

Risk Assessment - Office Working During Coronavirus



CMX/HSE/RAMS/035 - Office working during coronavirus

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ACTIVITY	HAZARDS	AT RISK	INITIAL RISK			CONTROL MEASURES	RESIDUAL RISK			MANAGING RESPONSIBILITY
			L	S	RS		L	S	RS	
Working during coronavirus	Showing symptoms and/or being positively diagnosed with coronavirus	All	4	4	16	<p>All Comex employees who develop symptoms obtain a coronavirus test.</p> <p>Follow government advice and obtain a test as soon as possible. Stay at home and do not attend a workplace until test results have been received. All household and bubble members to remain at home until results have been received.</p> <p>Employees should self-isolate if tested positive for coronavirus for 10 days and confirm anyone they have been in close contact with using latest government guidance. If an employee lives with someone (or within support bubble) who has tested positive for coronavirus. They should self-isolate for 14 days. If they develop symptoms in that period, then a test should be obtained.</p>	1	4	4	All Comex personnel and sub-contractors

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			L	S	RS		L	S	RS	
						An employee should self-isolate for 10 days if requested to do so by the NHS test and trace team or via the app. Line Managers update Croner Simplify with absence identifying coronavirus and manage absence in line with company policies / procedures. Also comply with individual client requirements to update on any positive cases.				
Working during Coronavirus	Employees returning to UK from a country not listed on the travel corridors exempt list.	All	3	3	9	Employees will need to self-isolate for 10 days if returning from a country that is not listed on the 'travel corridors exempt list for England' or separate guidance for devolved governments. Employees will need to contact their line manager before they attend work so that an assessment can be carried out over the phone to confirm they have no symptoms and have not had close contact with anyone who has had symptoms. There may be certain key worker roles eligible for an exemption and further guidance available from coronavirus@comex2000uk.com .	1	3	3	All Comex personnel and sub-contractors
Working during Coronavirus	Employees who are deemed clinically extremely vulnerable (CEV).	Vulnerable groups	3	4	12	Employees who have been issued with a government letter who are defined as CEV must inform the Line Manger, HR and coronavirus@comex2000uk.com so a review of work practices can be assessed.	2	3	6	All Comex personnel and sub-contractors

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			L	S	RS		L	S	RS	
						When employees have received their Coronavirus vaccine they should inform coronavirus@comex2000uk.com				
Working during Coronavirus (COVID-19)	Entering and working within an office environment with the potential of coming into contact with coronavirus positive individuals or surfaces that are contaminated.	All	4	4	16	<p>Senior Managers to control numbers of staff present by implementing a rota system that is visible and communicated to all who use the office.</p> <p>Anyone working from an office should:</p> <ul style="list-style-type: none"> Take temperature before entering office. Anyone with a temperature over 37.8 should not continue to their work location and must immediately notify their line manager and the coronavirus email: coronavirus@comex2000uk.com Sign in and out to support track and trace should it be required. Sign in and out sheets should be retained locally for a minimum of 1 month. Wear a face covering whilst walking around the office / depot. <p>Managers at each location to implement the following:</p> <ul style="list-style-type: none"> Allocate seating arrangements for desks to maintain 2m social distancing or 1m+ with additional controls e.g. face coverings or plastic 'sneeze' screens. 	1	4	4	All Comex personnel and sub-contractors

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						<ul style="list-style-type: none"> Using back-to-back or side-to-side working (rather than face-to-face) whenever possible. Some desks to be identified as not in use to prevent individuals sitting closer than 2m or 1m+ (Tape off desk and signage). Each office area to have a supply of anti- bacterial wipes and hand sanitiser. Employees must wipe down desk area before and after each use. Clear Desk Policy to be maintained – screens / keyboards / mice – all other personal belongings must be removed Marker tape set at 2m intervals to be used in high traffic areas and limits on number of persons allowed in communal areas (Kitchen, meeting rooms etc). One-way walking routes implemented to control the flow of people movements where possible. Good ventilation to be encouraged by opening windows and door – internal portacabin windows to be left open overnight. Stations containing hand gel to be set up at key points around the building and employees to be informed of their location. <p>Where face to face visitors are required:</p>				

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						<ul style="list-style-type: none"> • Social distancing (2m or 1m+ with additional controls in place) to be maintained at all times • They should be included within the site rota - limiting the number of visitors at any one time. • Sign in and out and provide contact details • Briefed on local COVID-19 arrangements prior to attending offices. • The meeting room should only accommodate maximum numbers permissible for the size • Scheduling contractor visits at quieter times to reduce overcrowding / overlap between people. <p>Internal meetings should be conducted via Microsoft Teams wherever possible. Where they are required the organiser should ensure meeting room is large enough to support the number of people in attendance with social distancing maintained (2m or 1m+ with additional controls in place).</p> <p>Parcels received should be handled with gloves and contents cleaned with anti-bacterial wipes before use.</p> <p>Avoid congregating in large numbers such as in the smoking area – social distancing to be observed at all times.</p>				

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						Note for those working within a Comex office behind a Perspex screen or wearing a face mask: they should pause the NHS Track and Trace app.				
Working during Coronavirus (COVID-19)	Poor hygiene - Personal	All	4	4	16	Wash your hands thoroughly and regularly. Use soap and water for at least 20 seconds. Use hand sanitiser if soap and water is not available. Avoid touching your face/eyes/nose/mouth with unwashed hands and cover your cough or sneeze with a tissue then throw it in the bin.	1	4	4	All Comex personnel and sub-contractors
Working during Coronavirus (COVID-19)	Poor hygiene – office and equipment	All	4	4	16	Cleaning regime of offices increase in frequency and to be carried out thoroughly. Do not use equipment unnecessarily (i.e. – do you need to print hard copies of documents off or can they be viewed electronically). Limit your access within the building (do not go in rooms you are not required to such as the warehouse). Use your own cups, cutlery etc at lunch and ensure it is clean before bringing to work.	1	4	4	All Comex personnel and sub-contractors

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			L	S	RS		L	S	RS	
Working during Coronavirus (COVID-19)	Working or entering the warehouse or yard – Additional controls.	All	4	4	16	All employees to follow the control measures as listed above. In addition: - <ul style="list-style-type: none"> • Crews to stagger entry and exit times to avoid overcrowding in the yard/warehouse. • Avoid entering the office areas. • Do not use other persons plant/equipment. • Keep your own plant, equipment & vehicles clean. Carry sufficient supplies of water, hand soap, anti-bacterial wipes or hand gel. • If for manual handling tasks where it is not possible to maintain the 2m social distancing, then it should be carried out facing away from colleague and PPE must be worn (gloves & face mask). The task should be limited to no more than 15 minutes. • Do not use other persons PPE and keep your own equipment clean and stored as to not get contaminated. 	1	4	4	All Comex personnel and sub-contractors

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Guidance

The Risk Score has been classed as:

1 – 3 Low Risk	Low risk and largely acceptable but reasonable actions and control measures should still be taken to try to further reduce associated risks	Worst case scenario – first aid at work.
4 – 9 Medium Risk	Medium risk but efforts should be made to mitigate the risk through the implementation of further control measures.	Worst case scenario – minor injuries causing short-term incapacity
10 – 12 High Risk	Work activities should not be started until the risk has been mitigated with all recommended control measures implemented	Worst case scenario - Major injuries causing long term incapacity or disability
15 – 25 Significant Risk	Work will not be started or continued until the risk has been mitigated. If it is still not possible to mitigate the risk even with unlimited resources and control measures, then the work must remain prohibited.	Worst case scenario – death.

The Likelihood has been classed as:

Likelihood of Harm	1	2	3	4	5
Frequency	Rare: No history of event occurring over a period of years, but may occur in exceptional circumstances	Unlikely: The event would be expected to occur annually	Possible: This could occur monthly, as such it has a reasonable chance of occurring	Likely: Expected to occur at least weekly, the event will occur in most situations	Certain: Expected to occur almost daily, it is more likely to occur than not.

The Severity of the injury has been classed as:

Severity of Harm	1	2	3	4	5
Likely injury	Minor Injury not requiring first aid, or no apparent injury	Minor injury or illness, first aid treatment required but not requiring a hospital visit	An injury requiring hospital treatment or a visit to a GP	Major injuries (loss of a limb, loss of sight in one eye etc.) long term incapacity or disability	Major injuries (loss of a limb, total loss of sight) permanent incapacity or severe disability, death

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The Likelihood versus Severity Matrix has been classed as:

		Severity of Harm				
		Trivial (1)	Minor (2)	Moderate (3)	Major (4)	Fatal (5)
Likelihood of Harm	Rare (1)	1	2	3	4	5
	Unlikely (2)	2	4	6	8	10
	Possible (3)	3	6	9	12	15
	Likely (4)	4	8	12	16	20
	Certain (5)	5	10	15	20	25

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Appendix

I have read and understood the contents of this Risk Assessment and will comply with these instructions

Name	Signature	Company	Date