

# Risk Assessment Employees

Company Name: Staveley Communications Ltd				Work Area: Offices – COVID-19 Phased Return to Site Working				Work Area: Office work				RA No: 11.01.41	
Hazards & People Exposed		Risk		Current Controls (measures already in place)				Residual Risk		Future Controls (things to be considered)		Transferred to Action Plan Yes/No	
Employees		S	L					T	S				
		5	5	25	<p>Consideration to the office environment to allow return to office working post Covid19 (Phased 3 return to normal working activities) to allow People to return to the office subject to UK Govt and HSE Guidance.</p> <p>This is in addition to the Government statement on Hand Washing for 20 seconds, not touching your faces and social distancing.</p> <p><b>All of these controls will be subject to regular monitoring by the Safety &amp; Estates teams</b></p>				5	1	5		
Office/General		s	L	T					S	L	T		
Selecting our People to return to work		5	5	25	<p>Anyone who needs to be in the office i.e. those who cannot work from home, engineers collecting stock, Information Support teams.</p> <p>All to follow the hierarchy of controls and those in this risk assessment with hygiene and social distancing as principal controls.</p>				5	1	5		
New rules for phased return to Office working		5	5	25	<p>Return to office pack and risk assessment to be provided to all returners.</p> <p>Colleagues should avoid contact with any surface or equipment except for their desk, printers, water fountains and hot-taps. Sanitising wipes or sprays will be provided to wipe these down.</p>				5	1	5		

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				<p>Fridges, kettles, vending machines, coat stands, microwaves etc will not be available to use.</p> <p>Regular monitoring by Directors and Managers</p> <p>Risk assessment details/uploaded to Microsoft Teams.</p>				
Travel around offices	5	5	25	<p>Stop people passing in corridors, on stairs and other pinch points in the buildings by using one person per area and queuing system as per signage.</p> <p>No cross-site movement between buildings on the business park.</p> <p>Signage, cordon tape, tape to mark floor to indicate queuing system.</p> <p>Markers on the floor at entrances and in common areas with 2 metre spacing.</p> <p>Hand sanitisers throughout sites.</p> <p>Manager's guide and FAQs for all staff.</p> <p>Regular monitoring by Directors/managers.</p>	5	1	5	
Each employee will be assigned a marked desk. All other desks must be left empty.	5	5	25	<p>Measurements between desks.</p> <p>No hot desking allowed.</p> <p>Adhering to the 2 metre gap at all times including walking past people who are seated or on the same bank of desks.</p> <p>Seating plan in place.</p>	5	1	5	
Desks must be 2m apart	5	5	25	<p>Desks for use have been designated and marked on plan and are numbered.</p> <p>Seating plan in place</p> <p>Managers guide</p>	5	1	5	
Shift Patterns	5	5	25	<p>Demarcations for 2m distancing outside offices as start times.</p> <p>Staggering in place at commencement of the change until people are fully aware of the entry controls.</p> <p>Floor markings outside buildings to show 2m distancing</p>	5	1	5	

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Seats/desks/Keyboard cleaning regime	5	5	25	All workstations will be cleaned as part of daily regime. Safe System of Work and Risk Assessment in place. Personal keyboard, monitor and mouse issued - to be cleaned daily by user before shift begins and after shift ends. Seating plan in place. No hot desking.	5	1	5	Evidence of pre and post COVID cleaning regime to evidence the increase.	
Lift usage restricted to one person	5	5	25	No lifts to be used unless there is a medical need. Signage (1 person per lift only.)	5	1	5		
PPE usage Use of masks Use of Gloves	5	5	25	Not required - primary controls hygiene and social distancing - 2 metres between people when walking, standing or sitting is mandatory. Employees may choose to wear face coverings by choice. They Should keep them clean and dispose of them at home only.	5	1	5		
Canteen/Breakout/Rest areas/Kitchenettes	5	5	25	No canteen service at Café on the Quay is available. Use of cold water machines and hot zip taps are allowed. Fridges, kettles, vending machines, coat stands, microwaves etc <b>will not</b> be available to use. Staggering breaks where possible Utilise outside areas where possible. Benches have been provided. Workers to bring their own food and remain on site until their shift/work day ends. No communal food - bringing in cakes, biscuits, pizza etc.	5	1	5		

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Toilets	5	5	25	<p>Lock/occupied sign to be displayed on outer door</p> <p>If the WC is occupied or they encounter another user exiting; then they should withdraw 2m and wait until it's clear.</p> <p>Only one person allowed in at any one time.</p> <p>All WC's are subject to a more frequent cleaning regime</p> <p>Hand washing facilities to be used regularly to clean hands</p>	5	1	5		
First aid requirements	5	5	25	<p>Dynamic risk assessment to be completed by a manager or member of Safety team.</p> <p>Wash hands after any first aid treatment.</p> <p>If Covid19 suspected then maintain 2m distancing and request employee to wait outside the building.</p> <p>Deep clean of areas if required.</p>	5	1	5		
Fire	5	5	25	<p>In case of emergency please use nearest exit - trying to keep the 2m distance if possible</p> <p>Muster point attendance - keep the 2m distance if possible</p> <p>Wash hands upon re-entry to building</p>	5	1	5		

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Communal use Equipment/Areas	5	5	25	<p>Use of wipes/sprays to cleanse after use of printers, scanners, etc.</p> <p>Good general hygiene measures</p> <p>Posters on walls and desks for which desks can't be used</p> <p>Use Microsoft Teams rather than face to face meetings</p> <p>Minimise touching of equipment. Wipe before and after use</p> <p>Mark other communal use equipment as 'not for use'</p>	5	1	5		
Meeting Rooms	5	5	25	<p>Use of Microsoft Teams to prevent face to face meetings</p> <p>Meeting rooms to be used by one person at a time only</p> <p>Wipe down of desks and handles before and after use</p>	5	1	5		
Desk Space/Equipment	5	5	25	<p>Designated desks for single use. Desk plan set out with numbered desks.</p> <p>People to use their own stationary equipment and secure away at the end of the working day so nobody else can use</p> <p>Wiping down of desk at the start and end of day No hot desking</p>	5	1	5		

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Car Park	5	5	25	Keep to walkways. Minimise need to walk across site. Maintain 2m distancing when passing somebody	5	1	5		
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