


COVID – Office Working





Project: All projects		Date:			Contract No: All contracts		Assessor:		Review date		
Hazards	Risk Before			Who might be harmed	Control measures	Risk After					
	L	S	R			L	S	R			
Coronavirus <ul style="list-style-type: none"> COVID 19 Exposure to others due to: <ol style="list-style-type: none"> Living with someone with a confirmed case of COVID-19 Having come into close contact (within 2 metres for 15 minutes or more) with a confirmed case of COVID-19 Being advised by a public health agency that contact with a diagnosed case has occurred. 	4	4	16	Stonbury Employees Vulnerable employees who fall into the at risk groups identified by GOV.UK Clients Visitors Sub-contractors Other contractors on site General Public (including trespassers) Anyone else who physically comes into contact with you in relation to your business. Young Workers	We must comply with the latest Government advice on COVID-19 (Coronavirus) at all times. Health and safety requirements must not be compromised. Employers have a duty to reduce risk to the lowest reasonably practicable level by taking preventative measures and work with any other employers or contractors sharing the workplace so that everyone's health and safety is protected. This risk assessment must be shared with all office based individuals and results made public along with copies of the following notice which must also be displayed in all workplaces. <div style="text-align: center;">  </div> <p>Managing risk</p> To reduce risk to the lowest reasonably practicable level by taking preventative measures in order of priority. <ul style="list-style-type: none"> Employees must remain working from home where possible Where working from home is not possible every effort will be made to comply with the social distancing guidelines set out by the government Clinically vulnerable individuals who are advised to stay at home under existing government guidance must not physically come to work While working in the office the following measures <u>must</u> be managed and adhered to: <ul style="list-style-type: none"> Increased frequency of hand washing and surface cleaning Keeping the activity time involved as short as possible Using screens or barriers to separate people from each other where required Reducing the number of people each person has contact with by using 'fixed teams or partnering' ie. so each person works with only a few others Follow any seating plans provided Reduce the number of people accessing the building including site based personnel and other visitors 	2	4	8			

20 Second Rule – Before starting a task look around your place of work and consider any potential risks. If any identified take immediate corrective action. Don't take chances with the Health and Safety of you or others.



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					<ul style="list-style-type: none"> • Face coverings must be worn when moving around communal areas when meeting visitors and dealing with deliveries <p><u>Procedure if someone becomes ill</u> Anyone who is showing signs of, or are suffering with, any of the following must not come to work:</p> <ul style="list-style-type: none"> • a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature) • a new continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough it may be worse than usual) • a loss of change to your sense of smell or taste – this means you have noticed you cannot smell or taste anything or things smell or taste different to normal <p>Anyone who develops any of the above symptoms while at work must:</p> <ul style="list-style-type: none"> • Leave the office and return home immediately • Inform your line manager and follow Stonbury Incident Reporting procedures • Avoid touching anything • Cough or sneeze into a tissue and dispose of the tissue in a bin; if they do not have a tissue, cough or sneeze into the crook of their elbow • Follow the current guidance on self-isolation and not return to work until their period of isolation is complete <p><u>Social Distancing</u> Social distancing measures are steps that you must take to reduce social interaction between people. This will help reduce the transmission of COVID-19. Everyone must follow these measures as much as is practicable.</p> <p>You must:</p> <ul style="list-style-type: none"> • Maintain social distancing in the workplace wherever possible • Avoid contact with another individual displaying symptoms of COVID-19 • Where the 2 metre social distancing guidelines cannot be followed in full the following measures need to be taken: <ul style="list-style-type: none"> - Further increase the frequency of hand washing and surface cleaning - Keep activity time involved as short as possible - Use screens or barriers to separate people from each other - Using back to back or side to side working, rather than face to face, wherever possible - Reduce the number of people each person has contact with by using 'fixed teams or partnering' - Face to face meetings must only take place if absolutely necessary, must be time limited and have considered non-essential travel - Face coverings must be worn 			
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					<p>Social distancing applies to ALL parts of the business – this includes entrances, exits, kitchens, social areas and your desk space.</p> <p><u>Arriving at and leaving work</u> Ensure you have read the ‘Covid-19 Office Plan’ and have contacted your Covid-19 Officer to confirm dates and times you require access and that this is booked in the Stonbury ‘Return to Work’ Calendar.</p> <p>When arriving at and leaving work social distancing must be maintained wherever possible.</p> <ul style="list-style-type: none"> • Mask up • Wash your hand upon arrival or use hand sanitiser at entrance as provided • Stagger arrival and departure times to reduce crowding entering and leaving the workplace • Where it is not possible to operate a one way system ensure social distancing is followed • Keep internal doors open where possible to reduce touching of door furniture • As a minimum, at the beginning and end of each day, use an antibacterial wipe, wipe down the desk, keyboard and mouse <p><u>Moving around indoors</u> Social distancing must be maintained wherever possible when moving through the workplace</p> <ul style="list-style-type: none"> • Masks to be worn at all times when moving around indoors. Masks can be removed when sat down as long as 2m social distancing can be maintained. Stand Up – Mask Up. Sit Down – Mask Down. • Do not move around the office unless it is essential • Restrict access between areas and to people where possible and appropriate <p><u>Workplaces and workstations (desks)</u></p> <ul style="list-style-type: none"> • Masks to be worn at all times when moving around indoors. Masks can be removed when sat down as long as 2m social distancing can be maintained. Stand Up – Mask Up. Sit Down – Mask Down. • Maintain social distancing wherever possible • Occupancy levels will be managed to enable social distance wherever possible • Follow any seating plans provided • Any fixed multiple occupancy seating e.g. benches and fixed close-coupled seating must be removed or tapped-over as necessary to prevent persons breaching social distancing. • Screens will be provided where seating plans cannot allow for workers to keep to a 2m distance or arrangements made for individuals to work side by side rather than face to face • Use of hot desks must be avoided and where this is not possible individuals must ensure that they wipe down the area and any equipment before and after use • Individuals must clean and wipe down their own workspace at the start and end of the day 			
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					<p><u>Common areas specifically kitchens</u> Social distancing must be maintained when using common areas eg. entrances and exits, corridors and kitchens</p> <ul style="list-style-type: none"> • Masks to be worn at all times when moving around indoors. Masks can be removed when sat down as long as 2m social distancing can be maintained. Stand Up – Mask Up. Sit Down – Mask Down. • Any fixed multiple occupancy seating e.g. benches and fixed close-coupled seating must be removed or tapped-over as necessary to prevent persons breaching social distancing. • Kitchen areas are restricted to one person in the area at any one time. One in – one out • Individuals must bring their own food – no ‘popping out’ at lunch – do not share with others • Individuals must make their own drinks – do not make drinks for others • Use the hand sanitiser before using the water machines, kettle, microwave, fridge • Wipe down kitchen area before and after use • Make your own drink; bring in own food – no popping to shops at lunch time/ takeaways • Wash up own crockery and cutlery after use or load dishwasher – do not leave in sink • Unload dishwasher having washed hands and wearing disposable gloves • Dispose of any waste appropriately <p><u>Other shared facilities such as toilets, showers, drying rooms, changing rooms</u></p> <ul style="list-style-type: none"> • Masks to be worn at all times when moving around indoors. Masks can be removed when sat down as long as 2m social distancing can be maintained. Stand Up – Mask Up. Sit Down – Mask Down. • Restricted to one person in the area at any one time • Signage to be erected at entrances to reinforce the ‘one in – one out’ rule <p><u>Personal health & hygiene including hand washing</u> There are general principles to follow that will help prevent the spread of COVID-19 including:</p> <ul style="list-style-type: none"> • Washing your hands more often with soap and water for at least 20 seconds; use hand sanitiser where soap and water is not available • Use paper towels to dry hands; where sanitiser used allow sanitiser to dry naturally • Avoid touching your eyes, nose and mouth with unwashed hands • Avoid close contact with people who have symptoms • Cover your cough or sneeze with a tissue, then throw the tissue in a bin and wash your hands or use hand sanitiser • Clean and disinfect frequently touched objects and surfaces • Follow specific guidance with regard to use of toilets and cleaning regimes • Enhance cleaning regime for busy areas • Ensure sufficient waste facilities and more frequent disposal and collection of waste 			
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					<p>When you return home take of your work wear and shower before changing into you home clothes. All work wear to be washed at 60 degrees. Clean and disinfect all door handles that you may have touched.</p> <p>Cleaning the workplace There are general principles to follow that will help prevent the spread of COVID-19 including:</p> <ul style="list-style-type: none"> • Masks to be worn at all times when moving around indoors. Masks can be removed when sat down as long as 2m social distancing can be maintained. Stand Up – Mask Up. Sit Down – Mask Down. • Frequent cleaning of work areas and equipment between uses, using normal cleaning products • Frequent cleaning of objects and surfaces that are touched regularly, such as door handles and keyboards – including ensuring there are adequate disposal arrangements • Clearing workspaces and removing waste and belongings from the work area at the end of the shift • Limiting the use of high touch items and equipment eg. printers • When cleaning following a suspected case of COVID-19 refer to specific guidance <i>Toolbox Talk – Cleaning After Suspected Case of COVID-19</i> 						
Coronavirus <ul style="list-style-type: none"> • COVID 19 Deliveries to site	4	4	16	Stonbury Employees Visitors (Delivery Drivers)	Monitor site access points to enable social distancing and reduce congestion <ul style="list-style-type: none"> • Masks to be worn at all times when moving around indoors. Masks can be removed when sat down as long as 2m social distancing can be maintained. Stand Up – Mask Up. Sit Down – Mask Down. • All deliveries to be pre-arranged and time of delivery known • Third party delivery drivers to park and deliver parcels to a designated area • Drivers to maintain social distancing guidelines • Welfare facilities must be made available to drivers if requested – Driver to follow Welfare cleaning regime after use; Stonbury staff to clean before use • All deliveries to be wiped down with disinfectant before being brought into the workplace • Social distancing and Stand up – Mask Up signage to be prominently displayed at access points 	1	4	4			
Coronavirus <ul style="list-style-type: none"> • COVID 19 Meetings	4	4	16	Stonbury Employees Sub-contractors Client	Meetings Wherever possible meetings must be carried out remotely using conferencing software such as Skype, Zoom and MS Teams. Where it is absolutely necessary to host a face to face meeting the following measures must be followed: <ul style="list-style-type: none"> • Masks to be worn at all times when moving around indoors. Masks can be removed when sat down as long as 2m social distancing can be maintained. Stand Up – Mask Up. Sit Down – Mask Down. • Attendees must maintain 2m separation throughout • Where possible hold the meeting outdoors or in a well ventilated room • To avoid transmission during meetings, do not share pens or other objects • Provide hand sanitiser in the room • Where regular meetings take place consider using floor signage to help maintain social distancing 	1	4	4			

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					<ul style="list-style-type: none"> Face coverings must be worn when moving around and where 2m distancing cannot be maintained when seated. Meeting rooms to display clear, legible “maximum occupancy” signage at entrances 						
Coronavirus <ul style="list-style-type: none"> COVID 19 Workplace Health & Wellbeing (including Metal Health)	2	4	8	Stonbury Employees	Workplace Health and Wellbeing <ul style="list-style-type: none"> Monitor skin where there is regular from use of hand sanitiser and identify any issues to the SHEW Department Remote Workers to undertake a DSE Assessment Workplace health and wellbeing (including mental health) will be managed through regular surveys followed by the implementation of support packages provided by Stonbury’s Wellbeing and Mental Health delivery partner, Arthur Ellis. Provision of an Employee Assistance Programme and healthcare benefits through Stonbury Benefits package 	1	4	4			
Coronavirus <ul style="list-style-type: none"> COVID 19 First Aid Injury to office based personnel Injury to others on site	3	4	12	Stonbury Employees Visitors to Site (Client/ Delivery Drivers)	Provision of First Aid Time taken for the emergency services to get to site in an emergency situation may make all the difference. Emergency services maybe stretched due to the COVID-19 situation. <ul style="list-style-type: none"> Masks to be worn at all times when moving around indoors. Masks can be removed when sat down as long as 2m social distancing can be maintained. Stand Up – Mask Up. Sit Down – Mask Down. Ensure that there is at least an Appointed Person Ensure all personnel know who the First Aider is Check First Aid kits weekly as a minimum Ensure that the nearest A&E location is documented, the route known and available to the team must a decision be made that site transports the casualty to hospital. Post a copy on a notice board where available Record and report any first aid incidents Refer to : COVID-19 First Aid incl CPR – Toolbox Talk	1	4	4			

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Stonbury's Risk Assessment and Risk Evaluation Matrix

The Risk is scored against the following system:-

Likelihood: 5 = Certain 4 = Probable 3 = Likely to Occur 2 = May Occur 1 = Unlikely
Consequence: 5 = Multi Fatality 4 = Fatality 3 = Major Injury 2 = RIDDOR 7 Day Injury 1 = Non reportable Accident

Likelihood	Risk				
1	5	4	3	2	1
2	10	8	6	4	2
3	15	12	9	6	3
4	20	16	12	8	4
5	25	20	15	10	5
	5	4	3	2	1

Risk Score	User Friendly Score
17-25	Very High
10-16	High
4-9	Medium
2-3	Low
1	Non

Risk Score = Likelihood x Consequence



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Stonbury’s Environmental Risk Assessment and Risk Evaluation Matrix

The Risk is scored against the following system;

- Likelihood:** 3 = Certain 2 = Likely to Occur 1 = Unlikely
Significance 3 = Environmental Pollution 2 = Limited Environmental Aspects 1 = No Environmental Aspects

Likelihood	Risk		
1	3	2	1
2	6	4	2
3	9	6	3
	3	2	1
	Significance		

Risk Score	User Friendly Score
7-9	High Environmental Impact
4-6	Medium Environmental Impact
2-3	Low Environmental Impact
1	No Environmental Impact

Environmental Risk = Likelihood x Consequence

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