

COVID-19 Risk Assessment – Develop Ampt Hill Office



General office activities

Address: 15 Doolittle Mill, Froghall Road, Ampt Hill, Beds, MK45 2ND	Assessment by: Mike Davis H&S Manager	Date: 2.9.2020
Review Date:	Approved by: Mike Pike CEO	Date: 2.9.2020

COVID-19 Hazard: Coronaviruses are a large family of viruses that cause illness ranging from the common cold to more severe diseases such as MERS-CoV and SARS (Cov). The official name for this new disease, not previously seen in humans, is COVID-19. On 11 March, the World Health Organization (WHO) categorised it as a ‘pandemic’ which, in WHO terms, is ‘the worldwide spread of a disease’. This risk assessment recognises the virus as a hazard, as the virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing. The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature). The virus can be passed from one person to another and while many survive the infection, some may die from the disease.

Process / Activity	Hazard What are the hazards	Who might be harmed	Existing Controls What are we already doing	Recommendations/ Comments What further action is required	Action by who & when	Done Date completed
Travel to work	Transmission of COVID-19 virus	Staff and visitors to the office	Staff and visitors travel to the office separately in their own vehicle or walk to work to avoid transmission.			
General work/office related activities, including kitchen use	There is a direct threat to staff health and wellbeing from transmission of the COVID-19 coronavirus while at work and to visitors to the office.	Staff and visitors to the office	Staff informed to not come in work if they have any coronavirus symptoms (typically a fever/high temperature, sudden loss of taste or smell, a new continuous cough) and are to contact HR if this is the case. Occupancy level within the office is limited to 8 persons through prior agreement of senior management, to support safe social distancing and movement around the office.			

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2.0	01/09/2020	Mike Davis	Mark Pike

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General work/office related activities, including kitchen use Continued	Threat to staff health and wellbeing from transmission of the COVID-19 coronavirus while at work and to visitors to the office.	Staff and visitors to the office	<p>Staff and visitors have their temperature taken on arrival using a hand-held infrared thermometer. Anyone with a temperature of 37.8C or greater is not to be permitted and should seek medical guidance.</p> <p>Staff using the office on a particular day are to sign in the sign in book for track and trace purposes.</p> <p>Visitors/contactors (e.g. photo copy engineers, IT support technicians) are to have their contact details recorded in the sign in sheet for track and trace purposes.</p> <p>Persons entering the building are to clean their hands (provided at cleaning station) with alcohol-based hand gel or wash them with soap and water.</p> <p>Cleaning stations are located near the entrance on the ground floor and the 1st floor entrance. Alcohol-based hand gel, anti-bacterial spray, kitchen roll, and wet wipes are located at the stations and will be replenished on a regular basis.</p>	The normal human body temperature remains around 36.5°C to 37°C, regardless of the external temperature or weather. The most effective way to protect yourself against the new coronavirus is by frequently cleaning your hands with alcohol-based hand rub or washing them with soap and water.		

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<p>General work/office related activities, including kitchen use</p> <p>Continued</p>	<p>Threat to staff health and wellbeing from transmission of the COVID-19 coronavirus while at work and to visitors to the office.</p>	<p>Staff and visitors to the office</p>	<p>Work station use: Where it is not possible to move workstations further apart then it is arranged for staff to work side by side or facing away from each.</p> <p>Office kept ventilated by opening windows and fixing doors open where appropriate.</p> <p>Staff are assigned individual workstations in the office. So, no need to desk share due to low occupancy rate.</p> <p>Any general use items such as the main photo copier, printers, laminator etc. should be regularly cleaned and wiped down after use, using the cleaning materials provided. Materials used for this purpose are safely disposed of in to a lidded bin.</p> <p>Staff should not share general desktop workstation items like - staplers, scissors etc. in order to avoid transmission. Staff should use their own of which should be regularly cleaned.</p>	<p>Staff are not to sit face to face at a work station. If this cannot be achieved than screens are to be purchased and installed to separate people from each other.</p> <p>Desk spaces and equipment should be regularly cleaned by user.</p>	<p>When and as may be required</p> <p>All staff office users on an ongoing basis.</p>																	
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General work/office related activities, including kitchen use Continued	Threat to staff health and wellbeing from transmission of the COVID-19 coronavirus while at work and to visitors to the office.	Staff and visitors to the office	<p>Face masks are available for use: Staff can, if they choose to, wear a face mask while in the office.</p> <p>COVID signage/information posters (2m social distancing, hand washing signs etc) are displayed at the entrance way and around the building.</p> <p>Kitchen use: Only one person at a time is permitted to use the kitchen. A safety information notice is displayed stating this. The person must wipe down and wash kitchen items/utensils/appliances and work surface after use with the cleaning materials provided.</p> <p>Use of cups and glasses: Staff should keep hold of and only use the same cup or glass during the day. The staff member should either keep this in their desk draw for personal use and personally wash and clean it. Any staff member taking a cup/glass from the kitchen cupboard should not rely on it being sufficiently cleaned and should wash it themselves before use.</p>	If mask is used staff should wash hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting face covering on, and after removing it.		

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General work/office related activities, including kitchen use Continued	Threat to staff health and wellbeing from transmission of the COVID-19 coronavirus while at work and to visitors to the office.	Staff and visitors to the office	<p>Toilets Use: There is only room for one person to use a toilet at a time. The toilet user must wipe down the areas of the toilet after use (flush handle, toilet seat, tap, door handle, light switch pull cord and surfaces etc.) after use with cleaning materials provided. Materials used for this purpose are disposed of in to a toilet lidded bin.</p> <p>Meeting room use: The use of the room is restricted to the maximum of three persons for social distancing purposes. Only absolutely necessary persons should physically attend use and attend a meeting. Person's should sanitize or wash their hand before the meeting. To help avoid transmission during a meeting, attendees should not to share pens, documents and other items. The room should be ventilated with a window opened.</p>	ACTION: produce and display sign for max 3 person use.	Mike Davis End Sep 2020	8.9.2020

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General work/office related activities, including kitchen use Continued	Threat to staff health and wellbeing from transmission of the COVID-19 coronavirus while at work and to visitors to the office.	Staff and visitors to the office	Use of stairs: Signs have been displayed and staff have been informed that only one person is to use the stairs at any one time. The person going up the stairs has priority and is to keep to the left and side. The person at the top of the stairs must stand back at a safe distance and wait for the person coming up to finish using the stairs before descending.			

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General work/office related activities, including use of kitchen	Staff member visitor becoming ill/ feeling unwell with possible COVID-19 symptoms while at the office	Staff and visitors to the office	<p>Any staff member visiting the office on any day signs in. Visitors also sign in and leave their details for track and trace purposes.</p> <p>If a person feels unwell with typical COVID-19 symptoms then they are to go home and arrange to have a test to see if they have the virus. If the test comes back positive, then they are to inform HR and will have to self-isolate for the required time. HR, using the track and trace sheets, will contact all those who have been in contact with the person, in order that they stay away from work and self-isolate.</p>			

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