# HS016 – Risk Assessment

Issue 1: November 2014

**REF:** October 2020

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

**Location of Work:** SYSTRA office – Perth

**HIGHEST RISK RATING**

| H | M | L |
|---|---|---|

| 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** | • Water, soap and drying facilities at wash stations <br>• Provide information on how to wash hands properly and display posters <br>• Provide hand sanitiser for the occasions when people can't wash their hands. | 2 | 5 | 10 | • Specific office inductions <br>• Monitoring and supervision to make sure people are following controls <br>• Signs up to remind people to wash their hands <br>• Provide information to workers about when and where they need to wash their hands <br>• Identify if and where additional hand washing facilities may be needed <br>• If people can't wash hands, provide information about how and when to use hand sanitiser | 1 | 5 | 5 | Hand wash facility reminder sign.  <br><br>Hand sanitizers station  <br><br>Staff information at office entry area.  |
| **Contracting the virus during commute to and from office** | • Government and SYSTRA group advice <br>• Public transport rules and arrangements | 3 | 5 | 15 | • Promotion of private transport <br>• Single occupancy of own vehicle <br>• Advice not to use public transport <br>• Providing facilities to help people walk or cycle to work | 1 | 5 | 5 | All Staff |
| | | | | | | | | | |

| 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 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.** | Cleaning regimes are in place to make sure high traffic communal areas are kept clean. **Identify:** <br>• areas where people will congregate, e.g. rest rooms, canteens, reception, meeting rooms, smoking areas, tea points, kitchens etc <br>• areas where there are pinch points meaning people can't meet the social distancing rules, e.g. narrow corridors. <br>• areas and equipment where people will <br>• touch the same surfaces, such as kettles, shared condiments etc <br>• areas and surfaces that are frequently touched but are difficult to clean <br>• 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 | • monitoring and supervision to make sure people are following controls put in place, and following hygiene procedures, washing hands, following one-way systems etc <br>• encourage use of Close Call reporting to help identify where controls cannot be followed or people are not doing what they should. <br>• Limiting the number of people in rooms so that social distancing rules can be met by have maximum occupancy numbers for meeting rooms <br>• reorganise facilities in communal areas such as spacing out tables in meeting rooms, canteens etc so social distancing rules can be met <br>• continue to use of online meeting facilities to reduce risk of COVID transmission <br>• 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 <br>• leave non-fire doors open to reduce the amount of contact with doors and also potentially improve workplace ventilation <br>• keep surfaces, such as kitchen sides and tables, in communal areas clear for people to sit and eat at to make cleaning easier <br>• 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 <br>• signs up to remind people to wash and sanitise hands and not touch their faces <br>• provide lockers or similar for people to keep personal belongings in so that they aren't left in the open. | 2 | 5 | 10 | Information sign and sanitiser at reception area <br><br> Information sign on toilet door <br><br> Information sign in kitchen area. <br><br> Kitchen door information sign |     |
| **Getting or spreading** | | 2 | 5 | 10 | | 1 | 5 | 5 | Reminder to inform HR and self-isolate if developing | |

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| **coronavirus by not cleaning surfaces, equipment and workstations** | • Extra cleaning of surfaces that are frequently touched, e.g. handrails, door handles. <br> • Shared equipment etc and specify the frequency and level of cleaning and by whom <br> • Avoid sharing work equipment by allocating personal issue or cleaning regimes in place to clean between each user <br> • Keep surfaces clear to make it easier to clean and reduce the likelihood of contaminating objects | | | | • Put in place arrangements to clean if someone develops symptoms of coronavirus in work. <br> • Put in place monitoring and supervision to make sure people are following controls, i.e. are implementing the cleaning regimes. <br> • Identify where we can reduce the contact of people with surfaces, e.g. by leaving open doors that are not fire doors <br> • Provide more bins and empty them more often <br> • Provide areas for people to store personal belongings and keep personal items out of work areas | | | | symptoms in Induction film | |
| | | | | | | | | | Reminder sign on meeting rooms to keep doors open and clean room after use. <br><br> Meeting Room door propped open. |  |
| | | | | | | | | | Personal staff storage pedestal. |  |
| | | | | | | | | | Single service tea/coffee/sugar |  |
| | | | | | | | | | Restricted desk use |  |
| | | | | | | | | | Cleaning station in main room |  |

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| Mental health and wellbeing affected through isolation or anxiety about coronavirus | • Have regular meetings/calls with people working at home to talk about any work issues<br>• Communicate with workers about the possibility that they may be affected and tell them what to do to raise concerns. | 2 | 4 | 8 | • Share information and advice with workers about mental health and wellbeing<br>• Consider an occupational health referral if personal stress and anxiety issues are identified<br>• Encourage workers to use the Employee Assistance Programme<br>• Use of MHFA team to support workers | 1 | 4 | 4 | Weekly Virtual Coffee mornings in place.<br><br>Promotion of MHFA and EAP services in 3S Brief |
| Contracting or spreading the virus by not social distancing | Apply social distancing rules by displaying signs<br>• one-way systems<br>• holding meetings virtually rather than face to-face<br>• staggering start/end times<br>• limiting the number of people in the office<br>• rearrange work areas to allow people to meet social distancing rules<br>• place markers on to indicate where people should stand<br>• reducing the numbers of people using lifts | 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 | Rest area desk taken out of use. <br><br>Rest area chairs removed to reduce risk of multiple staff gatherings  |
| 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 | Windows able to be opened. |
| Increased risk of infection and complications for vulnerable | Authority to Return to Office process in place to identify any workers who fall into one of the following categories: | 1 | 5 | 5 | • Staff refused permission to return to office if in high risk category | 1 | 5 | 5 | Return to Office Authorisation Form and Office Re-occupation Plan in place to manage office attendance in line with maximum occupancy level. |

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| | | 1 – 5 | 1 – 5 | 1 - 25 | | 1 – 5 | 1 – 5 | 1 - 25 | |
| workers | • Clinically vulnerable<br>• Self-isolating<br>• People with symptoms of coronavirus | | | | • If they are coming into work identify what additional measures will be implemented to protect them. | | | | Office Representative to monitor attendance. |
| **Provision of First Aiders and Fire Wardens** | • First Aid Regulations<br>• COVID FA guidance<br>• Fire Regulations | 2 | 3 | 6 | • Trained staff<br>• Rota to ensure coverage<br>• Instructions to Nominated staff<br>• Mouth/Mouth resuscitation guards/gloves/masks for FA staff<br>• Instructions in Induction video | 2 | 2 | 4 | FA box with PPE. <br><br>Availability of trained FA and Fire Wardens to be assessed once office re-occupation plan is established. In absence staff to be nominated. |

**SCORE (P & S) 1-5**

| | SEVERITY (S) | | | | |
|---|---|---|---|---|---|
| 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 |

PROBABILITY (P)

| | | |
|---|---|---|
| **Assessment Conducted By** | David Bourne | Date: 2nd October 2020 |
| **Assessment Reviewed By** | | Date: |