

# Activity Risk Assessment Landscape Report



<b>Reference</b>	348	<b>Activity Description</b>	Office working - management Covid 19 risks and making the office Covid 19 secure						
<b>Assessment Date</b>	21/05/2020	<b>Publish To Portal</b>	No						
<b>Assessor Name</b>	Belinda Tompkins	<b>Description</b>	Generic office risk assessment so that it is Covid Secure						
<b>Assessment Team Members</b>		<b>Review Date</b>	No Review Set						
<b>Project Risk Assessment Reference</b>		<b>Overall Potential Risk Level</b>	16						
<b>Org Unit</b>	The Royal British Legion -> Generic Risk Assessments	<b>Overall Residual Risk Level</b>	9						
<b>Location</b>	Office	<b>Number Of People Exposed</b>	0						
<b>Risk Assessment Category</b>	Covid 19 Management	<b>People Exposed</b>	Office staff Visitors Contractors						
<b>Date Record Created</b>	26/05/2020								
<b>Hazard Category &amp; Hazard Phrases</b>	<b>Persons At Risk &amp; How Is Person At Risk</b>	<b>Control Measures</b>	<b>L</b>	<b>S</b>	<b>R</b>	<b>Additional Control Measures</b>	<b>L</b>	<b>S</b>	<b>R</b>
Covid 19 - vulnerable people Staff, volunteers may be clinically vulnerable and more susceptible to Covid 19 and/or effects	Staff and volunteers who may be clinically vulnerable Clinically vulnerable people may be at an increased risk of catching and/or effects of Covid 19	Complete health questionnaire before returning to work, Enable BAME and others with pre-existing conditions to identify as clinically vulnerable Support all staff with a specific risk assessment and control measures, including potentially working from home	3 - Unlikely	3 - Harmful	9 - Moderate Risk				
Covid 19 - Reopening of the building Pest infestation Pest damage to building, cables Legionella contamination of water systems Equipment and plant out of Statutory Inspection Equipment and plant not serviced and inoperable Dirt, dust and contamination build up	Office staff visitors contractors Exposure to Legionella Fire and damage from pests Illness from pests Dirt		4 - Likely	3 - Harmful	12 - Substantial Risk	Arrange a Pest Control visit and inspection Complete a deep clean of the building Descale and disinfect the taps and shower heads Flush all water outlets for at least 2 minutes Inspect the building structure, cables and equipment and make appropriate repairs. Super heat the water and hot flush the system			

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<p>Covid 19 Visitors to site Unable to socially distance Visitors infected with or without symptoms</p>	<p>Office staff Visitors Contractors Exposure to Covid 19</p>		3 - Unlikely	3 - Harmful	9 - Moderate Risk	<p>Ensure that they socially distance and mark out routes, standing areas Limit visitors to site to business critical only Provide risk assessment to contractor and receive their documentation on managing C19. Restrict access to site</p>	2 - Rare	3 - Harmful	6 - Low Risk
<p>Covid 19 travel Lack of parking and bike facilities Lack of personal hygiene Other people may have Covid 19 Public transport very busy Travel in rush hour - no social distancing possible Unable to travel alone in own vehicle</p>	<p>Office staff Visitors Contractors Public Exposure to Covid 19</p>		3 - Unlikely	3 - Harmful	9 - Moderate Risk	<p>Arrange flexible start times to allow for avoiding crowds on public transport Avoid travel - utilise technology for video calls and meetings Avoid travel - work from home Encourage staff to use their own transport where possible Follow social distancing guidelines Increase hand washing and use of hand sanitiser Use of face coverings/masks when on public transport</p>	2 - Rare	3 - Harmful	6 - Low Risk
<p>Covid 19 staff illness Possible contamination of area - staff report symptoms after visit Staff ill while at work - contamination of site</p>	<p>Office staff Visitors Contractors Exposure to Covid 19</p>		4 - Likely	4 - Very Harmful	16 - Substantial Risk	<p>Arrange for a deep clean of the area where staff member was working before reopening of the area Isolate member of staff an arrange for them to return home Isolate the area where the staff member was working Provide support and EAP information to all staff affected</p>	3 - Unlikely	3 - Harmful	9 - Moderate Risk
<p>Covid 19 first aid Social distancing not possible Inadequate numbers of first aiders available</p>	<p>Anyone who has an accident First aider Exposure to Covid 19</p>		3 - Unlikely	3 - Harmful	9 - Moderate Risk	<p>Complete first aid needs assessment Dispose of PPE after use and replenish first aid kit with PPE. Identify first aiders available with staff who are on site Identify nominated persons and procedures for first aid and communicate Provide gloves, masks and aprons in the first aid kits</p>	2 - Rare	3 - Harmful	6 - Low Risk

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<p>Covid 19 - visitor illness Possible transmission of virus</p>	<p>Anyone in contact with the person  Exposure to Covid 19</p>		<p>4 - Likely</p>	<p>4 - Very Harmful</p>	<p>16 - Substantial Risk</p>	<p>Ensure disinfection clean takes place before reopening the area Isolate area where visitor had been located Visitor on site - supported to get home avoiding other people Question visitors before arranging visit. Avoid visits and utilise technology</p>	<p>3 - Unlikely</p>	<p>3 - Harmful</p>	<p>9 - Moderate Risk</p>
<p>Covid 19 - reception External visitors coming into the building Maintenance teams entering the building Social distancing not possible Personal hygiene</p>	<p>Anyone entering the building  Exposure to Covid 19</p>		<p>4 - Likely</p>	<p>3 - Harmful</p>	<p>12 - Substantial Risk</p>	<p>Identify spaces for people to stand in reception to maintain social distancing Provide hand sanitising stations Provide masks and gloves Provide signage requiring people to wash hands on entering the building</p>	<p>2 - Rare</p>	<p>3 - Harmful</p>	<p>6 - Low Risk</p>

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<p>Covid 19 - office work High touch items such as printers not used Inadequate fire warden numbers Lone working, risk of incident not being found Staff cannot social distance using desks Staff changing desks each day Staff having breaks at the same time Staff hot desking during the day Staff leaving at the same time Staff not social distancing using lifts Staff not social distancing when meeting Staff not social distancing while using resource areas Staff not socially distancing using stairs Staff sharing equipment and items like staplers Entrapment in lift if break down</p>	<p>Office staff Visitors Contractors Exposure to Covid 19  Trapped in lift - panic, stress</p>		4 - Likely	3 - Harmful	12 - Substantial Risk	<p>Agree who can visit the office and make appropriate arrangements Close off desks to enable social distancing Close off huddles and meeting rooms Create small work groups that do not change to limit mixing of people Develop and implement buddy system - phone in and out Identify separate entrance and exits and sign accordingly Identify separate staircases for up and down and sign Implement signing in and out of office Increase cleaning and clean desks at the end of each day Limit lifts to one person Limit shared equipment and sanitise before use where shared Mark floor 2m spaces to assist with social distancing Prop doors open where possible, using Dorguards if fire door. Provide Alertcom lone working device Provide gloves and masks for staff if required Provide hand sanitiser in resource areas Provide sanitising wipes Sanitise desk and equipment before use Sanitise touch points of resource centre before use Utilise technology for meetings Work from home where possible Do not use the lifts if only person in the office</p>	2 - Rare	3 - Harmful	6 - Low Risk
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<p>Covid 19 - hygiene Cleanliness of desks and equipment Cleanliness of general office areas Cleanliness of toilets Cleanliness of welfare areas - canteens Communal equipment contaminated with virus Contaminated PPE to be disposed of No cleaning or sanitising provision during office hours Overflowing bins Person on site with symptoms Person reports symptoms after leaving premises Risk of spread of Covid 19 between people using the showers Touch points contaminated</p>	<p>Office staff Visitors Contractors Exposure to Covid 19</p>		4 - Likely	3 - Harmful	12 - Substantial Risk	<p>Do not allow waste to build up and dispose of at the end of each day Ensure adequate hand soap, towels and sanitiser provided across the site Increase cleaning of touch points such as door handles Provide gloves Provide hand sanitiser stations and keep replenished Provide masks Provide special bins to dispose of PPE and dispose as hazardous waste Regular and frequent hand washing to take place Restrict access to areas Sanitiser wipes available to clean desks and IT equipment Wash hands on entering the building Isolate area where people have been if showing symptoms and arrange deep clean</p>	2 - Rare	3 - Harmful	6 - Low Risk
<p>Covid 19 - delivery and receipt post and packages Outer packaging contaminated with virus Social distancing not possible Transfer zones implemented Visitors entering the building risk of virus spread</p>	<p>Office staff Exposure to Covid 19</p>		4 - Likely	3 - Harmful	12 - Substantial Risk	<p>Cease the acceptance of personal items to be delivered and received through the RBL postal system Complete a sanitising clean of the area at the end of every day Increase hand washing, wash hands after accepting post Provide drop of points for internal and external post and packages to be left to adhere to social distancing Provide hand sanitisation stations and ensure that they are refilled Provide markings on the floor to identify where to stand when interacting with staff in postal area or about the post restrict access to post areas to adhere to social distancing Wear a mask and gloves when interacting with delivery personnel and accepting packages, such as signing for items</p>	2 - Rare	3 - Harmful	6 - Low Risk

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<p>Covid 19 - access to site Personal hygiene Social distancing not adhered to</p>	<p>Office staff Visitors Contractors Public Exposure to Covid 19</p>		4 - Likely	3 - Harmful	12 - Substantial Risk	<p>Adjust work patterns so not everyone is starting and finishing at the same time Provide hand sanitising stations at entrance and exits and replenish as required Provide markings on the ground to enforce social distancing as people enter and exit the site Provide signage to remind people entering site to wash their hands on entering and more frequently Provide signage to remind people to adhere to social distancing while entering and moving around the site Identify one route in and out of the building</p>	2 - Rare	3 - Harmful	6 - Low Risk
<p>Covid 19 - welfare facilities In adequate cleaning and sanitising of surfaces In adequate personal hygiene Increase risk of spread of Covid 19 between users of showers Lack of soap and towels to allow hand washing effectively Metal cutlery provided Risk of virus spread by non social distancing in toilets Social distancing not possible in canteen facilities Touch points not sanitised Waste not segregated or disposed of</p>	<p>Office staff Visitors Contractors Risk of exposure to Covid 19</p>		4 - Likely	3 - Harmful	12 - Substantial Risk	<p>Increase cleaning of showers Increase inspections of toilets and replenishment of soap, towels and sanitisers Increased cleaning and sanitising of areas Provide disposable gloves Provide disposable masks Provide floor markings to ensure social distancing can be adhered to Provide hand sanitiser stations at entrances Provide signage about hygiene requirements Provide signage to remind people to socially distance Provide signage to remind people to wash their hands more frequently Remove furniture to enable social distancing Restrict numbers - toilets - put occupied signage on entrance door restrict numbers who are allowed to access area Provide disposable cutlery</p>	2 - Rare	3 - Harmful	6 - Low Risk

**Assessment Conclusion** Control measures need to be implemented effectively to be acceptable. Keep people on site to a minimum.

**Signatures**

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