staff
Getting or spreading coronavirus in common use high traffic areas such as canteens, corridors, rest rooms, toilet facilities, entry/exit points to facilities, lifts, changing rooms and other communal areas.	<p>Cleaning regimes are in place to make sure high traffic communal areas are kept clean.</p> <p>Identify:</p> <ul style="list-style-type: none"> <li>➤ areas where people will congregate, e.g. rest rooms, canteens, reception, meeting rooms, smoking areas, tea points, kitchens etc</li> <li>➤ areas where there are pinch points meaning</li> </ul>	3	5	15	<ul style="list-style-type: none"> <li>-Monitoring and supervision to make sure people are following controls put in place, and following hygiene procedures, washing hands, following one-way systems etc</li> <li>- Encourage use of Close Call reporting to help identify where controls cannot be followed or people are not doing what they should.</li> <li>➤ limiting the number of people in rooms so that social distancing rules can be met by have maximum occupancy numbers for meeting rooms</li> <li>➤ reorganise facilities in communal areas such as spacing out tables in meeting rooms, canteens etc so social distancing rules can be met</li> <li>➤ continue to use of online meeting facilities to reduce risk of COVID</li> </ul>	2	5	10	 Floor markings Ground floor reception.  COVID banner in Ground floor reception.  Perspex sheets in Ground floor reception.

	<p>people can't meet the social distancing rules, e.g. narrow corridors.</p> <ul style="list-style-type: none"> <li>➤ areas and equipment where people will touch the same surfaces, such as kettles, shared condiments etc</li> <li>➤ areas and surfaces that are frequently touched but are difficult to clean</li> <li>➤ communal areas where air movement may be less than in other work areas, e.g. kitchens with no opening windows or mechanical ventilation</li> </ul>				<p>transmission</p> <ul style="list-style-type: none"> <li>➤ where possible put in place one-way systems in corridors or regularly used pedestrian traffic routes to manage the flow of people moving around workplaces and to allow social distancing rules to be met</li> <li>➤ leave non-fire doors open to reduce the amount of contact with doors and also potentially improve workplace ventilation</li> <li>➤ keep surfaces, such as kitchen sides and tables, in communal areas clear for people to sit and eat at to make cleaning easier</li> <li>➤ provide washing facilities and hand sanitiser at accessible places near to where people will have contact with high traffic communal areas, eg sanitiser/washing facilities at the entrance/exit areas</li> <li>➤ signs up to remind people to wash and sanitise hands and not touch their faces</li> <li>➤ provide lockers or similar for people to keep personal belongings in so that they aren't left in the open.</li> </ul>				 <p>Sanitizer station in 2<sup>nd</sup> floor kitchen area .</p>  <p>Sanitizer station 2<sup>nd</sup> Floor reception area.</p>  <p>Single service tea/coffee &amp; clear kitchen surfaces.</p>  <p>Information signs 2<sup>nd</sup> floor kitchen.</p>
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									 <p>Single occupancy in toilets.</p>  <p>Bacterial coatings on communal areas.</p>
Getting or spreading coronavirus by not cleaning surfaces, equipment and workstations	<p>Extra cleaning of surfaces that are frequently touched, e.g. handrails, door handles.</p> <ul style="list-style-type: none"> <li>- shared equipment etc and specify the frequency and level of cleaning and by whom</li> <li>- Avoid sharing work equipment by allocating personal issue or cleaning regimes in place to clean between each user</li> <li>- Keep surfaces clear to make it easier to</li> </ul>	2	5	10	<ul style="list-style-type: none"> <li>- Put in place arrangements to clean if someone develops symptoms of coronavirus in work.</li> <li>- Put in place monitoring and supervision to make sure people are following controls, i.e. are implementing the cleaning regimes.</li> <li>-Identify where we can reduce the contact of people with surfaces, e.g. by leaving open doors that are not fire doors</li> <li>- Provide more bins and empty them more often</li> <li>- Provide areas for people to store personal belongings and keep personal items out of work areas</li> </ul>	1	5	5	 <p>Personal staff storage.</p>  <p>Restricted desk use with 2m separation.</p>

	clean and reduce the likelihood of contaminating objects								
Mental health and wellbeing affected through isolation or anxiety about coronavirus	<ul style="list-style-type: none"> <li>- Have regular meetings/calls with people working at home to talk about any work issues</li> <li>- Communicate with workers about the possibility that they may be affected and tell them what to do to raise concerns.</li> </ul>	2	4	8	<ul style="list-style-type: none"> <li>- Share information and advice with workers about mental health and wellbeing</li> <li>- Consider an occupational health referral if personal stress and anxiety issues are identified</li> <li>- Encourage workers to use the Employee Assistance Programme</li> <li>-Use of MHFA team to support workers</li> </ul>	1	4	4	<p>Weekly Virtual Coffee mornings in place.</p> <p>Promotion of MHFA and EAP services in 3S Brief</p>
Contracting or spreading the virus by not social distancing	<ul style="list-style-type: none"> <li>- Apply social distancing rules by <ul style="list-style-type: none"> <li>➤ displaying signs</li> <li>➤ one-way systems</li> <li>➤ holding meetings virtually rather than face to-face</li> <li>➤ staggering start/end times</li> <li>➤ limiting the number of people in the office</li> <li>➤ rearrange work areas to allow people to meet social distancing rules</li> </ul> </li> </ul>	2	5	10	-Specific office inductions to provide information, instruction and training to people to understand the control measures in place and risk of not following social distancing rules.	1	5	5	 <p>One way system in place 2<sup>nd</sup> floor.</p>  <p>Sign 2<sup>nd</sup> floor</p>  <p>Sign in kitchen 2<sup>nd</sup> floor.</p>

	<ul style="list-style-type: none"> <li>➤ place markers on to indicate where people should stand</li> <li>➤ reducing the numbers of people using lifts</li> </ul>								 <p>Restricted collaboration area. Information Pull up Banner.</p>  <p>Signs outside lifts.</p>
Poor workplace ventilation leading to risks of coronavirus spreading	- Fresh air is the preferred way of ventilating the workplace so opening windows and doors (that are not fire doors)	2	5	10	- If additional ventilation is required, e.g. mechanical ventilation, desk fans, air movers	1	5	5	High rise building so windows sealed. Adequate Air conditioning provided.
Increased risk of infection and complications for vulnerable workers	<p>Authority to Return to Office process in place to identify any workers who fall into one of the following categories:</p> <ul style="list-style-type: none"> <li>➤ Clinically vulnerable</li> <li>➤ Self-isolating</li> <li>➤ People with symptoms of</li> </ul>	1	5	5	<ul style="list-style-type: none"> <li>- Staff refused permission to return to office if in high risk category</li> <li>- If they are coming into work identify what additional measures will be implemented to protect them.</li> </ul>	1	5	5	<p>Return to Office Authorisation Form and Office Re-occupation Plan in place to manage office attendance in line with maximum occupancy level.</p> <p>Office Representative to monitor attendance.</p>

	coronavirus								
Provision of First Aiders and Fire Wardens	First Aid Regulations COVID FA guidance Fire Regulations	2	3	6	<ul style="list-style-type: none"> <li>- Trained staff</li> <li>- Rota to ensure coverage</li> <li>- Instructions to Nominated staff</li> <li>- Mouth/Mouth resuscitation guards/gloves/masks for FA staff</li> <li>- Instructions in Induction video</li> </ul>	2	2	4	 <p>FA box with PPE. Masks to be provided.</p> <p>Availability of trained FA and Fire Wardens to be assessed once office re-occupation plan is established.</p>

SCORE (P & S) 1-5	SEVERITY (S)					
	MULTIPLY (P & S) TOGETHER	One	Two	Three	Four	Five
PROBABILITY (P)	One	1	2	3	4	5
	Two	2	4	6	8	10

	Three	3	6	9	12	15
	Four	4	8	12	16	20
	Five	5	10	15	20	25

Assessment Conducted By	David Bourne	Date: 13 <sup>th</sup> July 2020
Assessment Reviewed By		Date: