

Covid-19 – RTW RISK ASSESSMENT

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Risk	Who is at Risk	Risk Rating	Control Measures	Sign off
Observing social distancing	Everyone	High	<ul style="list-style-type: none"> Staggering arrival, departure and break times Separate entrance and exit points and a one way system will be introduced, and the routes will be clearly marked and visually displayed around the office Introduce a traffic light system to limit access to bathrooms Reconfigure layouts and review processes to allow people to work further away from each other and installing screens where it is not possible to move workstations apart Discouraging the use of hotdesking Avoiding in-person meetings, where possible 	
Uninformed or non-compliant staff	Everyone	High	<ul style="list-style-type: none"> Plans and procedures are shared to all staff and they understand what is to be expected of them too 	
Cleaning and hygiene	Everyone	High	<ul style="list-style-type: none"> Suitable disinfectant cleaning products are used by the contracted cleaning staff Sufficient hot water, liquid soap, disposable towels and hand sanitiser are provided throughout the building 	

Use of touch points during the work day (chairs, desks, door handles, light switches and lift buttons etc)	Everyone	High	<ul style="list-style-type: none"> • All equipment deep cleaned at the end of the day by contracted cleaning staff • The importance of good personal hygiene reiterated to all staff (regular hand washing, use of hand sanitiser etc) • Staff to have access to Personal Protective Equipment (PPE) in the form of gloves and masks • Hot desking to be discouraged to reduce the risk of spreading the infection 	
Communal facilities; entrance, toilets, kitchen etc	Everyone	High	<ul style="list-style-type: none"> • Contract cleaning services increased and all facilities, toilets and communal areas are cleaned more frequently • Supplies of soap and sanitising agents provided and regularly topped-up at all hand washing stations • Posters placed at all wash basins as a reminder 	
Use of equipment (stationery, printer, phones etc)	Everyone	Medium	<ul style="list-style-type: none"> • Staff instructed to not share phones, headsets, stationery or personal mobile phones with others to avoid cross contamination • Only use the printer if absolutely necessary and to use the available disinfectant wipes before and after using the machine • All equipment deep cleaned at the end of the day by contracted cleaning staff • Staff instructed to ensure their desks, IT and phone equipment are cleaned and sanitised on a regular basis (suitable wipes and cleaners that do not damage electrical equipment to be provided) 	
Managing clients and visitors	Everyone	Medium	<ul style="list-style-type: none"> • The number of visitors (including clients and contractors) to the workplace will be limited. Where visitors are required, social distancing and hygiene rules will be explained to them • Maintaining a record and full diary schedule of every visitor or client that visits the building • Revising visitor arrangements to ensure social distancing and hygiene • Avoid physical contact (handshakes, hugs etc) • 	

Vulnerable employees	Vulnerable employees and their family members	Medium	<ul style="list-style-type: none"> • In accordance with Government policy, staff who are vulnerable and high-risk categories are not allowed to come in the office • Staff with family members in high risk categories to instruct their management team. Decisions on home working or furlough in accordance with government policy are on a case by case basis 	
Inbound and outbound deliveries	Everyone	Low	<ul style="list-style-type: none"> • Revising drop off and collection points • Considering how deliveries could be reduced • Where possible, using the same pairs of people for moving or transporting boxes or equipment where more than one is needed 	
Meeting rooms	Everyone	Low	<ul style="list-style-type: none"> • Staff instructed that meetings in enclosed spaces such as conference and meeting rooms should only be conducted if essential and kept as short as possible • Avoiding transmission during meetings, for example avoiding sharing pens and other objects • Providing hand sanitiser in meeting rooms • Holding meetings in well-ventilated rooms whenever possible • For areas where regular meetings take place, using floor signage to help people maintain social distancing • Limiting the number of visitors able to attend a meeting at any one time 	