



Risk Assessment – Re-opening Offices November 2021

Overview

The Board of Directors, Chief Executive and the Executive of the Society recognise their legal duty of care towards protecting the health and safety of the Society's colleagues and any contractors, visitors or customers and is committed to following Government and NHS guidelines in respect of Coronavirus

Coronavirus symptoms are similar to flu-like illness and include cough, sore-throat, fever, or shortness of breath. We will closely monitor the situation by reviewing and following: [Government Guidelines](#)

This policy can only be successful with the active co-operation of all management, colleagues, contractors and visitors, who have a duty to offer all necessary assistance to ensure the health and safety of themselves and others.

The following key hazards and controls have been identified for this activity

Key Risks Identified

As the coronavirus responsible for the COVID-19 infection is now circulating among the general population it may be difficult to identify exposure as being “work-related”, and therefore the Society recognises that the principal controls available remain:

- **Encouraging “distance awareness” wherever possible**
- **Enhanced hand washing and cleaning routines**
- **Providing adequate ventilation**
- **Restricting access to people with COVID-19 symptoms**
- **Regular and consistent communication with all Colleagues**

Phases

For the purpose of this risk assessment, it has been assumed there would be 3 potential triggers for bringing the office back into Operation.

- **Red Phase** – Periods during Government sanctioned Lockdown periods. Prevalence of the virus in the broader Society. Office remains closed.
- **Amber Phase** – Intermediate periods of easing and lifting of sanctions. Office opens with mitigating control measures.
- **Green Phase** – Government approved lifting of sanctions. Virus at controlled levels. Office open with reduced control measures.

It is assumed that should Government Guidance enable further lockdowns following COVID-19 spikes, the Office could move between Phases to manage the risk for Colleagues and Visitors. Similarly, outbreaks within the Office work force could enable movement between phases.



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Green Phase

Hazard	Who or what might be at risk?	Controls What control is put in place to reduce the risk	Residual Risk with all Controls in place	Additional Comments and considerations
Exposure to Coronavirus from large numbers of Colleagues	Colleagues Visitors	<ul style="list-style-type: none"> No legal requirement to socially distance “Distance aware” encouraged 	Low	Office etiquette displayed in Office
Exposure to Coronavirus from inadequate ventilation	Colleagues Visitors	<ul style="list-style-type: none"> Mechanical ventilation in situ and operational during occupancy Open doors and windows encouraged when possible 	Low	Office etiquette displayed in Office Adequacy of ventilation arrangements supported by HSE “Ventilation tool” results: Breathefreely Ventilation Tool
Exposure to Coronavirus from touch points and surfaces throughout the Office	Colleagues Visitors	<ul style="list-style-type: none"> On-going cleaning of high contact points throughout the day. Daily office clean by contractor Hand washing/sanitising on arrival/exit Sanitiser units throughout Office with frequent checks to ensure availability Self-Closing Fire Doors kept open with Door Guard devices to reduce touch point exposures Non S/C doors kept open whenever possible Cleaning of workstations including screens at the beginning and end of each shift encouraged Cleaning supplies readily available throughout the Office Photocopier/ shredder cleaned between use “Clear desk policy encouraged” 	Low	Office etiquette displayed in Office Pre-work cleaning checklist in Office Etiquette PC equipment cleaning materials available
Exposure to Coronavirus from Visitors/ contractors	Colleagues Visitors	<ul style="list-style-type: none"> Contractor RTW policy confirmed with all contractors Visitors advised of Office Etiquette in advance of attendance Temperature checks on arrival All visitors and attendees to sign in and out regardless of time on site to support test and trace programs QR Code displayed for check in Hand sanitiser to be provided by the signing in book and all visitors are required to use it before signing in/out. 	Low	Office etiquette displayed in Office



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		<ul style="list-style-type: none"> If possible, visitors to use their own pen to sign in. If visitors do not have their own pen, a supply will be available for use, which must be disposed of immediately after use Reception perspex screen retained 		
Exposure to Coronavirus from handling post	Colleagues	<ul style="list-style-type: none"> No signature required for parcels Hand washing before and after handling post 	Low	
Reported case of COVID when on site	Colleagues Visitors	<ul style="list-style-type: none"> Office colleagues sent home/office cleaned that evening No return to office until office cleaned 	Low	
Kitchen equipment hygiene	Colleagues	<ul style="list-style-type: none"> Kitchen facilities open with Sanitiser wipes available for wipe down of handles/ kettles etc Colleagues to hand wash/sanitise before and after using facilities Kitchen doors kept open with Door guard or similar to improve ventilation Part of contract cleaning scheme 	Low	Cleaning materials available Document enhanced cleaning scheme
Lack of Hand washing facilities	Colleagues Visitors	<ul style="list-style-type: none"> Daily checks to ensure adequate supplies of soap/ hand towels 	Low	
Insufficient First Aid arrangement	Colleagues Visitors	<ul style="list-style-type: none"> Normal First Aid arrangements PPE checks to include sanitiser availability Social Distancing reminders for all First Aid providers 	Low	See Society First Aid Risk Assessment Arrange for additional AP training
Reporting suspected cases of COVID-19	Colleagues	<ul style="list-style-type: none"> HR Advice line process established and Colleagues to report when self-isolating and when ready to return to work 	Low	
Stress of returning to Office environment	Furloughed and Home working Colleagues	<ul style="list-style-type: none"> Pre-attendance arrangements for all Colleagues on return. 	Low	Office re-opening launch materials
Prolonged periods of Home Working/ poor DSE	Home working Colleagues	<ul style="list-style-type: none"> Complete workstation self-assessment on return to office Workstation self-assessment/DSE Policy followed 	Low	Manage via iLearn
Information legitimacy	Colleagues Visitors	<ul style="list-style-type: none"> HSE and Government Guidance bulletins regularly reviewed 	Low	On-going process with SG review



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	Contractors	<ul style="list-style-type: none"> Information disseminated as appropriate Periodic review of Policies as required 		
Lack of Fire Safety and awareness	Colleagues Visitors	<ul style="list-style-type: none"> Evacuation drills completed in first 2 Months Assembly point locations included in Office relaunch Maintain weekly and monthly asset checks Hold Open devices retained and tested Fire Warden duties to be covered as Normal Operation 	Low	Arrange for drills 1/Month Nov and Dec Fire Warden refresher training to be arranged All Office Colleagues to complete Fire Safety Awareness Quiz and Video
Lack of Water Hygiene	Colleagues Visitors	<ul style="list-style-type: none"> Maintain weekly and monthly checks 	Low	
Lack of Statutory Testing compliance	Colleagues Visitors	<ul style="list-style-type: none"> On going visits from approved contractors Office protocols shared with contractors ahead of attendance 	Low	P/S And P/C teams to share Contractor Policy (updated)
Risk Assessment Coronavirus Measures inadequate	Colleagues Visitors	<ul style="list-style-type: none"> Periodic checks on all measures to ensure adequate and being followed Issues identified and remedied Non-compliance to be resolved 	Low	

Risk Calculation matrix

SEVERITY (S) of Harm/Loss	Superficial	Minor	Major	Major / Death
LIKELIHOOD (L)	----- -----	----- -----	----- -----	----- -----
Remote	Insignificant Risk	Insignificant Risk	Insignificant Risk	Low Risk
Likely	Low Risk	Low Risk	Medium Risk	High Risk
Very Likely	Medium Risk	Medium Risk	High Risk	High Risk