



## **Additional risk assessment and method statement for Coronavirus (COVID-19)**

### **Company Offices**

*Additional risk assessment and method statement for  
Coronavirus (COVID-19)*

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File No. **A7** Revision: **0**

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**May 2020**

# Risk Assessment



<b>Contract:</b>	Company Offices , Additional risk assessment and method statement for Coronavirus (COVID-19)				<b>RA</b>	<b>118</b>	
<b>Task / Activity:</b>	Contact with people during the Coronavirus (COVID-19) pandemic - Office areas						
<b>Date Conducted:</b>	7 May 2020	<b>Review by Date:</b>	As required	<b>Date Reviewed:</b>	13 May 2020	<b>Revision:</b>	0

	Task/Hazard	Hazard Effect	At Risk	Controls to reduce the risks	Severity	Probability	Risk Score	Risk Rating	Completed
118	Those carrying out general office duties at all sites.	Contracting Coronavirus (COVID-19). Passing on Coronavirus (COVID-19).	Staff Visitors	<ul style="list-style-type: none"> <li>Phased return of staff numbers.</li> <li>Meet and greet staff on first day, issue memo on updated procedures, create an open discussion - serves as an induction.</li> <li>Engage with staff and listen to suggestions regarding their individual needs at work.</li> <li>Keeping everyone up to date with changes etc - use notice board / email etc.</li> <li>Identifying those with increased risks or anxieties.</li> <li>Management and supervision - to ensure new controls are adhered to.</li> <li>Initiate implementation checklist with actions and timescales.</li> <li>Review the layout of the offices - where possible alter workstations</li> <li>Construct barrier/screen where distancing measures can't be met within larger communal offices.</li> <li>Consider relocating those in smaller offices where distancing measures cannot be met.</li> <li>Encourage/instruct operatives to wash hands more frequently, especially before/after breaks and wc visits.</li> <li>Limit the number of people in smaller areas such as wc.</li> <li>Keep those working close together doing the same task or at the same station always.</li> <li>Stagger break-times.</li> <li>Put up appropriate signage around the buildings.                             <ul style="list-style-type: none"> <li>No entry</li> <li>2m distancing</li> <li>One-way system</li> <li>Entrance/Exit only</li> <li>One person in this area</li> <li>Hand wash advice sign</li> </ul> </li> <li>Increased cleaning for canteen/wc and factory - especially at the end of the working day.</li> </ul>	5	2	10	Med	Yes

RA_118_Coronavirus_Offices_v1	<b>Authorised:</b> Paul Furness	<b>Signed:</b>	<b>Dated:</b> 13 May 2020
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	Task/Hazard	Hazard Effect	At Risk	Controls to reduce the risks	Severity	Probability	Risk Score	Risk Rating	Completed
				<ul style="list-style-type: none"> <li>• Encourage/enforce better housekeeping by staff.</li> <li>• Eliminate/reduce the sharing of tools/office equipment (sanitise if having to share).</li> <li>• Issue COVID-19 specific PPE at the handwash stations.</li> <li>• Hold meetings only when necessary, and under distancing conditions - consider meeting using computer technology.</li> <li>• Review first aid measures, location, and procedures.</li> <li>• Review and convey general emergency evacuation procedures.</li> <li>• Review system if there is an outbreak of coronavirus within the offices.</li> <li>• Ensure that operatives know what to do if they think they have developed any symptoms whilst at work.</li> <li>• Regular review of RA and implementation.</li> </ul>					

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