



## RISK ASSESSMENT - OFFICE ENVIRONMENT-COVID-19 (CORONAVIRUS)

<b>Title</b>	Working at offices during coronavirus pandemic period	<b>Locations</b>	Worthing, Selsey & Littlehampton
<b>Assessor's name</b>	Karen Marshall	<b>Quarterly Review period or when needed Dates</b>	03/05 03/06 05/07 03/08 08/09 05/10 04/11 08/01/2021 08/02/2021 06/05/21
<b>Date Devised</b>	27/03/2020		

### Description

This assessment considers the risks for those working in the ERA offices whilst complying with control measures that have been set out in government guidelines.

The main symptoms of coronavirus (COVID-19) are:

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 or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

If circumstances warrant change and alternative plans need to be followed then we need to refer to Policy 51-139 Business Continuity Planning.

### Compliance

- The following controls are to be complied with by all personnel working or visiting any of the ERA Healthcare offices.
- To protect your staff, you should remind staff daily to only work if they are well and no one in their household is self-isolating.

Risk	Person in danger	Level of risk	Control measures in place to reduce risk	Risk outcome
<p>Travel to and from work may lead to greater risk of virus transmission</p> <p>Public transport may be restricted in order to achieve social distancing on trains, buses, etc</p> <p>Access to buildings may create a virus transmission risk if staff all seek entrance at once or are channelled through single points of entry</p>	<p>Staff Visitors</p>	<p>High</p>	<ul style="list-style-type: none"> <li>• Enable flexible/staggered working arrangements so that staff can avoid travelling at peak times or all arriving or leaving at the same time</li> <li>• Ask staff not to use public transport if at all possible – where they do use public transport they should conform with all requirements, e.g., wearing face coverings if required, social distancing, etc <a href="https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers">https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</a></li> <li>• Ensure that sufficient access points to the workplace are provided so that staff do not congregate at entrances and exits</li> <li>• On entering the work place fluid repellent Type IIR surgical masks to be worn (only to be taken off when sat at your own work station)</li> <li>• All entry/exit points have supplies of hand sanitisers available. Hand sanitisers are non-touch electronic and body temperatures will be recorded on entry to offices using a non-contact temperature gun to the forehead.</li> <li>• Frequent cleaning and disinfecting of entry/exit points i.e., surfaces that are touched regularly particularly high use surfaces such as door handles and light switches, using appropriate cleaning products and methods.</li> </ul>	<p>Low</p>
<p>Staff becoming infected with COVID-19 through contact with other employees or visitor</p>	<p>Staff and Visitors</p>	<p>High</p>	<ul style="list-style-type: none"> <li>• ERA follows the HM government guidance “Working safely during COVID-19 in offices and contact centres” <a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres</a></li> <li>• Staff whom work in the office, are able to follow the social distancing guidelines in their offices, as they are at least 2 metres away (at least 3 steps) from another person</li> <li>• Fluid repellent Type IIR surgical masks to be worn at all times within the workplace they can only be removed when sat at your own work station.</li> <li>• As ERA offices are open to staff and visitors, a protective screen is installed in reception to protect the receptionist and hand sanitisers are also provided at this point. Which is non-touch. The reception is marked by hazard tape to identify the area to which visitors are not allowed to enter. There is signage provided to explain body temperatures will be taken on entering the office and all with be recorded.</li> <li>• All workstations are arranged to comply with the government’s 2 metre social distancing requirement. Every desk has a protective screen and hand hygiene gel.</li> <li>• Hot desking is not allowed</li> <li>• If visual meetings are required and if possible then virtual meetings using Zoom or another similar platform are to be used</li> <li>• If a direct meeting must take place i.e., face to face then the 2-metre social distance between everyone is to be followed. The area of the meeting must be well ventilated. Medical PPE will also be made available.</li> <li>• Weekly testing (any day Thursday through to a Sunday) with PCR tests are completed to help identify any asymptomatic cases. Tests will be registered in the office. Results are sent to individuals and if positive will need to follow information given by track and trace and stay at home and self-isolate.</li> </ul>	<p>Low</p>

- If at any point anyone shows symptoms of corona virus
  - A high temperature
  - A new continuous cough
  - A loss of, or change to, your sense of smell or taste

They are to go home conduct a test and follow all advise from track and trace

**If anyone is using a face mask/covering the following should be followed**

**How to Put On (Don) a Face Mask**

1. Perform hand hygiene (instructions on correct hand washing posted next to washing/sanitising areas.) <https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/>
2. When using a face mask with ear loops, secure an ear loop over an ear.
3. Then place the other ear loop over the other ear.
4. Then grasp the nose piece of the mask and bring it to cover the bridge of the nose.
5. Mould the nose piece of the face mask with the fingertips of both hands by starting at the bridge of the nose and work outward toward the cheekbones.
6. Then grasp the nose piece of the face mask.
7. Then pull the bottom of the mask under chin

Note: During application of the face mask your hands should be clean since you performed hand hygiene before putting it on. Therefore, at this time you can touch the front of the mask to fit it to your face. HOWEVER, once you enter the patient care area or a public setting you can no longer touch the front of the mask because it may be contaminated. It is very important that you do NOT touch the front of the mask during removal as well.

**How to Take Off (Doff) a Face Mask**

Do NOT touch the front of the mask to remove the face mask. It is considered contaminated. Instead, remove the face mask by grasping the ear loops.

1. Take the index finger of each hand and grasp the ear loops from behind the ears.
2. Pull the face mask forward off the face to remove the face mask.
3. Dispose or clean/reuse the face mask per your facility's protocol.
4. Perform hand hygiene

Staff becoming infected with COVID-19 through contact with affected surfaces	Staff and visitors	High	<ul style="list-style-type: none"> <li>• Cleaning/Disinfection of the workplace will take place daily. If an employee who has been in the building starts to display symptoms of COVID-19 then sterilization will then take place.</li> </ul> <p><b>Cleaning</b> is the process that physically removes soiling including large numbers of micro-organisms and the organic material they thrive on.  <b>Disinfection</b> describes a process that eliminates most micro-organisms on inanimate objects, except for bacterial spores. High level disinfection refers to the ability to kill particularly resistant bacteria such as mycobacteria but again, with the exception of spores.  <b>Sterilisation</b> refers to a physical or chemical process that completely kills or destroys all forms of viable micro-organisms, including spores</p> <ul style="list-style-type: none"> <li>• All surfaces in the communal areas, such as door handles, light switches, soap dispensers, taps etc are to be cleaned twice a day</li> <li>• Employees are reminded to wash their hands regularly and posters on correct handwashing are set around the office</li> <li>• Hand sanitisers are also provided</li> <li>• Equipment must not be shared, if sharing is unavoidable then the object need to be disinfected beforehand and use the non-touch technique to pass</li> <li>• All waste is to be removed daily at the end of the day before going home.</li> <li>• Weekly testing (any day Thursday through to a Sunday) with PCR tests are completed to help identify any asymptomatic cases. Tests will be registered in the office. Results are sent to individuals and if positive will need to follow information given by track and trace and stay at home and self-isolate. <ul style="list-style-type: none"> <li>• If at any point anyone shows symptoms of corona virus <ul style="list-style-type: none"> <li>A high temperature</li> <li>A new continuous cough</li> <li>A loss of, or change to, your sense of smell or taste</li> </ul> </li> </ul> <p>THEY ARE TO GO HOME, CONDUCT A COVID TEST AND FOLLOW THE ADVICE GIVEN BY TRACK AND TRACE</p> </li></ul>	Low
Fire/ accidents	Staff and visitors	High	<ul style="list-style-type: none"> <li>• In the case of a fire, staff and any visitors will not be required to adhere to the social distancing rule when evacuating, as the risk of a death from a fire is greater than the risk of being infected</li> <li>• If staff or visitors require first aid treatment, a first aider will be required to follow the latest first aid requirements for Covid19 <a href="https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/">https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/</a></li> </ul>	Low

## Risk Rating explained

Risk rating is to allow the organisation to prioritise 'actions to be taken' where control measures are considered to be inadequate.

Risk Ratings are often awarded a numerical value calculated from the following formula:

$$\text{SEVERITY} \times \text{LIKELIHOOD} = \text{RISK}$$

(SEVERITY of harm) (LIKELIHOOD of the specific harm occurring)

In our system Severity is given a value from 1 to 3 and Likelihood is also given a value from 1 to 3

		SEVERITY 		
		1	2	3
LIKELIHOOD	1 	LOW 1	LOW 2	MEDIUM 3
	2	LOW 2	MEDIUM 4	HIGH 6
	3	MEDIUM 3	HIGH 6	HIGH 9

- Risk is categorised as LOW: Monitor on a monthly basis to ensure risk is still categorised as low
- Risk has been categorised as MEDIUM: Begin to plan your action to reduce the risk immediately
- Risk has been categorised as HIGH: Immediate action required to reduce the risk