

## Risk Assessment – COVID-19 Social Distancing within offices

(please note this is a live document and regular updates/changes may be needed following government advice, please amend accordingly)

<b>Title of risk assessment</b>	Social distancing within Offices	<b>Date of Assessment</b>	29 <sup>th</sup> May 2020
<b>Name of Assessor</b>	Jane smith H&S Officer	<b>Location</b>	Office Spaces – Ormiston Forge Academy
<b>Who may be affected?</b>	All Workforce, Visitors and Contractors		
<b>Description of activities</b>	General Office function		

Hazards	Who can be harmed	Existing Controls and Working Practices	Estimated Risk following controls (S x L = Total)			Additional Control Measures	Actions (Who, Due Date)
			Severity	Likelihood	Total		
<b>Offices</b>	Workforce	<p>Staggered times in place for staff to start earlier or later in the day to avoid peak travel times. Occupancy levels reduced on busy days to comply with social distancing Briefing to take place for all staff prior to return to the office.</p> <p>Clear signs in place displaying social distancing in each office Larger rooms/areas of the office can be utilised if needed. 2 metre rule applies, desks spread out in office areas Each individual is responsible for wiping down their own desk before and after use Hot desking does not take place</p>	5	2	10	All staff to be have this information as part of the indication/training	LMN/RMH W/C 1/6/20

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		Regular touched surfaces such as laptops, desk tops, plug cables, are the individuals responsibility and are not shared. Sanitiser is available throughout the offices/where this is not available staff wash their hands on a regular basis.					
<b>Entrance/Reception</b>	Receptionist	Social distancing markers in place. Social distancing signs in place. Visitors and parents discouraged from visiting and should phone first. Barriers in place/or screen in Reception Signing in and out of staff/visitors takes place manually. Touch areas on lift must be wiped down after use Lift only used if necessary Deliveries should be left in a different area Hands to be washed after accepting delivery of goods. Staff wash their hands-on arrival into the office/building	5	2	10		RMH/Site team W/E 29/5/20
<b>Corridors</b>	Workforce	One-way system is in place Stairs are used by one person at a time	4	3	12		Site team W/C 1/6/20
<b>Spread of infection</b>	Staff and First Aider	New cleaning log/regime in place to identify hot spots/communal areas of frequently touched surfaces. Posters displaying handwashing guidelines are located throughout the Office	5	2	10		RMH/Site team W/C 1/6/20
<b>Welfare facilities</b>	Staff/pupils	Stock levels of soap, hand towels are always available.	5	2	10		RMH/Site team/Cleaning staff On-going

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		<p>Hand washing poster/guidelines are displayed throughout the office including kitchen and toilet areas.</p> <p>Staff use own mugs/crockery for eating and drinking.</p> <p>Disposable cutlery/plates used where possible.</p> <p>Kitchen areas operate one in one out.</p> <p>Kettles/microwave wiped down by individual after each use.</p>				Staff advised to avoid using tea facility in the main office due to the number of staff allowed in there for social distancing.	SLT in 1 to 1 meetings with staff W/C 1/6/20
<b>Ill health/Covid 19 symptoms</b>		<p>Updated government guidelines referred to.</p> <p>Isolation room (student reception) is used for anyone displaying symptoms</p> <p>This RA is used in conjunction with the generic Covid 19 RA</p>	5	2	10	OAT flow chart to be given to all staff	LMN/RMH W/C 1/6/20
<b>Academy Specific Risk</b>							

**Acknowledgements & Signatures**

**Risk Assessor:** By signing this risk assessment, I acknowledge my responsibility as the Risk Assessor for conducting this risk assessment.

**Management:** By signing this risk assessment, I acknowledge my responsibility as the department management for reviewing and approving this risk assessment and communicating controls and any improvements to staff.

**Risk Assessor Name and Signature**

**Date:**

**Manager Name and Signature:**

**Date:**

**Review date:**

## Guidance

### Severity of Harm from this Hazard

- Total Estimated Risk = Severity x Likelihood
- Hazards with significance factors equal to or greater than 16 or a Severity Rating of 4 or 5 warrants the use of additional controls and an action plan that has been reviewed

Score	Severity / Consequence	Effects
1	NEGLIGIBLE	Negligible injury or health implications with no treatment or first-aid only. .
2	MINOR	No-Lost Time Injury(ies) and no chronic effects, but treatment beyond first aid may be required.
3	MODERATE	Person suffering Lost Time Injury, RIDDOR, hospital treatment or job restriction/business affected by outbreak
4	SERIOUS	Illness resulting in time off work long term/ill health
5	MAJOR	Fatality

### Likelihood of Potential Exposure to this Hazard

Score	Definition
1	Little or no chance of occurrence; would require an extraordinary combination of factors for the situation to result.
2	Not likely to occur in normal circumstances
3	Possible when additional factors are present but otherwise unlikely to occur.
4	Such an event is known to have occurred and is likely to re occur.
5	Almost inevitable that an incident would result / occurs frequently

Risk Rating		Severity / Consequence				
		1. Negligible	2. Minor	3. moderate	4. Serious	5. Major
Likelihood	1. Very unlikely	1	2	3	4	5

	2. Unlikely	2	4	6	8	10
	3. Possible	3	6	9	12	15
	4. Likely	4	8	12	16	20
	5. Probable	5	10	15	20	25

Rating Bandings		
Low risk (1-6)	Medium Risk (8-12)	High Risk (15-25)
Continue, but review periodically to ensure controls remain effective	Continue, but implement additional reasonably practicable controls where possible and monitor regularly	<b>STOP THE ACTIVITY-</b> Identify new controls. Activity must not proceed until risks are reduced to a low or medium level