

## Covid-19 Workplace Risk Assessment

Coronavirus (Covid-19) is a new and unique workplace hazard. In advising you on the control measures you need to take to prevent the risk of work-related coronavirus infection and spread we must draw heavily on official Government guidance materials. This guidance is liable to change at very short notice and we advise all employers to monitor the guidance continuously and to review all coronavirus risk assessments in the light of any significant changes to the guidance.

<b>Task:</b>	Carrying out routine activities in the workplace at Cottons Accountants, Chestnut Field House, Rugby	<b>Assessment Number:</b>	AHR/1615/RAC19/001
<b>Assessor(s):</b>	Richard Hall (Health and Safety Consultant for AHR Consultants)	<b>Assessment Date:</b>	27 <sup>th</sup> May 2020 Updated 16 <sup>th</sup> July 2020
		<b>Assessment Review Date:</b>	Recommend weekly

Item	Risks	Persons at Risk	Existing Control Measures	Existing Level of Risk			Further Action Required	Residual Risk (once all steps are in place)		
				High	Med	Low		High	Med	Low
	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>				<b>Step 4</b>			
01	Transmission of Covid-19 in the workplace	All employees	Hygiene in the workplace: <ul style="list-style-type: none"> <li>▪ Handwashing facilities available.</li> <li>▪ Soap and hot water available at each handwash basin.</li> <li>▪ Sanitiser available at reception</li> </ul> Working from home: <ul style="list-style-type: none"> <li>▪ Working from home adopted where possible.</li> </ul>		<b>10</b>		Undertake weekly temperature checks of hot water taps to ensure supply is maintained.  Daily and weekly Covid-19 compliance checks to be adopted.  Signage to be in place reminding employees to wash hands before and after breaks, at regularly intervals and the 20-second hand wash guidance.			<b>5</b>

		<ul style="list-style-type: none"><li>▪ Bike storage available so that employees can use bikes rather than public transport.</li><li>▪ Suitable parking available to ensure social distancing can be maintained.</li></ul> <p>Social Distancing when using workstations and desks:</p> <ul style="list-style-type: none"><li>▪ Staff rotation and social distancing (desk placement) is in place to maintain social distancing guideline recommendations.</li><li>▪ Hot desking not adopted.</li></ul> <p>Controlling risks at meetings:</p> <ul style="list-style-type: none"><li>▪ Remote meeting software used to avoid face to face meetings where possible.</li><li>▪ Only essential participants will attend face to face meetings.</li><li>▪ 2 metre (or 1m where additional control measures are in place) distance rules implemented at face to face meetings.</li></ul> <p>Controlling risks in common areas and kitchens:</p> <ul style="list-style-type: none"><li>▪ Common areas are limited to toilets/small kitchens and common corridors.</li></ul>					
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			<ul style="list-style-type: none"> <li>▪ Staff eat at their desks at present ( or outside- weather permitting)</li> <li>▪ The board room is available for use as a common area if needed.</li> <li>▪ Reception can maintain 2 metre (or 1m where additional control measures are in place) social distance from visitors/colleagues</li> <li>▪ Staff may use their cars to sit in to take breaks.</li> </ul> <p>Emergency Situations:</p> <ul style="list-style-type: none"> <li>▪ During a genuine emergency, i.e. accident, fire or break-in, employees do not have to remain at a 2m distance in response if it would be unsafe to do so.</li> <li>▪ Colleagues involved in the provision of assistance to others in an emergency ensure they sanitise hands immediately afterwards.</li> </ul>							
02	Employees entering the premises with Covid-19	All Employees				5	Ensure that all employees have been issued with the companies HR procedure relating to their duty should they have any of the pre-defined symptoms of Covid-19.			5

03	Employees exposed to Covid-19 because of contact with visitors and contractors entering the premises	Employees and visitors to the site	<p>Visitor numbers to be minimised to essential visitors only.</p> <p>Visitors/contractors work arrangements are revised /arranged to reduce possible engagement with employees.</p>		5	<p>Distribute the companies Covid-19 management plan to all contractors who are required to attend the offices.</p> <p>Ensure that a record is maintained of the names and contact details of all visitors to site to enable future contact tracing should it be required.</p> <p>Ensure that visitors are notified of the sites Covid-19 control entry regime by a written notice displayed on the entrance door.</p>			5
04	Cleaning of the workplace		<p>During business operations:</p> <ul style="list-style-type: none"> <li>▪ Frequent cleaning of work areas and all equipment using usual disinfectant cleaning products.</li> <li>▪ Frequent cleaning of objects and surfaces that are touched regularly such as door handles, printers, stair handrails, common area items etc.</li> <li>▪ Clearing workspaces and removing waste and belongings from the work area at the end of the shift.</li> </ul> <p>Use of handwashing, sanitation facilities and toilets:</p> <ul style="list-style-type: none"> <li>▪ Hand sanitiser and/or soap is available in washrooms.</li> </ul>		10	<p>Ensure that the cleaning regime is documented and a record is retained of when touch point cleaning was completed and when contract cleaning took place of the whole office and common areas.</p> <p>Cleaning after a known case of Covid-19 will follow government guidance.</p> <p><a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></p> <p>Paper towels to be available in all toilets as a preferred alternative to hand dryers.</p> <p>Handwashing signage and good hand hygiene practice signage should be displayed in toilets and washrooms.</p>			3

