

Standard Risk Assessment

Archant Business Unit	Archant All	Reference No	Covid 19
Description of Task or Activity	Returning to office work during Covid 19		
Relevant Workplaces	All Office Staff		
Relevant Other Assessments	Manual Handling, Lone Working, Young Persons.		
Lead Assessor (Name/Job Title)	Clive Want, Archant Health and Safety		
Other Persons Involved	Dee Willmott, Chief People and Transformation Officer		
Date of Assessment	May 2020	Assessment Review Date	May 2021

Stage 1 – Hazard Identification and Risk Assessment (No controls)

No	Describe the task steps and hazards (Use one line for each)	Who (and how many) might be harmed and how?	Uncontrolled Risk Rating			
			L	S	R	OK
1	Travelling to and from work	Staff & members of the public – road traffic accident resulting in injury to driver/passenger or other road user.	4	4	16	N
2	Fire in the building	All staff and visitors, resulting in burns, hospitalisations or death	3	4	12	N
3	Public areas within the office	All staff, spread of Covid 19	3	4	12	N
4	Desk Area	All staff, spread of Covid 19	3	4	12	N
5	Seating Arrangements	All staff, spread of Covid 19	3	4	12	N
6	Toilets	All staff, spread of Covid 19	3	4	12	N
7	Lifts	All staff, spread of Covid 19	3	4	12	N
8	Meeting Rooms	All staff, spread of Covid 19	3	4	12	N
9	Ventilation	All staff, spread of Covid 19	3	4	12	N
10	Personnel temperature checking and hygiene	All staff, spread of Covid 19	3	4	12	N
11	Protecting vulnerable people	Staff, spread of Covid 19	5	6	30	N

Stage 2 – Initial Assessment (What we do now)

No	Describe the current measures to reduce risks (Use one line for each)	Initial Risk Rating			
		L	S	R	OK
1	<ul style="list-style-type: none"> i. Under no circumstances should you car share to or from the office, unless you are living in the same household as the other person. ii. Public transport is to be avoided. Where this is not possible then Archant will be as flexible as possible regarding staggered start and finish times. If you must use public transport, then its advisory to wear a facemask. iii. Where possible walk or cycle into your office. iv. Any changes to your normal working shift requires authorisation from your local manager. v. Carry, and use hand sanitiser frequently on your travel to and from work. 	3	3	9	Y
2	<ul style="list-style-type: none"> i. Selected staff trained as fire wardens, alarms tested regularly, fire drills. 	2	3	6	Y

L (Likelihood)	1 = Negligible	2 = Very unlikely	3 = Unlikely	4 = Likely	5 = Very likely	6 = Almost certain
S (Severity)	1 = Minor injury	2 = Lost time (<3d)	3 = '3 day' injury	4 = Major injury	5 = Disabling injury	6 = Fatality
R (Risk Index)	1 – 2 Insignificant	3 – 4 Very low	5 – 9 Low	10 – 12 High	15 – 20 Very high	24 – 36 Extreme

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	ii. All staff will complete on-line Fire Safety Course. iii. All staff to be made aware of fire exits and fire assembly points.				
3	i. Sanitiser will be placed at entrances and will be clearly signposted. EVERY member of staff must sanitise their hands on entering and leaving the building. ii. Regularly wash your hands with soap and water, for at least 20 seconds, and then apply hand sanitiser. iii. People should always social distance 2m apart whilst at work, wherever possible. iv. Hot drinks, only one person can occupy the hot drinks area at any one time. No one is permitted to make any drinks for anyone else. v. You must use your own mug and wash it up yourself. To minimise risk of contamination, Archant will not be providing milk at this time. vi. Face masks should be worn, as a minimum, when in communal areas away from your desk and ideally worn all the time. You can make your own mask or use the disposable masks that will be provided as you enter the building. These supplied disposable masks are designed to last for ½ a day and disposed in the bins which will be clearly marked. vii. There will be points around each building where handwipes will be kept. These will be clearly signposted. Please wipe down any public surfaces you touch. This includes door handles, taps, cupboards, coffee canisters etc. Again, use the designated bins to dispose.	3	3	9	Y
4	i. You must wipe and cleanse your desk and surrounding area, laptop, phone, keyboard, mouse etc at the beginning and end of every working day.	2	2	4	Y
5	i. Office seating arrangements MUST be strictly adhered to. ii. Only one member of staff can be sat at each bank of desks (whether a bank of 4 or 6). Notices will be issued marking out which desks are not to be used. iii. See diagram at the end of this risk assessment for correct seating position.	2	2	4	Y
6	i. Toilets, social distancing of 2m is applicable to all toilet areas. Every other cubical & urinal must not be used. Posters will be issued accordingly.	2	2	4	Y
7	i. Lifts should only be used where it is not possible to use stairs. A maximum of one person is permitted to use a lift at any one time. ii. Lifts are NOT to be used in the event of a fire alarm.	2	2	4	Y
8	i. Meeting rooms should not be used where staff cannot adhere to the 2m social distancing rule. ii. Where meeting rooms are used, this should be for a maximum of 15 minutes, which is in line with government recommendations. iii. Wipe down used surfaces after meeting.	2	2	4	Y
9	i. Keep offices as well ventilated as possible. Where windows can be opened, please keep them open as much as possible. ii. Fire doors are to remain closed unless they have fire door closing devices fitted.	2	2	4	Y
10	i. Where applicable, on entering the office via reception you must check your own temperature using the non-contact thermometer. Clear guidelines will be given on how to check your own temperature. ii. If your temperature is high, 37.8C or above, then go straight home and follow the government advice and let your manager know.	2	2	4	Y
11	i. Members of staff who have been highlighted as vulnerable should continue to work from home. ii. Archant to provide ongoing HR support and mental health support. iii. For further government advice on working in the office please go to www.gov.uk/workingsafely	2	3	6	Y

Stage 3 – Risk Reduction (What we need to do in future)

No					New Risk Rating
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	What further action is necessary to reduce risks? (Use one line for each)	Who is responsible for this action?	When will this action be completed?	L	S	R	OK
1	Review government updates	Clive Want	As and when				
2							
3							
4							
Additional Controls and/or Recommendations							

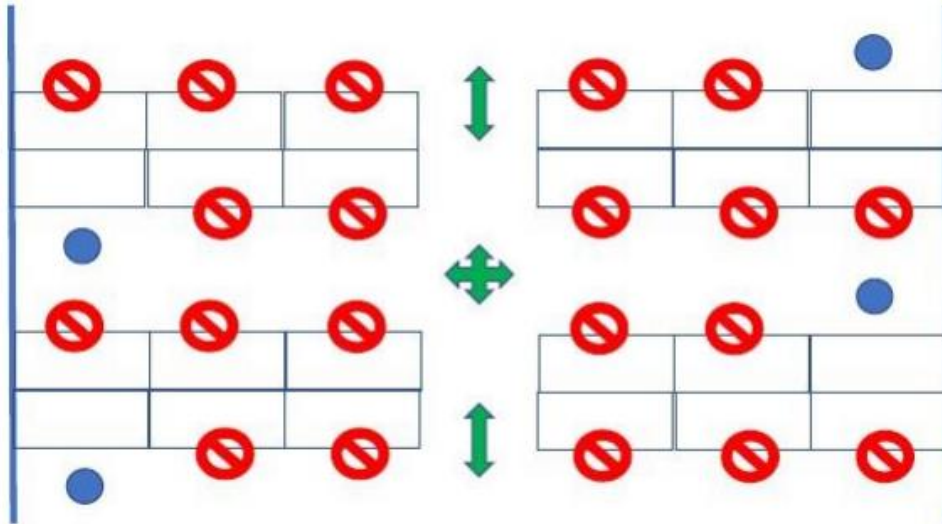
Stage 4 – Communication		
Have the people affected been told about the assessment? <input type="checkbox"/> Y <input type="checkbox"/> N	Who told them and when?	Have work instructions been re-issued (where necessary)? <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A

Stage 5 – Review		
Have all actions been completed? <input type="checkbox"/> Y <input type="checkbox"/> N	Re-assessment required?	Y ⇨ Complete new assessment N ⇨ Review after 12 months (or sooner if assessment no longer valid)

Stage 6 – Approval		
Approved by (Name/Job Title)		
Signature		Date
Reviewed by		Date

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Seating Arrangements



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