

## Risk Assessment Form

<b>Location/Dept:</b> Morley Office	<b>Date Assessed:</b> 24 June 2020	<b>Assessed by:</b> Sarah Munro
<b>Task/ Activity:</b> Maintaining a Covid-19 Secure Environment	<b>Review Date:</b> 24 August 2020	<b>Reference Number:</b> GW- MorleyC-19

**Important note:**

At present, the risks to building users is considered to be low, given the small number of people using the space (a limited number of people usually 4-5 and no more than 10 are working from the office on a given day). Risks will increase as more people attend the office.

The Risk Assessment is based on the highest possible level of risk, specifically that the building is being used as normal. It assumes that between 25-40 staff are working regularly in the office, that reception is open and that deliveries are managed as normal. This is unlikely to be the case for several weeks, as we are encouraging staff to work from home, so the CONTROLS IN PLACE are likely to be adequate to control the risk at the current levels of occupation. ADDITIONAL CONTROLS REQUIRED will need to be implemented when there are 15+ people regularly attending the office OR if close working is necessary (e.g. in situations when staff cannot maintain a 2m distance) in order to maintain the revised risk ratings.

Activity/ Task	Hazard/Risk	Persons at risk	Severity (1- 5)	Likelihood (1-5)	Risk/ Priority	Controls in place	Severity (1- 5)	Likelihood (1-5)	Risk/ Priority	Additional controls required
Entering & exiting the building	Risk of people coming into contact with each other at distances of less than 2 metres. Risk of coming into contact with contaminants when touching doors, handrails etc.	All building users	3	4	12	<ul style="list-style-type: none"> <li>At present, a limited number of people (usually 4-5 and no more than 10) are working from the office on a given day. On this basis, it is possible to maintain appropriate social distancing when entering/exiting the building and when using stairs and corridors.</li> <li>Staff to be advised that 2m distance from others is optimal (although a 1m distance is now acceptable for low-risk individuals) and to avoid crossing on the stairs or in corridors, instead wait until the way is clear before proceeding.</li> <li>Daily cleaning of handrails, push plates, and door handles has been implemented.</li> <li>Social distancing taped spacing areas, signage and sanitizer stations around the building.</li> <li>Regular (specifically, several times each day) cleaning of handrails, push plates and door handles will be required.</li> </ul>	3	2	6	<ul style="list-style-type: none"> <li>As more people return to office –based work, it may become necessary to control the flow of people into an out of the office, for example allowing people to enter using the main doors and exit via the side door. This will be considered when 15+ people are regularly attending the office.</li> <li>One-way system for stairs and corridors, utilising the back stairs and looped corridors on the first floor, as numbers in the building increase.</li> <li>Staff sign-in area to be moved away from reception desk</li> </ul>
Use of stairs and corridors			3	5	15		3	2	6	
Use of work spaces	Risk of people coming into contact with contaminants on infected surfaces.  Desks facing one another and close-contact puts people at risk of coming into contact with each other at distances of less than 2 metres.  General movement around the office and use of shared equipment (e.g. photocopiers,	Workers and other building users	3	5	15	<ul style="list-style-type: none"> <li>Hand washing protocols have been put in place. Posters showing correct &amp; current handwashing techniques are on display. Hygiene posters are on display.</li> <li>At present, a limited number of people (usually 4-5 and no more than 10) are working from the office on a given day. On this basis, it is possible to maintain appropriate social distancing, using desks that are an appropriate distance from the nearest neighbour.</li> <li>Staff are required to use the disinfectant wipes/sprays available to regularly clean their</li> </ul>	3	2	6	<ul style="list-style-type: none"> <li>Although staggered working patterns will be preferable and will be encouraged within teams, as more people return to office –based work, it may become necessary to provide barriers to limit close contact, for those working on desks that are closer than 2 meters apart, where there is no suitable alternative (such as temporarily relocating desks or reorienting desks to minimise face to face situations).</li> <li>Staff will be instructed to be conscious of their movements around the office, and will be instructed to minimise movement to reduce the risk</li> <li>Email &amp; training to staff on procedures on cleaning personal and multiuse zones</li> </ul>

Use of shared equipment	kettle, fridge etc.) puts people at risk of coming into contact with potentially infected people and/or infected surfaces.		3	4	12	<p>desks and frequently touched items (including keyboard, mouse, drawer handles, phone etc.)</p> <ul style="list-style-type: none"> <li>• Staff must not share items, such as pens, phones, etc. or use items that have not been disinfected prior to and after use.</li> <li>• Ample supply of antibacterial / disinfectant wipes and sprays available to staff.</li> <li>• Signage to remind staff of current guidelines of symptoms to look out for and action to take.</li> <li>• Hot-desking is not permitted.</li> <li>• Cleaning supplies are available in shared areas, including toilets, the kitchen, in the vicinity of photocopiers, to allow staff to disinfect surfaces before and after use.</li> <li>• Safety Zones will be marked out around photocopiers and the second floor kitchen area, and only one staff member will be allowed in the Safety Zone at any one time.</li> <li>• Regular (specifically, several times each day) cleaning of shared items, specifically the photocopiers and kitchens to include disinfecting surfaces and equipment</li> <li>• Only one person will be permitted in the first floor kitchen at any one time.</li> <li>• Meetings of more than two people will only be permitted in the large meeting rooms (e.g. the training room or meeting room 1) and only when it is possible to maintain a 2m distance.</li> <li>• Any staff displaying symptoms (or living with or knowingly having contact with someone displaying symptoms) will be instructed not to attend the office and to following government guidance on self-isolating.</li> <li>• Any staff displaying an onset of symptoms while working will be instructed to return home immediately, and their workstation and all communal areas and equipment will be deep-cleaned.</li> </ul>	3	2	6	<ul style="list-style-type: none"> <li>• Signage to indicate room capacity on each room.</li> </ul>
Use of toilets	Risk of people coming into contact with contaminants on infected surfaces.  Close-contact arising from the size of the toilets puts people at risk of coming into contact with each other at distances of less than 2 metres.	Workers and other building users	3	4	12	<ul style="list-style-type: none"> <li>• At present, a limited number of people (usually 4-5 and no more than 10) are working from the office on a given day. On this basis, it is possible to maintain appropriate social distancing when using the toilet facilities.</li> <li>• Only one member of staff should use the bathroom at any one time. Care should be taken on exiting/entering to avoid close contact.</li> <li>• Daily cleaning of handrails, push plates, and door handles, taps and surfaces has been implemented.</li> <li>• Enhanced and regular (specifically, several times each day) cleaning of handrails, push plates and door handles, taps and surfaces will be required.</li> </ul>	3	2	6	<ul style="list-style-type: none"> <li>• Single person occupancy of toilets with vacant / engaged signs on the main door</li> </ul>
Taking deliveries	Risk of people coming into contact with a large number of unfamiliar people.	Workers, especially the Receptionist, members of the public and people making deliveries.	3	4	12	<ul style="list-style-type: none"> <li>• Deliveries are currently managed on an ad hoc basis, by staff who have been instructed to maintain social distancing.</li> <li>• The building is not currently open to the public.</li> <li>• The Reception is currently closed.</li> </ul>	3	1	3	<ul style="list-style-type: none"> <li>• Anyone accessing keys will need to inform the Receptionist beforehand. The receptionist will prepare and sanitise keys before they are collected. No direct hand-to-hand transfer will be permitted.</li> <li>• Records and logs will be set up at a safe distance from the Receptionist, and a Safety Zone will be set up. Only one person will be permitted to enter the Safety Zone at any given time.</li> </ul>
Opening to the public			3	4	9		3	1	3	

Opening Reception			3	4	12		3	1	3	<ul style="list-style-type: none"> <li>Enhanced and regular (specifically, several times each day) cleaning of reception area, handrails, push plates and door handles, and surfaces will be required.</li> <li>Delivered items will be sanitised and held in a safety zone in the entrance foyer</li> <li>If members of the public require access social distancing signage on entrance door, clearly taped areas for safety zones and 2mtr spacing.</li> <li>Visitor badges to be updated with Covid19 procedures alongside emergency procedures.</li> <li>Staff to brief their own visitors on the procedures.</li> </ul>
Opening Men in Sheds	Risk of people coming into contact with a large number of unfamiliar people.	Workers, Men In Sheds service users	4	3	12	<ul style="list-style-type: none"> <li>Men in Sheds is currently closed.</li> </ul>	4	1	4	<ul style="list-style-type: none"> <li>Given the demographics of the Men In Sheds service users, it may be necessary to keep the Shed closed in the immediate short-term.</li> <li>A specific risk assessment will be developed for the Men In Sheds if/when it is safe to re-open.</li> <li>Men In Sheds will need a social distancing briefing and will need to follow protocols as outlined in this risk assessment to safeguard staff who may come into contact with them.</li> </ul>
Travel to and from work	Risks from public transport	Workers	3	5	15	<ul style="list-style-type: none"> <li>Government guidance suggests that staff should use their own cars to drive to work, or walk or cycle.</li> <li>If public transport cannot be avoided, staff will be given the option to stagger their working hours to avoid rush hours. Staff using public transport must wear a suitable face covering (see government guidance).</li> <li>Car sharing (between people who live in different houses) is not permitted.</li> </ul>	3	3	9	<ul style="list-style-type: none"> <li>No additional measures needed.</li> <li>Staff to be briefed on vehicle usage and measures.</li> </ul>

**Risk/Priority Indicator Key**

Severity (Consequence)
1. Negligible (delay only)
2. Slight (minor injury / damage / interruption)
3. Moderate (lost time injury, illness, damage, lost business)
4. High (major injury / damage, lost time business interruption, disablement)
5. Very High (fatality / business closure)

Likelihood
1. Improbable / very unlikely
2. Unlikely
3. Even chance / may happen
4. Likely
5. Almost certain / imminent

RISK / PRIORITY INDICATOR MATRIX						
LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
SEVERITY (CONSEQUENCE)						

Summary		Suggested Timeframe
12-25	High	As soon as possible
6-11	Medium	Within next 3-6 months
1-5	Low	Whenever viable to do so