

**COVID R.E.A.D.Y Risk Assessment
Developed in association with Primary Authority**

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\*\* Subject to Guidance Update & Change

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| **Business Sector:** | Offices |

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| **Assessment Details** |
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| **EHA Membership No:** |  | **Date:** |  |
| **Business Name:** |  | **Address:** |  |
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|  | **Post Code:** |  |
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| **Insurance Certificate:** |  | **Gas Safety Certificate:** |  | **Fire Risk Assessment:** |  | **CO Detectors:** |  |
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| **Completion Guide:** |
| The example below demonstrates how this Risk Assessment works. Give the **Severity (S)** and **Likelihood (L)** a score based on the table below. **Multiply (S) by (L) to create a risk score (R)**. Score each job hazard rather than each control measure. |
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| Severity **(S)**: | **6** Multiple Deaths | **5** Single Death | **4** Major  | **3** Lost Time Injury | **2** Minor | **1** Delay |
| Likelihood **(L)**: | **6** Certain | **5** Very Likely | **4** Likely to Happen | **3** May Happen | **2** Unlikely to Happen | **1** Very Unlikely to Happen |

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| The figures will give a risk score between **0** and **36**:**0-10** low risk (Green)**11-20** medium risk (Amber)**21-36** high risk (Red) | **0-10** | **Green****Low Risk** | **11-20** | **Amber****Medium Risk** | **21-36** | **Red****High Risk** |
| Focus should be placed on any high-risk areas and where risk can be mitigated. |
| **Job Hazard Exposure / Detailed Hazard** | **Possible Harm and Effects** | **Existing Control Measures** | **Recommended Controls / Information (In Priority Order)** | **S** | **L** | **R** |
| **EXAMPLE****Person to person contact during COVID 19 pandemic** | Becoming infected with COVID-19 and further spread the infection | Limit 1 staff person for usage for photocopier  | Clean with sanitiser wipes between use  | **3** | **3** | **9** |

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| **Job Hazard Exposure / Detailed Hazard** | **Possible Harm and Effects** | **Existing Control Measures/Action /By Whom** | **Recommended Controls / Information (In Priority Order)** | **S** | **L** | **R** |
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| **Person to person contact during COVID-19 pandemic affecting staff and Customers.** | Becoming infected with COVID-19 and further spread the infection. |  | Temperature test team members on arrival to work.Ensure team members have signed a fit for work document. Isolate any infected staff 14 days / teams of infected staff for 7 days if symptom free. Maintain records for reporting purposes (EHO)Increase in lone working, review risks to fire safety and first aid.Restrict use of canteen, washrooms, communal areas for staff, social distancing measures to be in place and signposted.Strict cleaning regime to be in place.In washrooms paper towel and a lidded foot operated bin or open bin.Where possible do not share workstations, where unavoidable thorough cleaning to be carried out at change over and PPE equipment, gloves and masks to be available to staff.If workstations are shared, clear screens must be in place.Maintain low noise levels.Ventilate offices with natural air, where possible, door/window open.Fans and air con can spread viral, **assess usage**.Ensuring all areas have regular robust cleans adhering to a cleaning schedule and document.* Any items that are regularly in contact with the public, handrails, door handles should be regularly sanitised.
* Social distancing measures are in place for staff members and customers and these are marked clearly.
* Limit number of customers entering the office at any one time. Introduce a one-way system if possible, clearly marked.
* Where there are pinch points in the office, crosshatch this area to ensure social distancing can be maintained, do not enter until vacant and safe to do so.
* Hand sanitiser available to both staff and customers within the office BUT promote regular handwashing as the best form of defence
* Minimising staff numbers in the office at any one time.
* Form ‘work bubbles’ to minimise risk.
* Card payment only. (Where possible)
* Visiting Clients details to be obtained and details held for 21 days minimum where possible.
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| **Person to person contact during COVID-19 pandemic affecting staff and Customers.** | Not meeting customer expectations. |  | .Encourage visits via remote connection/working where this is an optionLimit visitor times to a specific time window and restrict access to required visitors only Determine if schedules for essential services and contractor visitors can be revised to reduce interaction – carrying out services at night for exampleMaintain a record of visitors for 21 days minimumEncourage visitors and staff to use hand sanitiser as they enter the premises AND promote handwashing Consider implementing eservices Clearly sign entry and exits and reduce congestions |  |  |  |

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| **Deliveries In/Out** | Becoming infected with COVID-19 and further spread the infection Contaminated accommodation / spread of COVID-19 |  | Check with all your external delivery companies what their updated social distancing procedures are and how does that affect your business and record.Authorised trained personnel to receive/ send orders onlySanitise deliveries in where possible Less deliveries/ different time of deliveriesPreference for out of hours. |  |  |  |
| **Contractors** | Becoming infected with COVID-19 and further spread the infection Contaminated accommodation / spread of COVID-19 |  | By prior appointment only.All works to be carried out with the appropriate level of PPE equipment and social distancing measured adhered to.Sign In/Out – details to be held for 21 days minimum. |  |  |  |

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|  **Wholesale Representatives** | Becoming infected with COVID-19 and further spread the infection Contaminated accommodation / spread of COVID- |  | By prior appointment only.Where possible email or video appointment only.If physical appointment necessary social distancing measures adhered to and appropriate PPE equipment used.Sign In/Out – details to be held for 21 days minimum |  |  |  |