

Risk Assessment for Area/Task – Offices and Common Areas

Completed by: CL/MG

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Manager sign off:

All employers must conduct a risk assessment. Employers with five or more employees have to record the significant findings of their risk assessment

Identify significant hazards in the work area and complete the table. You can print and save this template so you can easily review and update the information as and when required. You may find HSE example risk assessments a useful guide at www.hse.gov.uk/risk/casestudies/ Choose the example closest to your area of interest.

Organisation name: Derbyshire Dales District Council

What are the hazards?	Who might be harmed and how?	What are you already doing? (Existing controls)	Calculate Risk Factor (RF) Likelihood x Severity = RF Is it Low / Medium / High risk?	Do you need to do anything else to manage this risk? (Aim for lowest RF possible). (Additional controls)	(Optional) Re-calculate RF L X S = RF What risk is it now?	Action by whom?	Action by when?	Completed date
Staff access and exit of the building	Staff Possible exposure to COVID19	Entrance and Exit points Reduced staffing within the building (max 30 staff) Access via one entrance route Exit via any available existing exit route	2x4=8 MEDIUM	Consider adapting doors to provide alternative entry points. Maintain reduced staffing with use of home working/staff rotas. Staff encouraged to use all available exit points.	1X4=4 LOW	CLT Estates & Facilities		
Staff use of common areas Staff access to: Corridors Toilets Kitchens Copiers Meeting Rooms (Reception Area)	Staff Possible exposure to COVID19	Corridors Currently limited number of staff within the building. No restrictions other than social distancing where possible	3x4=12 HIGH	Maximum attendance level set for building according to Service need with use of home working/staff rotas. Level TBD Introduce one way system in main corridors.	2X4=8 MEDIUM	CLT Estates & Facilities		
		Toilets One person at a time to use the facilities. System in place to ensure even use of toilets by allocating existing facilities to appropriate areas of the building Staff to: <ul style="list-style-type: none"> Sanitise hands on entry Use viricidal spray to clean seats, handles etc before and after use 	2X4=8 MEDIUM	Continue with existing procedure.	2X4=8 MEDIUM	All staff		

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		<ul style="list-style-type: none"> Wash hands on exit and dry with paper towels provided. 						
		<p>Kitchens Currently limited number of staff within the building.</p> <p>No restrictions other than social distancing where possible</p>	<p>2X4=8 MEDIUM</p>	<p>One person at a time to use the facilities. Staff to:</p> <ul style="list-style-type: none"> Sanitise hands on entry Use viricidal spray to clean work surfaces fridge and microwave handles etc before and after use Clean and wash hands on exit and dry with paper towels provided. 	<p>2X4=8 MEDIUM</p>	All staff		
		<p>Copiers One person at a time at the copier. Social distancing whilst queueing Sanitise hands before and after use Clean the copier before and after use</p>	<p>2X4=8 MEDIUM</p>	<p>Continue with existing procedure</p> <p>Use viricidal spray to clean surfaces before and after use</p>	<p>2X4=8 MEDIUM</p>	All staff		
		<p>Meeting Rooms (near Reception Area) Reduced staff within the building. Meetings Rooms not currently used</p> <p><i>Risk score assumes no controls</i></p>	<p>3x4=12 HIGH</p>	<p>Social distancing between attendees.</p> <p>Perspex divider screens.</p> <p>Sanitise hands on entry, clean work area with viricidal spray on entry and exit and sanitise hands on exit</p>	<p>2x4=8 MEDIUM</p>	Estates & Facilities All staff		
<p>Public access and exit of the building</p> <p>Uncontrolled public access to building leading to</p>	Public Possible exposure to COVID19	<p>The building is currently closed to the public</p> <p><i>Risk score assumes no controls</i></p>	<p>4x5=20 HIGH</p>	<p>If opening to the public consider:</p> <p>Social distancing between visitors</p> <p>Demarcation on floor tiles to identify waiting areas and flow on entry and exit to the Reception desk</p> <p>Perspex divider screens on both Reception and</p>	<p>2x4=8 MEDIUM</p>	Estates & Facilities All staff		

What are the hazards?	Who might be harmed and how?	What are you already doing? (Existing controls)	Calculate Risk Factor (RF) Likelihood x Severity = RF Is it Low / Medium / High risk?	Do you need to do anything else to manage this risk? (Aim for lowest RF possible). (Additional controls)	(Optional) Re-calculate RF L X S = RF What risk is it now?	Action by whom?	Action by when?	Completed date
contravention of social distancing guidelines				<p>Meeting booths</p> <p>Opening within Perspex screen to enable card payments to be made and documentation to be handed in/out</p> <p>Long handled paddle to allow for payment machine to be handed to customer</p> <p>Sanitise hand/wear gloves</p> <p>Consider closing customer toilets</p>				
Public access and exit of the building	Public/staff Possible exposure to COVID19	The building is currently closed to the public <i>Risk score assumes no controls</i>	4X5=20 HIGH	Access and exit via one entrance route	2X4=8 MEDIUM	Estates & Facilities/BSU		
Public access to Reception	Public/staff Possible exposure to COVID19	Reception Not currently open to visitors <i>Risk score assumes no controls</i>	4X5=20 HIGH	<p>Consideration to be given to temporarily reducing opening times e.g 9-12 pm. Reducing possible cross contamination due to sharing work areas and equipment during toilet breaks, lunch breaks etc.</p> <p>Social distancing between visitors</p> <p>Demarcation on floor tiles to identify waiting areas and flow on entry and exit to the Reception desk to reduce congestion</p> <p>Perspex divider screens</p> <p>An opening within Perspex screen to enable card payments to be made and documentation to be handed in/out</p>	2X4=8 MEDIUM	CLT/ Estates & Facilities/BSU		

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				<p>Long handled paddle to allow for payment machine to be handed to customer</p> <p>Sanitise hands on entry and exit</p>				
		<p>Meeting Rooms and Booths Not currently open to visitors <i>Risk score assumes no controls</i></p>	<p>4X5=20 HIGH</p>	<p>Social distancing between attendees.</p> <p>Perspex divider screens with opening to allow documentation to be handed in and out</p> <p>Sanitise hands on entry and exit, clean work area with viricidal spray after each attendee</p>	<p>2X4=8 MEDIUM</p>	<p><i>Estates & Facilities</i> <i>All staff</i></p>		
		<p>Toilets Not currently open to visitors <i>Risk score assumes no controls</i></p>	<p>4X5=20 HIGH</p>	<p>Consider closing customer toilets. Toilet facilities still to be available for public attending meetings /interviews etc.</p> <p>Consider unisex toilet for customers</p> <p>One person at a time to use the facilities. To be escorted by member of staff. Customer to:</p> <ul style="list-style-type: none"> • Sanitise hands on entry • Use viricidal spray to clean seats, handles etc before and after use <p>Wash hands on exit and dry with paper towels provided.</p>	<p>2X4=8 MEDIUM</p>	<p><i>CLT/</i> <i>Estates & Facilities/</i> <i>BSU</i></p>		
<p>Staff use of offices</p>	<p>Staff Possible</p>	<p>Reduced staffing within the building.</p>	<p>2X4=8</p>	<p>If staffing were to increase, consideration be given to using alternative vacant offices to ensure</p>	<p>2X4=8</p>	<p><i>CLT/All staff</i></p>		

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	exposure to COVID19	<p>Rota staff to reduce congestion</p> <p>Social distancing when interacting with colleagues</p> <p>Desks to be preferably 3 metres apart, but a minimum of 2 metres</p> <p>Staff to use only own allocated equipment e.g:</p> <ul style="list-style-type: none"> • Phone • Desk • Chair • <p>Hot desking where different staff use the same desk at different times to be discouraged and where unavoidable (such as on Reception) desk surface to be cleaned with viricidal spray before and after use</p> <p>Ensure office doors remain open</p>	MEDIUM	existing procedures can be followed.	MEDIUM			

KEY

LIKELIHOOD(L)	SEVERITY (S)	RISK (L X S)
5 Almost Inevitable	5 Potential for multiple people to be exposed to Covid19.	1-4 LOW - no action required
4 Very Likely	4 Potential for more than 1 person to be exposed to Covid19.	
3 Likely	3 Potential for a single person to be exposed to Covid19.	5-8 MEDIUM - justify/review for each item
2 Possible but unlikely	2 Little potential for exposure to Covid 19	
1 Negligible	1 No potential for exposure to Covid 19	9-25 HIGH - immediate action/further controls needed