

Coronavirus Emergency: Risk Assessment for Working at SDS's Offices

Location:	All offices	Applicable Areas	Entire premises
People at Risk:	Staff, Sub-contractors, Visitors, General Public, Trespassers, Vulnerable Persons	Version:	0.3
Assessor's name:	Rob Shepherd	Assessor's signature:	
Checker's name:	Shaun Hoppins	Checker's signature:	
Date of assessment:	23 September '20	Next Review Date:	30 November 2020 or as necessitated by change in government guidance

Risk Assessment Overview & Guidance

The purpose of this risk assessment is to minimise the risk of transmission of the coronavirus whilst travelling to and working from the office.

For those who are working from the office, SDS are putting in place reasonable, proportionate measures to minimise risks faced by staff.

Staff must be a minimum of two metre away from everyone else in the workplace whenever possible.

Face masks are available but wearing of masks or other protective equipment is not required at this time.

SDS Offices

Actions or risks related to each office are identified by their location.

POTENTIAL RISKS	RISK DESCRIPTION	SDS MITIGATION ACTION	STAFF MITIGATION ACTION
1	Staff member, family member or anyone house-sharing is infected, has COVID-19 symptoms, or need to self-isolate, have been sent home from school or work with COVID symptoms or have been contacted by the 'Track & Trace' scheme	<ul style="list-style-type: none"> ◆ Inform and advise all staff who may have been in contact with a staff member ◆ Maintain regular contact and support 	<ul style="list-style-type: none"> ◆ Self-isolate at home and follow government guidelines ◆ Notify and keep SDS director (or HR) informed ◆ Continue to work from home if possible ◆ Do not return to work until risk of infection passed
2	Staff member or family member deemed to be at 'high risk' or are 'clinically vulnerable'	<ul style="list-style-type: none"> ◆ Maintain regular contact and support ◆ If you are considered 'high risk' or caring for someone considered 'high risk' discuss home working arrangements with your line manager 	<ul style="list-style-type: none"> ◆ Notify and keep SDS director (or HR) informed ◆ Self-isolate and follow government guidelines ◆ Continue to work from home ◆ Do not return to work
3	Office Cleaning	<ul style="list-style-type: none"> ◆ Professional cleaners to clean the office regularly ◆ Cleaners to be given detailed instructions on how to deep-clean and agreed dates for cleaning ◆ Monitor cleanliness 	<ul style="list-style-type: none"> ◆ All staff have a responsibility to clean shared surfaces and to keep their own areas clean

4	Working at SDS office	Limiting spread of infection	<ul style="list-style-type: none"> ◆ Provide all staff with Covid-19 risk assessment before allowing them to return to the office 	<ul style="list-style-type: none"> ◆ Signed copy of this risk assessment ◆ Book your visit through Coronavirus Outlook calendar in advance of travelling to the office ◆ Do not put your colleagues at risk by arriving unannounced ◆ Wear face mask when visiting local shops. Sanitise your hands before and after entering building ◆ When working in the office bring everything you need with you
5	Travelling to Office	Limiting infection spread		<ul style="list-style-type: none"> ◆ Travel to work walking, cycling or on own in a car ◆ Avoid using public transport. If used, then maintain two metre separation and a face covering is recommended. Use hand sanitiser regularly during journey and immediately on leaving the vehicle
6	Arrival at the Office	Limiting spread of infection		<ul style="list-style-type: none"> ◆ Wash hands and use sanitiser immediately on arrival ◆ Use the entrance nearest to your working area (if appropriate) ◆ Enter the office one at a time. Wait at a safe distance if someone else is entering or leaving
7	Working Area	Limiting spread of infection	<ul style="list-style-type: none"> ◆ Plan office layout targeting 2m distance between workstations ◆ Inform staff where to work ◆ Staff working in each area should be limited ◆ Set out movement restrictions in the office 	<ul style="list-style-type: none"> ◆ Only use the areas designated to you ◆ Minimise moving from one floor, unit or working area ◆ Limit the number of bags and clothes etc brought to the office ◆ Avoid use of desk / pedestal fans
8	Hot Desk Spaces	Limiting spread of infection	<ul style="list-style-type: none"> ◆ Avoid hot-desking 	<ul style="list-style-type: none"> ◆ If you need to use someone else's working space, please ensure you clean desk and chair before and after using it

9	Working with Colleagues	Limiting spread of infection	<ul style="list-style-type: none"> ◆ Provide adequate signage and sign posting including social distancing, hand washing technique 	<ul style="list-style-type: none"> ◆ Stay one metre or more away from all other staff ◆ Work only with your immediate team ◆ Avoid all face-to-face contact. Consider using face mask ◆ Avoid using space used by other staff even when they are not present ◆ Avoid passing drawings ◆ Do not pass stationary or other objects to your colleagues ◆ If your colleagues need something sanitise your hands, place the item in an accessible location and step away to allow collection
10	Working Area Surfaces and Equipment	Limiting spread of infection	<ul style="list-style-type: none"> ◆ Provide professional cleaning 	<ul style="list-style-type: none"> ◆ Clean all working surfaces and equipment before and after use with sanitiser provided ◆ When possible avoid using non-essential equipment eg printers and plotters ◆ Do not share equipment eg pens, mouse, keyboard etc ◆ Keep desks clear to allow cleaners access to clean ◆ A clear desk policy is in force ◆ All surfaces and equipment should be thoroughly cleaned before and after use
11	Office Area Surfaces, Door Handles and Shared Equipment	Limiting spread of infection	<ul style="list-style-type: none"> ◆ Designate a member of staff to clean shared surfaces at frequent intervals ◆ Provide professional cleaning 	<ul style="list-style-type: none"> ◆ Clean shared surfaces frequently and when asked
12	Toilet Facilities	Limiting spread of infection	<ul style="list-style-type: none"> ◆ Provide professional cleaning ◆ Provide sanitiser in all toilets ◆ Ensure hot-air hand-dryers are operational ◆ Remove any fabric towels 	<ul style="list-style-type: none"> ◆ Use the toilet nearest your designated desk ◆ Flushing of toilets should be with both seats fully closed ◆ Wash your hands using hot water for 20 seconds and use sanitiser provided

			<ul style="list-style-type: none"> ◆ Ensure bins are emptied regularly ◆ Provide notice instructing cleaning requirements ◆ Ventilation to remain in continuous operation 	<ul style="list-style-type: none"> ◆ Use hand-dryers where provided, or if not use paper towels provided and dispose of carefully ◆ Clean taps, basin and surfaces after use
13	Kitchen and Communal & Areas	Limiting spread of infection	<ul style="list-style-type: none"> ◆ Provide signage and/or barriers to prevent use ◆ Remove tea-towels 	<ul style="list-style-type: none"> ◆ Kitchens areas should not be used ◆ Fridges and microwaves are not to be used ◆ Staff to provide their own cutlery, cups and plates and can use sinks to wash them. Sinks to be sanitised after use ◆ Use hand sanitiser before using water-coolers, boilers or kettles and clean handles before and after use Keep lunch and designated cutlery on your desk/drawer and ensure it is cleaned daily
14	Food & Refreshments	Limiting spread of infection	<ul style="list-style-type: none"> ◆ SDS not to provide tea, coffee, milk or fruit etc ◆ Make HydroBoil available for hot water 	<ul style="list-style-type: none"> ◆ You should provide your own hot drinks. SDS facilities should not be used. ◆ Food should be eaten at your desk, which is then to be cleaned, or alternatively outside of the office
15	Visitors & Non-Project Business Representative	Limiting spread of infection	<ul style="list-style-type: none"> ◆ Notice to state 'no visitors except by appointment' 	<ul style="list-style-type: none"> ◆ No casual visitors and representatives are allowed in the office ◆ All visitor must have a pre-booked appointment ◆ Each visitor should be asked if they have Covid-19 symptoms or were advised to self-isolate ◆ Each visitor should sign-in using the QR Coded Coronavirus External Visitor Register by using their own mobile phones for Track & Trace purposes ◆ If visitor is unable to use their mobile phones to register, they should be recorded on Office Outlook Calendar by the employee inviting them ◆ Each visitor should be given this risk assessment for reading, agreement and signing

				<ul style="list-style-type: none"> ◆ Each visitor should read H&S notice on arrival
16	External Business Colleagues Working on Common Projects	Limiting spread of infection	<ul style="list-style-type: none"> ◆ Limit level of access allowed to non-SDS staff ◆ Limit the areas of office to be shared ◆ Make risk assessment for non-SDS staff available 	<ul style="list-style-type: none"> ◆ External business colleagues working on projects should only be allowed access by prior arrangement ◆ Visitors to contact SDS representative immediately on arrival and sign-in using the QR Coded Coronavirus External Visitor Register ◆ Colleagues should be given this risk assessment for reading, agreement and signing ◆ Each visitor should read H&S notice on arrival
17	First Aid	Limiting spread of infection	<ul style="list-style-type: none"> ◆ Provide additional appropriate training and guidance ◆ Provide appropriate personal protective equipment for first aiders ◆ Train additional staff as necessary 	<ul style="list-style-type: none"> ◆ Be aware of the risks to yourself and others ◆ Keep yourself safe, wear personal protective equipment ◆ Give early treatment ◆ Keep yourself informed and updated ◆ Remember your own needs
18	Mental Wellbeing	Risk of developing stress and anxiety	<ul style="list-style-type: none"> ◆ Provide regular updates on company situation ◆ Train Mental Health First Aiders ◆ Provide Employee Assistance Programme ◆ Monitor staff wellbeing 	<ul style="list-style-type: none"> ◆ Maintain a healthy diet, take regular exercise and spend time outside ◆ Follow Mind tips on Wellbeing ◆ Discuss any concerns with line manager, or one of the designated Mental Health First Aiders ◆ Make use of the Employee Assistance Programme should you need to talk to someone

