

Risk assessment for returning to work at the Woodbridge office during the Covid-19 pandemic

Revision 4: 8 December 2020

Gov. Guidance Section Ref.	Assessment of Risks associated with transmission of Covid-19	Who might be harmed	Controls Required	Additional Controls	Risk Rating: High / Medium / Low	Action by Who	Action by When?	Date completed
1.	COVID-19 assessment of risks of reopening the Woodbridge office To reduce transmission to all employees as far as reasonably practicable.	Employees	Risk Assessment to be completed Employees can work from home or from the Woodbridge office as per agreement between individuals and their line managers.	Employees who are required to travel to work using public transport should discuss this with their line manager prior to returning to the office, to enable any risks associated with the employees return to work to be assessed.	Low	GT/JL		
	Spread of virus in office		Preparation of office prior to staff return to work to prevent virus transmission Deep clean 1. Legionnaire controls – taps & shower facilities to be run for 5 minutes prior to office reopening and showerheads cleaned to eliminate Legionnaire risk	1. Liaise with Cleaning company GT to complete legionella flushing and disinfection as required 2. Fire door holder to be ordered and fitted 3. Confirmation of emergency arrangements in light of changes to office occupancy 4. Purchase of consumables	Low	1. AW/GT 2. GT 3. GT/AW 4. AW 5. GT 6. HR/GT		

			<ul style="list-style-type: none"> 2. Fitting fire door holder that close on alarm to lobby door 3. Training of sufficient staff for emergencies - e.g. fire marshal, someone to check names etc. 4. Purchase of consumables – sanitisers and wipes 5. Erection of signage. 6. Information to be circulated to all Woodbridge staff on compliance with government guidelines and this risk assessment as well as procedure to all staff on changes in working practices 	<ul style="list-style-type: none"> 5. Procedure to be written 6. RA & Guidance compliance document to be made available to all staff & changes to working operations procedure to be circulated to all staff 				
2.	Virus transmission to employees returning to the office and particularly those who are at higher risk e.g. vulnerable individuals or who have nay special needs e.g. due to disabilities	Employees	<ul style="list-style-type: none"> 1. Staff returning to the office are to indicate their intention to attend by adding their name to the Team rota and if the employee or a member of their household or support bubble develop any symptoms they are advised to self-isolate as per the governments test & trace service/guidance. 2. Any staff member who is classed as vulnerable is able to attend a Covid secure workplace to carry out their duties as long as they can continue to maintain a social distance from others 	<ul style="list-style-type: none"> 1. No more than 12 members of staff on the premises at any one time. Numbers in office to be determined and monitored by Ann. HR to be advised of all persons developing symptoms and/or self-isolating (even if working from home where possible). 2. Government compliance poster to be printed and applied to wall in lobby area. Any line manager that has an employee in their team that falls into this category will liaise 	Low	<ul style="list-style-type: none"> 1. AW/HR 2. GT 3. GT/JL 		

			<p>(2m or 1m with additional risk mitigation.</p> <p>3. Public health England have indicated that some groups of people may be at more risk of being infected and/or an adverse outcome if infected. The higher-risk groups include those who:</p> <ul style="list-style-type: none"> • are older males • have a high body mass index (BMI) • have health conditions such as diabetes • are from some Black, Asian or minority ethnicity (BAME) backgrounds 	<p>with HR on an individual basis. Everyone to read a short but detailed guidance document on the new office working requirements prior to attending the office.</p> <p>3. HR Team identify employees who may fall into any of these at risk groups and discuss risk mitigations with them if they have any concerns.</p>				
3.	Transmission of virus whilst arriving at and departing from building	Employees / Visitors	<p>1. Entry to office via front door only. Notice to all to use Hand sanitiser in lobby and outside. (Rear door only used in event of an evacuation).</p> <p>2. Own temperature to be taken on arrival</p> <p>3. To lower risk of contamination, anyone going for a comfort break should use the front door</p> <p>4. No visitors to be admitted to the office unless authorised</p>	<p>1. All staff to read document Head Office Working Practices during Covid19 Pandemic and confirm understanding.</p> <p>2. Thermometers to be provided and procedure for use. Wipes to be provided to clean after use</p> <p>3. Signage to be displayed in prominent locations.</p> <p>4. Signage to be displayed on outside door for visitors – knock/ring bell and wait,</p>	Medium	<p>1. HR/GT to circulate to all staff</p> <p>2. EW/GT</p> <p>3. GT</p> <p>4. GT</p>		

			in advance and no staff are present	only enter if invited and then				
	Transmission of virus whilst travelling around the workplace / office		<ol style="list-style-type: none"> Staff to maintain 2 metre social distance or 1 metre with risk mitigation measures at all times. To avoid staff passing close to others, they should move about the top floor (for example to and from printers/ stairs) by the shortest route possible (rather than one way system as this will take them past fewer desks meaning less movements). Only one person on the stairs at a time. To maintain 2 points of contact, banisters should be used at all times. Staff to clean hands with sanitiser after use and stair to be wiped down at least 3 times a day All staff should use the phone, email and Teams to 	<ol style="list-style-type: none"> Signage to be displayed. Staff to read working procedure document. No more than one person using the stairs at any one time. Hand sanitiser should be located in lobby area and at top of stairs and be used after going down and going up and. Procedure document and signage Information on required compliance with this to be included in procedure 	Medium	<ol style="list-style-type: none"> GT/HR GT to circulate GT/JL to complete procedure 		

			hold conversation, even in if in the same office.					
	Transmission of virus through lack of ventilation in working areas,		Ventilation into the building should be optimised to ensure the maximum fresh air supply is provided to all areas wherever possible.	All staff should utilise windows, doors and ventilation systems in offices and other areas where possible to increase the flow of fresh air into the buildings where employees are working. Desk and ceiling fans should also be used to improve circulation where there is good ventilation.	Low	All staff		
	Transmission of virus between individuals when they are at their workstations or through using shared equipment such as photocopiers and printers.		<ol style="list-style-type: none"> Staffing numbers limited in accordance with government tiers (tier 1, 12 people, 8 people tier 2, essential visits only tier 3) and to be limited to a ratio of no more than 1 person per 2 desks (2 staff per bank of 4), banks of desks are minimum of 2 metres apart). Staff should work opposite and offset (diagonally) from each other only. Where more people are needed per bank of desks, then Perspex screens will be purchased and installed on all desks. 	<ol style="list-style-type: none"> GT to confirm changes to designated desks if any changes are made and movement of IT equipment as required. Staff to maintain 2 metre social distance or 1 metre with risk mitigation measures such as Perspex screens GT to move AW desk away from stair well. Ensure all PC's used meet 2 meter distancing 	Low	<ol style="list-style-type: none"> GT GT/LF GT HR AW to order supplies of sanitiser 		

			<p>3. Workstation equipment to be moved to accommodate this as required (Including reception desk and pc to be moved 2 meters from Stairwell).</p> <p>4. No sharing of normal office equipment such as staplers/pens/rulers etc.</p> <p>5. Staff should not share equipment unless it has been sanitised first. Photocopier external surfaces should be sanitised after use. Signage to be displayed around key equipment</p>	<p>4. Office working guidance document to be circulated to all staff</p> <p>5. Office working guidance document to be circulated to all staff. Sanitiser to be available in key locations</p>				
	Transmission of virus due to use of air conditioning in offices		Air conditioning units are unlikely to spread the virus as when cooling the air it causes water droplets to evaporate.	Air conditioning units to be serviced / cleaned prior to opening office for use and at the regular frequencies determined by the service agreement with the Refcom approved service provider.	Low	AW to liaise with company		
	Transmission during staff to staff contact e.g. meetings		<p>All meetings between staff should be conducted electronically by either phone or Video Conference where possible.</p> <p>Meeting rooms may be used as long as staff maintain a social distance from each other</p>	Details to be written into staff guidance document.	Low	GT to circulate procedure		

	Transmission of virus while using common areas.		Information / guidance document to be circulated to employees and signed off to confirm understanding.	To be completed by GT/JL	Medium	GT as above		
	Transmission of virus while using Toilets and Showers		Toilet facilities. Use of Showers - Staff to wipe down surfaces used before and after using the toilet.	Sanitiser wipes to be available in all bathrooms. Signage to be displayed on all bathroom doors.	Low	AW to order supplies GT to apply signage		
	Transmission of virus while using Kitchen area		Staff only to prepare own drinks and food. All surfaces touched should be wiped down with sanitising wipes before / after use	Staff to bring own receptacle for drinks and own packed lunch Kitchen area is not to be used. Details of this to be covered in the staff procedure	Medium	GT/JL		
	Transmission of virus while using Lunch seating area		Lunchtimes to be taken either at desk, outside or on downstairs kitchen table. Staff to maintain distancing	guidance document and signage	Medium	GT		
	Transmission of virus while using filing area		Anti- bacterial wipes to be available on top of the filing cabinets. Cabinets and any surface areas touched should be wiped down after use.	guidance document and signage	Low	AW to order supplies		
	Transmission of virus during emergency situations		First aid cover to be in place during office hours Rear exits to be used only in the event of a fire	First Aiders advised of extra precautions to be taken when carrying out first aid GT to review & confirm arrangements	High	GT		

4	Transmission of virus by visitors to office	Employees	Meetings should be conducted via Microsoft Teams, phone or email Everyone to read a short but detailed brief on the new office working procedure prior to attending the office including minimisation of visitors Signage to be applied to entrance door for visitors on procedure	guidance document and signage	Low	GT		
5	Transmission of virus Through incorrect cleaning / hygiene measures	Employees	Carrying out cleaning procedures and providing hand sanitiser before restarting work.	Cleaning company have own RA (seen) – cleaning is to standard and GT will clean desk IT equipment prior to opening. GT will also maintain desk hygiene whilst RA is in force.	Low	AW/GT		
	Transmission of virus by touching contaminated surfaces.		Office to be cleaned after each working day with special attention to sanitising surfaces. See section 3 above - Anti-bacterial wipes to be available on top of the filing cabinets. Cabinets should be wiped down after use. Cyclist storing bikes in Unit 5 should ensure any door handles are wiped down after use.	Cleaning to be completed outside of office core hours. Liaise with cleaning company	Low	AW/GT		
	Transmission of virus whilst using changing rooms and showers.		There are two showering facilities and both bathrooms can only be used by one person.	Gt to designate after discussion with personnel who use these.	Low	GT		

	Transmission of virus through contact with objects that come into the workplace e.g. goods / materials		Cleaning requirements for goods and merchandise entering the site.	To be included in guidance document and have wipes / spray available	Medium	GT/JL AW to order wipes / spray		
6.	Spread of virus due to lack of Personal protective equipment (PPE) and face coverings usage	Employees	Wearing face coverings in the workplace <u>is not a requirement by law</u> however EPR should support employees if they wish to do so and advise on how to do this safely (see SHE Team for further information regarding this).	COVID-19 is a different type of risk to the risks persons normally face in the workplace, and needs to be managed through social distancing, hygiene and fixed teams or partnering, not through the use of PPE. JL to provide further information on an as required basis	Low	JL		
7.	Transmission of virus to all employees whilst travelling for business purposes (e.g. to sites)	Employees	<ol style="list-style-type: none"> 1. Minimise non-essential travel – consider remote options first – working from home / remote meetings etc. 2. Where workers are required to travel public transport should only be used as a last resort and face coverings are required to be worn as per government requirements. 3. Employees needing to stay away from their home due to work requirements should make sure any overnight accommodation meets social distancing guidelines. 4. Group personnel who are required to attend different sites should only physically 	<p>To be managed between individual employees and line managers.</p> <p>In line with Government guidance relating to the 3 Tier system introduced in England from 2nd December persons are permitted to travel between Tier areas for work purposes, however as a precaution it is EPRL's policy to minimise travel between Tier areas as far as possible to minimise contacts. If under any doubt regarding this please consult your line manager.</p>	Medium	GT/JL		

			travel to and attend one site per week to prevent potential spread of virus between sites.					
	Transmission of virus due to lack of understanding of COVID-19 related safety procedures by employees		<ol style="list-style-type: none"> 1. Everyone to read the detailed procedure on the new office working procedure prior to attending the office. 2. Ongoing communications as Government guidance or procedures change. To be circulated via site SHE Officer. 	GT/JL to produce guidance document	Low	GT/JL		
8.	Surface transmission of virus when goods enter or leave the office – stationary /post etc.	Employees	Considering methods to reduce frequency of deliveries, for example by ordering larger quantities less often.	AW to review current ordering requirements and storage	Low	AW		