

**RETURN TO WORK  
RISK ASSESSMENT**

**1. Introduction**

**Background:**

This risk assessment was carried out in respect of a return to work premises during the easing of restrictions for Covid-19.

**Assessment Description:**

Corona Virus (Covid-19)

**Assessment made by:** Ringrose Law

**Contacts seen:**

**Signature:** 

**Date:** May 2020

**Review Date:** November 2020

**Persons at Risk:** Staff, clients contractors and the public attending company premises during the Covid-19 pandemic up to such time as the pandemic has ended or a vaccine is readily available.

Identified Hazards	Who may be affected	Risk Level before control measures S x L = R				Existing control measures	Additional Control measures required	To be actioned by	Completion date	Final Risk level S x L = R			
		S	L	R	RR					S	L	R	RR
<b>COVID-19</b>	Employees, client, public	5	3	15	H	<ul style="list-style-type: none"> <li>Anyone who meets one of the following criteria must follow the Governments guidance on Self Isolation:               <ul style="list-style-type: none"> <li>Shows symptoms of Covid-19 (currently a high temperature or a new persistent cough?)</li> <li>Is a vulnerable person (by virtue of their age, underlying health condition, clinical condition or are pregnant)?</li> <li>Is living with someone in self-isolation or a vulnerable person.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Guidance on self-isolation found via the Government website.</li> </ul>	Already implemented	Already implemented	5	1	5	M
<b>Somebody showing Symptoms</b>	Employees, client, public	5	3	15	H	<ul style="list-style-type: none"> <li>Return home immediately</li> <li>Cover mouth if possible</li> <li>Avoid touching anything where possible</li> <li>Communicate to your health and safety representative any areas of the building that you have been or touched.</li> <li>Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow.</li> <li>Follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed.</li> </ul>		Already implemented	Already implemented	5	1	5	M
<b>Travel to and from the office or between offices</b>	Employees, clients	5	3	15	H	<ul style="list-style-type: none"> <li>Travel to a physical office should continue to be limited in accordance with government guidance. Staff should continue to work from home if at all possible</li> </ul>	<ul style="list-style-type: none"> <li>Clients should be provided with information on attending the office when any appointment to attend a physical office is made.</li> </ul>	1 June 2020		5	1	5	M

						<ul style="list-style-type: none"> <li>• Where possible all employees should travel to the office alone using their own transport.</li> <li>• If employees have no option but to share transport: <ul style="list-style-type: none"> <li>○ Journeys should be shared with the same individuals and with the minimum number of people at any one time</li> <li>○ Good ventilation (i.e. keeping the windows open) and facing away from each other may help to reduce the risk of transmission</li> <li>○ The vehicle should be cleaned regularly with particular emphasis on handles and other areas where passengers may touch surfaces</li> </ul> </li> <li>• Avoid public transport.</li> </ul>	<ul style="list-style-type: none"> <li>• Hand cleaning facilities to be provided at office entrances/exits.</li> <li>• Where public transport is the only option for employees – altered/staggered working patterns are to be considered by department heads and approved if practicable.</li> </ul>							
<b>Office Access</b> External	Employees, client, public	5	3	15	H	<ul style="list-style-type: none"> <li>• Stop all non-essential visitors; office entrances to remain locked but display contact details to arrange contact by telephone or appointment at the office.</li> <li>• Restrict essential visitors to the number that can be accommodated at a social distance (2m apart)</li> <li>• Monitor office access points. Consider decreasing access points for visitors to ensure control. Consider increasing access points for employees to avoid overcrowding</li> <li>• Maintain single point of contact for 'signing in' to avoid shared stationery</li> <li>• Keypad entry systems should be disabled unless required for ongoing security or have facilities to be cleaned</li> </ul>	<ul style="list-style-type: none"> <li>• Altered/staggered working patterns are to be considered by department heads and approved if practicable to reduce congestion at entrances.</li> <li>• Hand sanitiser stations dispensers to be placed at entrance/exits.</li> <li>• Door bells to be used so that access can be provided for pre-arranged appointments.</li> <li>• Facilities to clean keypads/entry systems to be provided</li> </ul>	1 June 2020		5	1	5	M	

						<ul style="list-style-type: none"> <li>All employees to wash and clean hands for 20 seconds on entering or leaving the office.</li> <li>Regularly clean common contact surfaces in reception, door handles, desks signing in areas etc</li> <li>Consider whether essential cleaning/servicing can be undertaken out of hours.</li> </ul>							
<b>Office Access</b> Internal	Employees, client, public	5	3	15	H	<ul style="list-style-type: none"> <li>Internal doors to be held/fixed open (usually by the first person to enter) unless required for security/privacy (e.g. toilets) to allow circulation with minimal contact.</li> <li>Fire doors (e.g. kitchen) may be held/fixed open during operating hours but MUST be closed at the end of the day.</li> <li>Lift occupancy to be limited to 1 (or more if space allows social distancing)</li> </ul>	<ul style="list-style-type: none"> <li>Solid doors that remain closed (e.g. toilet, meeting rooms, etc) to have 'occupied' signs displayed and used.</li> </ul>	1 June 2020		5	1	5	M
<b>Reception and Waiting Areas</b>	Employees, client, public	5	3	5	H	<p><b>See and apply 'office access – external'</b></p> <ul style="list-style-type: none"> <li>Reception, waiting and meeting rooms to be marked to ensure social distancing (2m apart)</li> <li>Remove communal literature; magazines, toys, etc.</li> <li>Cleaning facilities provided for high 'touch' areas such as door handles, card payment machines</li> </ul>	<ul style="list-style-type: none"> <li>Hand sanitiser stations to be provided</li> <li>'sneeze screens' to be provided</li> <li>Face masks to be provided</li> <li>Cash bags to be provided to collect cash payments without handling.</li> </ul>	1 June 2020		5	1	5	M
<b>Welfare Facilities</b>	Employees	5	3	15	H	<p><b>Hand Washing</b></p> <ul style="list-style-type: none"> <li>Allow regular breaks to wash hands</li> <li>Ensure soap and fresh water is readily available and kept topped up</li> <li>Provide hand sanitiser where hand washing facilities are unavailable</li> </ul>	<ul style="list-style-type: none"> <li>Break times should be staggered to reduce congestion and contact at all times</li> </ul>	1 June 2020		5	1	5	M



						<ul style="list-style-type: none"> <li>• Crockery, eating utensils, cups etc. should not be used unless they are washed and dried between use</li> <li>• Employees should clear their own waste and not leave to others to do.</li> <li>• Hand cleaning facilities or hand sanitiser should be available at the entrance of any room where people eat and should be used by employees when entering and leaving the area.</li> </ul> <p><b>Note that the Welfare Regulations must still be adhered to in regard to providing clean fresh water and means to heat food and drink.</b></p>								
<b>Workstations</b>	Employees	5	3	15	H	<ul style="list-style-type: none"> <li>• Manage occupancy levels.</li> <li>• Review layouts and processes to allow people to work at a safe distance.</li> <li>• Separate desks and chairs to social distancing 2m rule.</li> <li>• Avoid employees sitting opposite each other.</li> <li>• Employee to regularly clean touchpoints: keyboard, phone, mouse, buttons etc.</li> <li>• Avoid hot desking if possible.</li> </ul>	<ul style="list-style-type: none"> <li>• Altered/staggered working patterns are to be considered by department heads and approved if practicable.</li> <li>• Apply floor tape or markings to identify safe distances (2m apart)</li> <li>• Consider desk screens if social distancing (2m apart) cannot be maintained.</li> </ul>	1 June 2020		5	1	5	M	
<b>Meetings / Meeting Rooms</b>	Employees, clients	5	3	15	H	<p>Meetings are to be held by remote facilities where possible. If a face-to-face meeting is essential:</p> <ul style="list-style-type: none"> <li>• Home visits are not to be undertaken except in exceptional circumstances (e.g. death bed will) to be approved by a member of the operations board.</li> <li>• Attendees should be limited to the absolute minimum</li> <li>• Maintain safe distancing (2m apart)</li> </ul>	<ul style="list-style-type: none"> <li>• Consider screens in meeting rooms if safe distancing (2m apart) is not possible.</li> </ul>	1 June 2020		5	1	5	M	

						<ul style="list-style-type: none"> <li>Avoid transmission during meetings; sharing pens and objects</li> <li>Provide hand sanitiser in/near meeting rooms</li> </ul>							
<b>Cleaning</b>	Employees, contractors	5	3	15	H	<ul style="list-style-type: none"> <li>Enhanced cleaning procedures should be in place across the office, particularly in communal areas and at touch points including:               <ul style="list-style-type: none"> <li>Taps and washing facilities</li> <li>Toilet flush and seats</li> <li>Door handles and push plates</li> <li>Handrails on staircases and corridors</li> <li>Lift and hoist controls</li> <li>Food preparation and eating surfaces</li> <li>Telephone equipment</li> <li>Keyboards, photocopiers and other office equipment</li> </ul> </li> </ul>		1 June 2020		5	1	5	M
<b>Deliveries (Internal and external)</b>	Employees, contractors, public	5	3	15	H	<p><b>Internal</b></p> <p><b>See and apply 'travel'</b></p> <ul style="list-style-type: none"> <li>Avoid personal contact during deliveries.</li> <li>Where possible, limit the use of company vehicles to specific people.</li> <li>Where a vehicle is to be used by multiple people ensure cleaning of contact points (keys handles, seatbelt, steering wheel, gear stick, hand break, indicators, switches, etc)</li> </ul> <p><b>External</b></p> <ul style="list-style-type: none"> <li>Allocate a specific area to store and open deliveries</li> </ul>		1 June 2020		5	1	5	M

						<ul style="list-style-type: none"> <li>• If possible, delay opening deliveries for 24 hours to allow time for any virus to die</li> <li>• If not possible, consider cleaning delivery (external packaging)</li> <li>• Avoid touching mouth, nose and eyes whilst opening deliveries.</li> <li>• Wash hands thoroughly after opening deliveries.</li> <li>• No personal deliveries are to be received into the premises</li> </ul>									
<b>Emergency Procedures</b>	Employees	5	3	15	H	<p><b>First Aid</b></p> <p>Consideration given that first aiders may not be in the office</p> <ul style="list-style-type: none"> <li>• Employees to be aware of first aiders and whether or not they are present in the office.</li> <li>• Employees to seek alternative medical advice/treatment if first aider is not available via 111 or 999 as appropriate.</li> <li>• Limit access to first aid facilities/equipment to only trained first aid personnel and / or appointed person(s)</li> <li>• First aiders must clean hands before and after using the first aid facilities or applying first aid</li> <li>• Consideration must also be given to potential delays in emergency services response, due to the current pressure on resources</li> </ul> <p><b>Fire</b></p> <p>Consideration given that fire wardens may not be in the office and, if there is fire, it may spread more quickly if fire doors are open.</p> <ul style="list-style-type: none"> <li>• Attendance register to be maintained</li> </ul>	<ul style="list-style-type: none"> <li>• Face masks to be provided to first aiders</li> </ul>	1 June 2020				5	1	5	M

						<ul style="list-style-type: none"> <li>• Employees to be aware of fire exit routes</li> <li>• Employees to be aware of fire extinguisher locations and use</li> <li>• Employees to view/review health and safety (inc fire safety) presentation</li> </ul>								
<b>Personal Protective Equipment (PPE)</b>	Employees	5	3	15	H	<p>Note that current evidence suggests that wearing a face covering does not protect you but may protect others if you are infected.</p> <ul style="list-style-type: none"> <li>• Wash hands before and after use</li> <li>• Follow manufacturer guidance</li> <li>• Avoid touching face whilst wearing</li> <li>• Change PPE at least daily or after each task</li> <li>• If re-usable wash daily in line with manufacturer guidelines</li> <li>• Continue to exercise social distancing (2m apart)</li> </ul>	<ul style="list-style-type: none"> <li>• Face masks to be provided to public facing staff</li> </ul>	1 June 2020			5	1	5	M
<b>Mental Health</b>	Employees	5	3	15	H	<ul style="list-style-type: none"> <li>• Monitor the wellbeing of people who are working from home,</li> <li>• Communicate to keep in touch with off-site workers.</li> </ul>		Already implemented	Already implemented		5	1	5	M
<b>Awareness</b>	Employees, clients public	5	3	15	H	<ul style="list-style-type: none"> <li>• Information to be provided to staff, clients and visitors to increase awareness.</li> <li>• Government campaign posters to be displayed in the welfare areas and in suitable places around the office</li> </ul>	<ul style="list-style-type: none"> <li>• Increased health and safety controls to be introduced by video update and in writing.</li> </ul>	1 June 2020			5	1	5	M

<b>Vulnerable Groups</b> <b>'Increased Risk' Employees</b>	Employees	5	4	20	VH	<ul style="list-style-type: none"> <li>Medical questionnaires are issued upon employment.</li> <li>Updating medical questionnaires issued to employees who have identified as 'increased' or 'high' risk.</li> <li>Discourage attendance at a physical office unless essential (and cannot be performed by a colleague)</li> <li>Employee to be particularly stringent in following social distancing and cleaning measures.</li> </ul>	<ul style="list-style-type: none"> <li>Continually adopt and review new government / WHO guidance as and when it is available.</li> </ul>	Already implemented	Already implemented	5	1	5	M

**Additional comments:**

1. This risk assessment needs to be discussed with employees to ensure that they are fully aware of all control measures
2. Employees are to sign an acknowledgement sheet for their understanding of this risk assessment
3. The risk assessment is to be reviewed on an ongoing basis as per government guidance
4. This risk assessment must be approved by the nominated person for health and safety before being issued as a live document

<b>Assessor 1 name:</b>	Richard Teare	<b>Signature:</b>		<b>Date:</b>	07/05/2020
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<b>Assessor 2 name:</b>		<b>Signature:</b>		<b>Date:</b>	
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## Guidance Notes

<b>SEVERITY</b>	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
	<b>LIKELIHOOD</b>					

LIKELIHOOD	
5	Almost Certain – Very High Risk
4	Probable – High Risk
3	50/50 – Medium Risk
2	Improbable – Low Risk
1	Almost impossible – Low Risk

SEVERITY	
5	Fatality – Very High Risk
4	Severe incapacity – High Risk
3	Absent 3 weeks – Medium Risk
2	Absent less than 1 day – Low Risk
1	Insignificant – Low Risk

1–4 LOW	5–9 MEDIUM	10–15 HIGH	16–25 VERY HIGH
Continue with existing control, however monitor for changes. Implement any additional control measures required, within the timescales given in the risk assessment.	Requires attention to reduce the rating as well as regular ongoing monitoring. Implement any additional control measures required, within the timescales given in the risk assessment.	Requires immediate attention to bring the risk down to an acceptable level. Implement the control measures required, within the timescales given in the risk assessment and continue to review working practices to reduce the probability of an accident to the lowest possible level.	Stop immediately – the risk is too high. Take immediate action to reduce the risk to the lowest level possible.