

## General Risk Assessment – Reoccupying Workplaces COVID-19

Documented to comply with The Management of Health and Safety at Work Regulations 1999, Regulation 3 (Record of Significant Findings and Groups of Employees or Others Especially at Risk) and the Control of Substances Hazardous to Health Regulations 2002

### Part 1 – General Details

<b>Assessor</b>	Sue Harris	<b>Job Title</b>	Office Manager
<b>Project or location</b>	Wokingham		
<b>Department/business</b>	Safe reoccupation of workplace – 22-24 Broad Street, Wokingham, RG40 1BA		
<b>Scope of risk assessment</b>	This document records significant findings of the assessment on measures to prevent the spread of COVID-19 on the return of Clifton Ingram Wokingham office. It should be read in conjunction with up-to-date government advice from Public Health England (PHE) which can be accessed here: <a href="https://www.gov.uk/guidance/social-distancing-in-the-workplace-during-coronavirus-covid-19-sector-guidance">https://www.gov.uk/guidance/social-distancing-in-the-workplace-during-coronavirus-covid-19-sector-guidance</a> .		
<b>Employees and others potentially at risk</b>	Employees and their households. Visitors and Contractors (which will be kept to a minimum)		
<b>COVID-19 properties (as of 29 April 2020)</b>	COVID-19 is a disease caused by a virus transmitted in droplets when people are breathing, most particularly when they cough, or sneeze. It causes a lung infection which is currently estimated not to be severe in 80% of cases, but 20% of people catching it may go on to need hospital treatment. There is no current cure or vaccine. It is thought it can remain “live” on hard surfaces such as handles, switches, bannisters etc for 72 hours. If people touch a contaminated surface and then touch their nose or lips, or if they breathe in droplets from an infected person, they can be infected. They may be symptom-free but infectious during the incubation stage which is typically 5 days but can be up to a week. The virus can be killed using normal household detergents on hard surfaces.		
<b>Main symptoms</b>	A high temperature and a dry cough are considered the most indicative symptoms. People with these symptoms should be self-isolating following the guidance from PHE <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</a>		
<b>Control of transmission</b>	Current guidance requires social distancing – keeping 2m from other people, and regular handwashing with soap and water. Hand-gel should be used where soap and water is not available. The Government is also advising the use of face coverings in enclosed spaces such as on public transport and in shops.  Further guidance on working safely during Covid-19 can be found here: <a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19</a>		
<b>Vulnerable groups</b>	PHE has specific guidance for vulnerable groups. Those defined as extremely vulnerable should be shielding and not return to work until the 12 weeks has expired at the earliest. <a href="https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19">https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</a> Those at risk of severe illness should remain working from home at present <a href="https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people">https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people</a>		

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<b>Travel</b>	Travel arrangement to and from the workplace should be considered such as: <ul style="list-style-type: none"><li>• Avoiding public transport wherever possible</li><li>• Encourage cycling and walking for employees/tenants</li><li>• If public transport is being used, avoiding peak times, avoid travelling in groups, think about hand hygiene when travelling e.g. use of hand sanitiser wipes</li><li>• Not car sharing with other colleagues</li></ul>
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### Part 2 – Preparation of Building and Tenants for re-occupation

Hazards, Dangers, Problems	People At Risk	Legislation Applicable	Existing Controls	Current Risk	Further Controls Required or Issues to Consider	Risk After Further Controls
<b>Vulnerable groups</b>	Employees, or members of their households	Health and Safety at Work etc Act 1974, Sections 2 & 3	N/a	High	<p>Employees should be made aware of current PHE Guidance which identifies these groups and actions to control risks to their health. See links to PHE website on page 1.</p> <p>Those defined as extremely vulnerable should not return to work until the 12 weeks shielding has expired at the earliest.</p> <p>Those at risk of severe illness should continue to work at home for the present.</p> <p>Any member of staff with a household member in either category should continue to work at home where possible, and in any case should not be in the first phase of reoccupation.</p>	Low – SOP issued to all staff
<b>Employees with symptoms of COVID-19</b>	Employees	Health and Safety at Work etc Act 1974, Sections 2 & 3	n/a	High	Employers will requiring positive confirmation from staff that they are symptom-free before they return to work.	Low – SOP issued to all staff

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Hazards, Dangers, Problems	People At Risk	Legislation Applicable	Existing Controls	Current Risk	Further Controls Required or Issues to Consider	Risk After Further Controls
<b>Fire related systems readiness</b>	Employees, visitors and service contractors	Regulatory Reform (Fire Safety) Order 2005		High	<p>Prior to reoccupation confirmation will need to be sought to ensure that the premises fire alarm systems have been subject to testing and that maintenance is not overdue.</p> <p>Emergency lighting must be tested and checks undertaken to ensure that regular maintenance requirements are up to date.</p> <p>Fire extinguishers should be checked to ensure they are in date, in the correct location and that they have not been tampered with.</p>	<p>Low – Fire Alarms have been tests. All alarm services are up to date</p> <p>All Fire Extinguishers are in date</p>
<b>Fire evacuation</b>	Employees	Regulatory Reform (Fire Safety) Order 2005	Fire evacuation is operated on a simultaneous evacuation basis to identified assembly points.	Medium	<p>Review provision of fire warden cover if all staff are not back on site. Wardens could be asked to cover larger physical zones or basic training be given to staff to cover this.</p> <p>Review fire procedures for the premises to ensure arrangements are still valid during the time of Covid-19.</p>	Medium – A signing in/out sheet is now completed so that in the case of fire this can be given to the emergency services

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Hazards, Dangers, Problems	People At Risk	Legislation Applicable	Existing Controls	Current Risk	Further Controls Required or Issues to Consider	Risk After Further Controls
<b>Water related systems readiness</b>	Employees	Control of Substances Hazardous to Health (COSHH) Regulations 2002  ACOP L8	During lockdown regular flushing of all outlets has continued.	High	Confirmation of the continuation and maintenance of controls for water hygiene.	Medium – all water outlets have been used during the lockdown including the water fountains
<b>Water related systems readiness (cont'd)</b>	Employees	As above	As above	As above	Regular flushing of the water system should have been undertaken during the period of non-occupancy (including washing machines and dishwashers on the premises having been run once a week, even if empty).	And toilets
<b>Office and electrical equipment</b>	Employees	Electricity at Work Regulations 1989		Medium	Consideration should be given to ensuring the safety of electrical equipment.  Check that PAT testing and fixed electrical wiring test and inspection regimes remain up to date.	Low – PAT testing will be done once the office re-opens
<b>Deep Cleaning</b>	Employees	Control of Substances Hazardous to Health (COSHH) Regulations 2002	Deep cleaning done on 31/31 May 2020	Medium	A deep clean of the premises should be considered at the conclusion of contractor visits and immediately before reopening to ensure all contact surfaces (including portable appliances as relevant) are clean.	Low –First Deep Clean done 30/31 May

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### Part 3 – Maintaining Social Distancing in Communal Spaces

Hazards, Dangers, Issues	People At Risk	Legislation Applicable	Existing Controls	Current Risk	Further Controls Required or Issues to Consider	Risk After Further Controls
<p><b>Occupation of building while maintaining social distancing-</b></p> <p><b>Overall Occupation</b></p>	Employees	Control of Substances Hazardous to Health (COSHH) Regulations 2002	Current workplace standards designed to comply with the Workplace (Health, Safety and Welfare) Regulations 1992	High	<p>Maximum number of occupants for each space to be determined with social distancing criteria in mind to enable staff/tenants to observe 2m distance from others whilst within the workplace.</p> <p>Considerations may include:</p> <ul style="list-style-type: none"> <li>• Relocation of desks and workstations;</li> <li>• Avoidance of workstations near to circulation routes and walkways where social distancing may not be possible;</li> <li>• Avoidance of hot desking or sharing of work stations and equipment;</li> <li>• Utilisation or repurposing of other areas to accommodate staff i.e. meeting rooms etc.;</li> <li>• A reduction of seating in rest or other areas to enable social distancing requirements to be observed; and</li> <li>• Phased return to work with only essential employees returning in the first phase to allow a manageable number of staff/tenants into the workplace.</li> </ul>	Low – SOP issued to all staff
<b>Reception and signing-in arrangements</b>	Employees, contractors, visitors	Control of Substances Hazardous to Health (COSHH) Regulations 2002		High	<p>Arrangements should be in place for the pacing of arrival for staff, avoiding peak times where possible, to avoid congestion in the reception area.</p> <p>Reception areas may not need to be staffed during the initial return phase or until arrangements such as 'plexiglass-type' barriers could be installed.</p>	Low – very low numbers of staff going into the office, a list is being kept to avoid congestion.

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<b>Reception and signing-in arrangements (cont'd)</b>	As above	As above		As above	<p>Furniture should be removed from reception areas to provide more space for queuing</p> <p>Barriers and signage for one way routes into and out of the reception area\ building should be considered to assist in maintaining social distancing.</p> <p>Floor markings may be used to indicate 2m spacing in areas where queues may form.</p>	Low - Office currently shut so no Reception needed – See SOP for plans for opening Reception
<b>Reception and signing-in arrangements (cont'd)</b>	As above	As above		As above	<p><b>Car Use/ Parking</b></p> <p>Where alternate forms of transport are not practical, private car use should be encouraged for commuting to reduce risks from use of public transport. Employees should be dissuaded from offering lifts or car sharing during this period.</p>	Low – free car parking is available
<b>Stairwells</b>	Employees	Control of Substances Hazardous to Health (COSHH) Regulations 2002		High	<p>Limitations on stair usage (in non-emergency situations) staggered start\finish and break times. Floor markings may be used, where appropriate, to provide a visual reference of social distancing requirements.</p>	Low – SOP has been issued to all staff

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Hazards, Dangers, Issues	People At Risk	Legislation Applicable	Existing Controls	Current Risk	Further Controls Required or Issues to Consider	Risk After Further Controls
<b>Toilets and welfare facilities</b>	Employees and cleaners	The Workplace (Health, Safety and Welfare) Regulations 1992  Control of Substances Hazardous to Health (COSHH) Regulations 2002		High	For kitchen facilities consider: <ul style="list-style-type: none"> <li>Limiting numbers in facility to allow for social distancing;</li> <li>Halting any provision of food (cereals/fruit etc) that is open to all to reduce risks from multiple handling (tea and coffee only);</li> <li>Requesting staff to bring in food from home for lunch;</li> <li>Staff to be required to clean up immediately after themselves, including wiping of touch points such as taps and fridge doors.</li> <li>Food to be consumed at desks (or elsewhere if social distancing can be maintained) to allow others to use the facilities.</li> <li>Displaying posters to regularly remind people of personal hygiene standards</li> </ul>	Low – SOP has been issued to all staff
<b>First aid cover</b>	Employees	The Health and Safety (First Aid) Regulations 1981		Medium	Arrangements will need to be in place to provide first aid cover whenever employees are at work	Low – – First Aid equipment is available in the staff room. Due to the low numbers in the office First Aid staff are not available

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Hazards, Dangers, Issues	People At Risk	Legislation Applicable	Existing Controls	Current Risk	Further Controls Required or Issues to Consider	Risk After Further Controls
<b>DSE and workstations</b>	Employees	The Health and Safety (Display Screen Equipment) Regulations 1992		Medium	<p>Staff to use only the desk spaces made available.</p> <p>Equipment issued on an individual basis is not to be shared.</p> <p>Mobile phones to be used rather than desktop phones.</p> <p>Individuals are responsible for cleaning computer equipment and telephones on a regular basis with cleaning products supplied on-site.</p>	Low – SOP issued to all staff
<b>Cleaning</b>	Employees and cleaners	Control of Substances Hazardous to Health (COSHH) Regulations 2002		Medium	<p>Plans to be developed to include extra cleaning of touch points.</p>	Low – Deep clean
<b>Deliveries</b>	Drivers, delivery reception staff, employees	The Workplace (Health, Safety and Welfare) Regulations 1992		Medium	<p>Consider sanitising deliveries with disinfectant (using disposable gloves) before onward movement in the building.</p> <p>Access must be maintained for delivery drivers to use toilet facilities if necessary.</p>	Low

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Hazards, Dangers, Issues	People At Risk	Legislation Applicable	Existing Controls	Current Risk	Further Controls Required or Issues to Consider	Risk After Further Controls
<b>Stress</b>	Employees	The Management of Health and Safety at Work Regulations 1999		Medium	<p>Extra stress for staff may be expected as a result of the pandemic. Staff should be encouraged to report any concerns to their line manager.</p> <p>Line managers will potentially need to show more flexibility. Depending on the length of continued coronavirus measures consider extra mental health first aid support (if this can be arranged online).</p>	<p>Low - regular updates from HR regarding Mental Health.</p> <p>Managers talking to all team members regularly.</p>
<b>Management and supervision</b>	Employees	The Health and Safety at Work etc Act 1974	Day to day responsibility for health and safety in the office rests with Sue Harris	Low	<p>Each team will require senior management presence to provide leadership and support.</p> <p>Line managers to ensure that workers in their charge understand risks associated with COVID-19 in the work environment and measures to control them.</p>	<p>Low – SOP issued to all staff</p>
<b>Consultation and information</b>	Employees	The Health and Safety (Consultation with Employees) Regulations 1996		Medium	<p>Specific briefing to be produced for staff before return to prepare them for the new ways of working.</p>	<p>Low – SOP issued to all staff</p>

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<b>Planning, monitoring and review</b>	Employees	The Management of Health and Safety at Work Regulations 1999	N/a	Low	<p>This assessment and its controls should be frequently reviewed, especially during early stages of return to reoccupation to ensure they are practical and suitable.</p> <p>PHE and government advice is also likely to change as the pandemic moves on. The situation will need to be regularly monitored and the controls within this assessment adapted as new information and guidance is released.</p>	Low

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### Part 4 – Action Plan

Action	Priority	Owner	Target	Current Status/Progress	Complete
Reception – screen to be provided	High	Sue		Ordered awaiting delivery	
Meeting Rooms – screens to be provided	High	Sue		Ordered awaiting delivery	
Posters to be put up	High	Sue		Need to be printed and put up where necessary.	

Actions are indicated High, Medium and Low for the purpose of prioritising. As an indication of the timescales within which action should be taken, it is recommended that:

- 'Urgent' priorities must be actioned immediately
- 'High' priorities should be actioned within one month
- 'Medium' within two months
- 'Low' priorities within three months

#### Assessor:

Signed: \_\_\_\_\_

Date:

Review date:

Print name:

#### Adopted by Local Manager Responsible:

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Signed: \_\_\_\_\_

Date:

Print name: