



RISK ASSESSMENT - OFFICE ENVIRONMENT-COVID-19 (CORONAVIRUS)

Title	Working at offices during corona virus pandemic period	Type	General
Assessor's name	Karen Marshall	Locations	Worthing, Selsey & Littlehampton
Date Devised	27/03/2020	Monthly Review period or when needed Dates	03/05 03/06 05/07 03/08

Description

The Objective is that everyone should work from home, unless they cannot work from home. ERA and staff considered who would be needed on sites. Staff whose roles were critical for business and operational continuity and regulatory requirements that cannot be performed remotely would continue to attend the Business offices. This assessment considers the risks for those working in the ERA offices whilst complying with control measures that have been set out in government guidelines.

Compliance

- The following controls are to be complied with by all personnel working or visiting any of the ERA Healthcare offices.
- To protect your staff, you should remind staff daily to only work if they are well and no one in their household is self-isolating.

Risk	Person in danger	Level of risk	Control measures in place to reduce risk	Risk outcome
Travel to and from work may lead to greater risk of virus transmission Public transport may be restricted in order to achieve social distancing on trains, buses, etc Access to buildings	Staff	High	<ul style="list-style-type: none"> • Enable flexible/staggered working arrangements so that staff can avoid travelling at peak times or all arriving or leaving at the same time • Ask staff not to use public transport if at all possible – where they do use public transport they should conform with all requirements, e.g. wearing face coverings if required, social distancing, etc https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers • Ensure that sufficient access points to the workplace are provided so that staff do not congregate at entrances and exits 	Low

<p>may create a virus transmission risk if staff all seek entrance at once or are channelled through single points of entry</p>			<ul style="list-style-type: none"> • Ensure that all entry/exit points have supplies of hand sanitisers available • Frequent cleaning and disinfecting of entry/exit points i.e. surfaces that are touched regularly particularly high use surfaces such as door handles and light switches, using appropriate cleaning products and methods. 	
<p>Staff becoming infected with COVID-19 through contact with other employees or visitor</p>	<p>Staff and Visitors</p>	<p>High</p>	<ul style="list-style-type: none"> • ERA follows the HM government guidance “Working safely during COVID-19 in offices and contact centres” https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres • Staff who are not able to work from home, or are required to be in the office, are able to follow the social distancing guidelines in their offices, as they are either in the office alone or at least 2 metres away (at least 3 steps) from another person • As ERA offices are open to staff and visitors, a protective screen is installed in reception to protect the receptionist and hand sanitisers are also provided at this point. The reception is marked by hazard tape to identify the area to which visitors are not allowed to enter. There is signage provided to explain body temperatures will be taken on entering the office and all will be recorded. • All workstations are arranged to comply with the government’s 2 metre social distancing requirement • Hot desking is not allowed • If visual meetings are required and if possible then virtual meetings using Zoom or another similar platform are to be used • If a direct meeting must take place i.e. face to face then the 2-metre social distance between everyone is to be followed. The area of the meeting must be well ventilated. PPE will also be made available. • If anyone is using a face mask/covering the following should be followed <p>How to Put On (Don) a Face Mask</p> <ol style="list-style-type: none"> 1. Perform hand hygiene (instructions on correct hand washing posted next to washing/sanitising areas.) https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ 2. When using a face mask with ear loops, secure an ear loop over an ear. 3. Then place the other ear loop over the other ear. 4. Then grasp the nose piece of the mask and bring it to cover the bridge of the nose. 5. Mould the nose piece of the face mask with the fingertips of both hands by starting at the bridge of the nose and work outward toward the cheekbones. 6. Then grasp the nose piece of the face mask. 7. Then pull the bottom of the mask under chin <p>Note: During application of the face mask your hands should be clean since you performed hand hygiene before putting it on. Therefore, at this time you can touch the front of the mask to fit it to your face. HOWEVER, once you enter the patient care area or a public setting you</p>	<p>Low</p>

			<p>can no longer touch the front of the mask because it may be contaminated. It is very important that you do NOT touch the front of the mask during removal as well.</p> <p>How to Take Off (Doff) a Face Mask</p> <p>Do NOT touch the front of the mask to remove the face mask. It is considered contaminated. Instead, remove the face mask by grasping the ear loops.</p> <ol style="list-style-type: none"> 1. Take the index finger of each hand and grasp the ear loops from behind the ears. 2. Pull the face mask forward off the face to remove the face mask. 3. Dispose or clean/reuse the face mask per your facility's protocol. 4. Perform hand hygiene 	
Staff becoming infected with COVID-19 through contact with affected surfaces	Staff and visitors	High	<ul style="list-style-type: none"> • Cleaning/Disinfection of the workplace will take place daily. If an employee who has been in the building starts to display symptoms of COVID-19 then sterilization will then take place. <p>Cleaning is the process that physically removes soiling including large numbers of micro-organisms and the organic material they thrive on.</p> <p>Disinfection describes a process that eliminates most micro-organisms on inanimate objects, except for bacterial spores. High level disinfection refers to the ability to kill particularly resistant bacteria such as mycobacteria but again, with the exception of spores.</p> <p>Sterilisation refers to a physical or chemical process that completely kills or destroys all forms of viable micro-organisms, including spores</p> <ul style="list-style-type: none"> • All surfaces in the communal areas, such as door handles, light switches, soap dispensers, taps etc are to be cleaned twice a day • Employees are reminded to wash their hands regularly and posters on correct handwashing are set around the office • Hand sanitisers are also provided • Equipment must not to be shared • All waste is to be removed daily at the end of the day before going home. 	Low
Fire/ accidents	Staff and visitors	High	<ul style="list-style-type: none"> • In the case of a fire, staff and any visitors will not be required to adhere to the social distancing rule when evacuating, as the risk of a death from a fire is greater than the risk of being infected • If staff or visitors require first aid treatment, a first aider will be required to follow the latest first aid requirements for Covid19 https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/ 	Low

Risk Rating explained

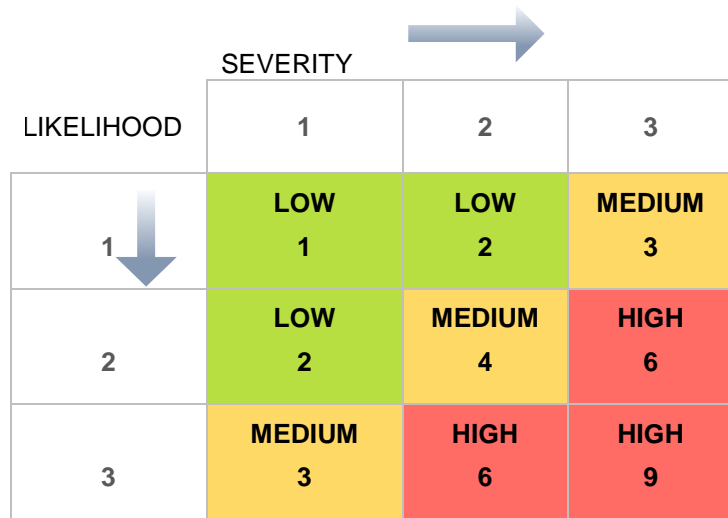
Risk rating is to allow the organisation to prioritise 'actions to be taken' where control measures are considered to be inadequate.

Risk Ratings are often awarded a numerical value calculated from the following formula:

$$\text{SEVERITY} \times \text{LIKELIHOOD} = \text{RISK}$$

(SEVERITY of harm) (LIKELIHOOD of the specific harm occurring)

In our system Severity is given a value from 1 to 3 and Likelihood is also given a value from 1 to 3



The table is a 3x3 grid. The top row is labeled 'SEVERITY' with an arrow pointing right. The left column is labeled 'LIKELIHOOD' with an arrow pointing down. The cells contain risk levels and their numerical values:

	SEVERITY →		
LIKELIHOOD ↓	1	2	3
1	LOW 1	LOW 2	MEDIUM 3
2	LOW 2	MEDIUM 4	HIGH 6
3	MEDIUM 3	HIGH 6	HIGH 9

- Risk is categorised as LOW: Monitor on a monthly basis to ensure risk is still categorised as low
- Risk has been categorised as MEDIUM: Begin to plan your action to reduce the risk immediately
- Risk has been categorised as HIGH: Immediate action required to reduce the risk