

Brown McLeod Ltd COVID-19 Return to Work Office Risk Assessment

Assessor	Job Title	Assessment Date	Review Dates	
Lucy Suarez	Practice Manager	21 September 2020		

Assessment Location	The Old Workshop, 1 Ecclesall Road South, Sheffield S11 9PA
Persons at Risk	Office Staff / Visitors

The risk assessment and controls/measures below have been put in place to evaluate the risk to staff/contractors and visitors in respect of the Coronavirus and to eliminate/reduce the potential for infected persons entering the premises, contamination of surfaces, and to maintain social distancing practices according to both the premises and tasks undertaken by staff and contractors.

This risk assessment has been completed in accordance with the government's guidance on managing the risk of COVID-19. Copies of the signed COVID-19 Secure Notice are on display at selected parts of the office.

Factors Causing Spread of Virus	Controls	Further Information
Contact with infected persons	<p>All staff are reminded not to come to the office if they have any symptoms or recently been in contact with someone who has symptoms or is self-isolating.</p> <p>All staff to report to have their temperature tested on their arrival to the workplace.</p> <p>Contractors/Visitors must provide their confirmation of the COVID-19 Health Check Declaration.</p>	<p>If an employee has symptoms of Covid19 they are required to self-isolate, report to their Manager and the Practice Manager, then request a test from NHS.</p> <p>If an employee has been in contact with someone who has symptoms of Covid19 or is self-isolating then they must inform their Manager and the Practice Manager and self-isolate themselves until the other person has received a negative test result.</p> <p>Nominated members of staff will check each employee's temperature on their arrival. If anyone presents with a high temperature the Practice Manager will be notified and that member of staff will be asked to go home, self-isolate and get a test for Covid19. As a precaution the employee's desk, equipment and area will be sanitized. Test results must be forwarded on to the Practice Manager. If the result is negative then the employee can return to the workplace when they are well enough to do so. If the test is positive then they must follow Government guidelines regarding Track and Trace and continue to self-isolate.</p> <p>The receptionist will collate information and confirmation of the Health Check Declaration from each contractor/visitor on arrival. These records will not be kept for more than 21 days. The Health Check Declaration asks all visitors to confirm 1) they do not currently have symptoms; 2) have not been in contact with someone who has symptoms or tested positive; 3) have not travelled to any country on the quarantine list at that time.</p> <p>Visitors will be asked to sanitise their hands on arrival and leaving.</p>

Factors Causing Spread of Virus	Controls	Further Information
Proximity to other staff	Social distancing measures of 2m should be maintained in all parts of the workplace wherever possible.	<p>Information, signs and markings have been distributed where practical throughout the premises.</p> <p>One-way systems have been introduced in various high traffic areas and areas where reasonable distance cannot be maintained.</p> <p>Numbers of staff permitted to enter communal areas have been limited to:</p> <ul style="list-style-type: none"> • Washrooms – no more than 2 persons allowed at a time. Social distancing rules must be observed. • Kitchen – no more than 2 persons at a time, only 1 person allowed at the taps at a time. Social distancing rules must be observed.
Contaminated and potential contaminated surfaces	The premises will be cleaned on a regular basis by cleaners as well as staff, using approved sanitising products.	<p>The premises will continue to be cleaned regularly and we will be increasing the cleaning intervals from 1st October 2020.</p> <p>Specific parts of the building may need further cleaning during working hours – please see below.</p>
Contamination and potential contamination of surfaces	Hand sanitiser will be placed at various suitable locations in the workplace, including but not limited to, all entrances; boardrooms and on each individual desk.	<p>All staff must sanitize their hands on entrance and exit. See below for more specific information</p> <p>At intervals during the working day the availability of hand sanitiser will be checked and replenished. Staff should report any shortage of hand sanitisers to the Practice Manager.</p>
Overcrowding	The number of staff on the premises will be limited at any one time.	<p>The office is a large open plan space so risk of overcrowding is low.</p> <p>However, this will be reviewed on a fortnightly basis and we will follow Government guidelines. The policy will be amended as and when necessary and all staff informed.</p>

Workplace Premises	Controls	Further Information
Entrance	<p>Staff must sanitise their hands on entrance to the workplace and on exit.</p> <p>Staff should observe the 2m distance at all times, especially when entering and leaving the building.</p>	<p>Sanitisers have been provided at both entrances. From time to time the company will monitor to ensure staff have remembered to sanitize their hands.</p>
Staircase	<p>Users should remain 2m apart and avoid using the handrails.</p>	n/a
Open Office	<p>Desks/workstations have been arranged to maintain 2m social distancing, and where this has not been practical such as desks that are face-to-face have been provided with screens.</p>	<p>Staff should not congregate around any desks.</p> <p>There will be no sharing of desks/workstations, equipment or phones. Where possible staff will be encouraged to communicate with colleagues using email, phone and video calling to ensure they remain at their desk where possible.</p> <p>Communal equipment such as copiers must be cleaned before and immediately after use by the user.</p> <p>Individual hand sanitisers are available on each desk as well as throughout the office.</p>
Manager's Offices	<p>No more than 2 people can occupy Manager's office at any one time as this is the maximum number given the size of the office and social distancing requirements.</p>	<p>If more than 2 people need to gather, staff are encouraged to use one of the boardrooms or use other methods of communicating (e.g. conference calls, video calls and emails).</p>
Kitchen	<p>A maximum of two people can use the kitchen at any one time to maintain social distancing.</p> <p>Kitchen surfaces to be cleaned regularly during use. The kitchen door to be left open at all times.</p>	<p>Lunch can be eaten at desks for the foreseeable future</p> <p>Staff should sanitise their hands on entering the kitchen, taps should be sanitised before and after use and other surfaces must also be sanitised, either using the sprays or the sanitising wipes provided.</p> <p>Staff should wash and clear away all crockery, cutlery and utensils they use when they have finished with these or load them directly into the dishwasher.</p> <p>Staff should sanitize their hands on exiting the kitchen.</p>

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Washrooms	<p>No more than two people to be permitted to use each of the washrooms at any one time.</p> <p>Anyone waiting should stay 2m from the main doors.</p> <p>Toilet facilities surfaces including door and flush handles to be cleaned regularly.</p>	<p>All staff must maintain hygiene standards per government guidelines in hand washing.</p> <p>Hand dryers or disposable hand towels are available, as well as hand sanitisers.</p> <p>A one-way system for the washrooms has been introduced to avoid and congestion.</p>
Meeting Room	<p>A maximum of 4 people can use the meeting room at any one time. Chairs will be distributed to maintain 2m social distancing. If any more are required to attend then face masks must be worn.</p>	<p>Seating to be arranged to ensure social distancing.</p> <p>Windows must be opened where possible to ensure the room is well ventilated.</p> <p>Immediately after use the meeting table, chair arms and any meeting equipment will be sanitised.</p> <p>If a vulnerable person is attending the meeting all attendees should wear face masks.</p>
Deliveries to Office	<p>Deliveries will not be signed for (unless required for legal continuity) and will only be delivered to the Entrance.</p>	<p>If delivery must be signed for the signor should use their own pen.</p> <p>Gloves are available for handing deliveries if requested by staff.</p> <p>2m social distancing should be maintained as far as practical.</p>
No other tasks which involve necessary sharing and proximity have been identified.	<p>Staff are requested to bring to the Practice Manager's attention any such tasks they consider should be included in this risk assessment.</p>	