

Coronavirus Risk Assessment

This is the Risk Assessment for the Leicester office with what we have put in place to protect our workforce against COVID-19

Location/Dept: Encore Offices			Date Assessed: 29 th May 2020			Assessed by: Phil Tilt	
Task/Activity: Office work (coronavirus)			Review Date: Every day after 2pm			Reference Number:	
Activity/ Task	Hazard/Risk	Persons at Risk	Controls in Place	Severity (1-5)	Likelihood (1-5)	Risk/ Priority	Additional Controls Required
Working in the office	Contact with persons suffering from coronavirus	Employees Contractors Visitors	<p>If an employee or known visitor tests positive for coronavirus, further advice will be sought from the local Health Protection Team. They will take over the risk assessment process from that point.</p> <p>Once symptomatic, all surfaces that the person has come into significant contact with must be cleaned, including:</p> <ul style="list-style-type: none"> All surfaces and objects which are visibly contaminated with body fluids; and All potentially contaminated high-contact areas such as toilets, door handles, telephones, etc. <p>Public areas where a symptomatic individual has passed through and spent minimal time in (such as corridors) but which are not visibly contaminated with bodily fluids do not need to be specially cleaned and disinfected.</p>	5	1	5	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p>

			If a person becomes ill in a shared space, these should be cleaned using disposable cloths and household detergents, according to current recommended workplace legislation and practice.				
Working in the office	Contact with persons who may have been exposed to coronavirus	Employees Contractors Visitors	<p>Employees who are suspected to have coronavirus or have the main symptoms are to self-isolate in accordance with the government guidance.</p> <p>Other persons who live with someone who may have the coronavirus have been instructed by the government guidance to self-isolate.</p>	5	2	10	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/guidance/travel-advice-novel-coronavirus</p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p>
	Contact with packages or items handled by persons who may have been exposed to coronavirus		All existing risk assessments will be maintained and followed. There is currently no perceived increase in risk for handling post or freight from specified areas.	5	1	5	Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.
	Disposal of waste that may be contaminated by a		All waste that has been in contact with the relevant person, including used tissues, and masks if used, should be put in a plastic rubbish bag and tied when full. The plastic bag should then be placed in a second bin bag and tied. It should be put in a safe place and marked for	5	1	5	Control measures will be revised and updated daily at 2pm when the latest government guidance is released.

	coronavirus sufferer		<p>storage until the result is available. If the individual tests negative, this can be put in the normal waste.</p> <p>Should the person tests positive, the Compliance Team will provide instructions about what to do with the waste.</p>				
	Overseas travel by employees	Employees Contractors Visitors	<p>Overseas travel should be prohibited except in essential cases.</p> <p>If travel is essential, employees should review the latest FCO advice before travelling. Border entry restrictions may prevent travel regardless of how essential it is.</p> <p>When returning from oversea travel you must isolate for 14 days in line with government guidelines</p>	5	1	5	<p>FCO advice will be reviewed regularly.</p> <p>https://www.gov.uk/guidance/travel-advice-novel-coronavirus</p>

Working in the office	Contracting and spreading of infection	<p>Basic infection controls should be followed as recommended by the government:</p> <ul style="list-style-type: none"> • Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze. • Put used tissues in the bin straight away. • Wash your hands with soap and water often – use hand sanitiser gel if soap and water are not available. • Try to avoid close contact with people who are unwell. • Clean and disinfect frequently touched objects and surfaces. • Do not touch your eyes, nose or mouth if your hands are not clean. • Observe Social Distancing at all times where possible <p><i>Where eligible, employees are strongly recommended to take part in the government's testing programme for COVID-19 and ensure that the results are communicated to senior</i></p>	5	2	10	<p>Posters on walls giving guidance</p> <p>Distancing tape on floor to show 2m from Reception desks for visitors to adhere to</p> <p>Face Masks are available if required</p> <p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p> <p>https://www.nhs.uk/conditions/coronavirus-covid-19/</p>
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			<i>management. If the test results reveal that the individual has contracted COVID-19, action will be taken and a decision will be made on when they can return to work.</i>				
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PLEASE SEE DAILY MONITORING CHECKLIST BELOW

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 the next three to six months
1-5	Low	Whenever viable to do so

Daily Monitoring Checklist

Ensure that you have:

Action	Yes	Confirmed by	Comments
Reviewed the updated guidance from the government	Yes	Phil Tilt	As Company Compliance manager he checks daily
Reviewed and updated the risk assessment to incorporate any changes to the guidance	Yes	Phil Tilt	As Company Compliance manager he checks daily
Ensured sufficient stocks of soap, hand sanitiser and disinfectant are available	Yes	Facility Manager	Will check levels and make sure orders palced when stocks low
Ensuring Day to day adherence to COVID-19 H&S Guidelines	Yes	Branch Manager	Branch Manager will contact Phil Tilt if any breaches of the COVID-19 H&S are noted
Identified and implemented the (new) recommended control measures	Yes	Phil Tilt	Checked and made sure measures were put in place before the office re-opened.