

HS016 – Risk Assessment

Issue 1: November 2014





REF: July 2020







Activity/Process: Office activities specifically COVID – 19 (Coronavirus) Precautions






Location of Work: SYSTRA office – Old Bailey (London)


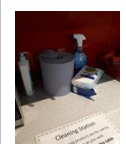
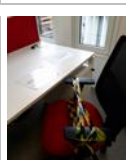


HIGHEST RISK RATING







HAZARD	EXISTING CONTROL MEASURES	EXISTING SCORES			FURTHER ACTION TAKEN TO REDUCE RISK	RESIDUAL SCORES			COMPLIANCE / ACTION REQUIRED BY ?	
		PROB	SEV	RISK		PROB	SEV	RISK		
		1 – 5	1 – 5	1 - 25		1 – 5	1 – 5	1 - 25		
Getting or spreading coronavirus by not washing hands or not washing them adequately	<ul style="list-style-type: none"> Water, soap and drying facilities at wash stations Provide information on how to wash hands properly and display posters Provide hand sanitiser for the occasions when people can't wash their hands. 	2	5	10	<ul style="list-style-type: none"> Specific office inductions Monitoring and supervision to make sure people are following controls Signs up to remind people to wash their hands Provide information to workers about when and where they need to wash their hands Identify if and where additional hand washing facilities may be needed If people can't wash hands, provide information about how and when to use hand sanitiser 	1	5	5	Hand wash facility and reminder sign.	
									Hand sanitizer dispenser. Induction video includes hand washing instructions.	
									Staff information Pull up Banner 3rd floor office entry area.	
									Sanitizer station inside office at sign in area.	
Contracting the virus during	<ul style="list-style-type: none"> Government and SYSTRA group advice Public transport rules and arrangements 	3	5	15	<ul style="list-style-type: none"> Promotion of private transport Single occupancy of own vehicle Advice not to use public transport 	1	5	5	All Staff	

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commute to and from office					<ul style="list-style-type: none"> Providing facilities to help people walk or cycle to work 					
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"> areas where people will congregate, e.g. rest rooms, canteens, reception, meeting rooms, smoking areas, tea points, kitchens etc areas where there are pinch points meaning people can't meet the social distancing rules, e.g. narrow corridors. areas and equipment where people will touch the same surfaces, such as kettles, shared condiments etc areas and surfaces that are frequently touched but are difficult to clean communal areas where air movement may be less than in other work areas, e.g. kitchens with no opening windows or mechanical ventilation 	3	5	15	<ul style="list-style-type: none"> monitoring and supervision to make sure people are following controls put in place, and following hygiene procedures, washing hands, following one-way systems etc encourage use of Close Call reporting to help identify where controls cannot be followed or people are not doing what they should. Limiting the number of people in rooms so that social distancing rules can be met by have maximum occupancy numbers for meeting rooms reorganise facilities in communal areas such as spacing out tables in meeting rooms, canteens etc so social distancing rules can be met continue to use of online meeting facilities to reduce risk of COVID transmission 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 leave non-fire doors open to reduce the amount of contact with doors and also potentially improve workplace ventilation keep surfaces, such as kitchen sides and tables, in communal areas clear for people to sit and eat at to make cleaning easier 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 	2	5	10	Sanitizer station Ground floor reception.	
									Floor markings in Ground floor reception.	
									Information sign in Ground floor reception area	
									Perspex screen Ground Floor reception area	
									SD sign 3 rd Floor Toilet area	
									Hand wash sign in kitchen area.	

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					<ul style="list-style-type: none"> • signs up to remind people to wash and sanitise hands and not touch their faces • provide lockers or similar for people to keep personal belongings in so that they aren't left in the open. 				<p>Information sign on Kitchen door 3rd floor</p>  <p>Information sign in Kitchen area</p> 
<p>Getting or spreading coronavirus by not cleaning surfaces, equipment and workstations</p> <ul style="list-style-type: none"> • Extra cleaning of surfaces that are frequently touched, e.g. handrails, door handles. • Shared equipment etc and specify the frequency and level of cleaning and by whom • Avoid sharing work equipment by allocating personal issue or cleaning regimes in place to clean between each user • Keep surfaces clear to make it easier to clean and reduce the likelihood of contaminating objects 	2	5	10	<ul style="list-style-type: none"> • Put in place arrangements to clean if someone develops symptoms of coronavirus in work. • Put in place monitoring and supervision to make sure people are following controls, i.e. are implementing the cleaning regimes. • Identify where we can reduce the contact of people with surfaces, e.g. by leaving open doors that are not fire doors • Provide more bins and empty them more often • Provide areas for people to store personal belongings and keep personal items out of work areas 	1	5	5	<p>Reminder to inform HR and self-isolate if developing symptoms in Induction film</p> <p>Reminder sign on meeting rooms to keep doors open and clean room after use.</p>  <p>Cleaning station in meeting room</p>  <p>Personal staff storage pedestal. (Library photo)</p> 	

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								<p>Single service tea/coffee/sugar</p>  <p>Kitchen area cleaning station.</p>  <p>Restricted desk use with 2m separation.</p>  <p>Desk cleaning station.</p> 	
<p>Mental health and wellbeing affected through isolation or anxiety about coronavirus</p> <ul style="list-style-type: none"> • Have regular meetings/calls with people working at home to talk about any work issues • Communicate with workers about the possibility that they may be affected and tell them what to do to raise concerns. 	2	4	8	<ul style="list-style-type: none"> • Share information and advice with workers about mental health and wellbeing • Consider an occupational health referral if personal stress and anxiety issues are identified • Encourage workers to use the Employee Assistance Programme • Use of MHFA team to support workers 	1	4	4	<p>Weekly Virtual Coffee mornings in place.</p> <p>Promotion of MHFA and EAP services in 3S Brief</p>	
<p>Contracting or spreading the virus by not social distancing</p>	<p>Apply social distancing rules by displaying signs</p> <ul style="list-style-type: none"> • one-way systems • holding meetings virtually rather than face to-face • staggering start/end times 	2	5	10	<ul style="list-style-type: none"> • 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>Sign on entry to office 3rd Floor. One way system in operation.</p> 

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	<ul style="list-style-type: none"> limiting the number of people in the office rearrange work areas to allow people to meet social distancing rules place markers on to indicate where people should stand reducing the numbers of people using lifts 							<p>Sign in corridor 3rd Floor</p>  <p>Sign on office exit door near toilets 3rd floor. Door closed to prevent close proximity in toilet area.</p>  <p>Floor sign outside lifts on 3rd Floor</p> 	
Poor workplace ventilation leading to risks of coronavirus spreading	<ul style="list-style-type: none"> Fresh air is the preferred way of ventilating the workplace so opening windows and doors (that are not fire doors) 	2	5	10	<ul style="list-style-type: none"> 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"> Clinically vulnerable Self-isolating People with symptoms of coronavirus 	1	5	5	<ul style="list-style-type: none"> Staff refused permission to return to office if in high risk category If they are coming into work identify what additional measures will be implemented to protect them. 	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>

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

SCORE (P & S) 1-5

		SEVERITY (S)				
PROBABILITY (P)	MULTIPLY (P & S) TOGETHER	One	Two	Three	Four	Five
	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: 24 th July 2020
Assessment Reviewed By		Date: