

No. Office	Rev B	Title/Process: Office including Covid 19.	Date 14/08/2020
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Who May Be Harmed:			
X Operatives	X Public	X Vulnerable Workers	X Others all site users All Persons.....
Site.- Maypine Construction Limited, Enterprise Road, Raunds, Northamptonshire. NN9 6JE.			

Significant Hazards: DSE, Manual Handling, Falling Materials, Fall from heights, slips – trips and falls, Poor lighting heating and ventilation, electrical including kitchen equipment, building maintainance and welfare,

Possible Harm: Musculoskeletal problems, Eye Strain, fatigue, cuts, Fractures, Bruising, head injuries, Electrocutation and burns, carbon monoxide poisoning, legionella bacteria,

Covid 19: Flu like symptoms, Irreversible lung damage, Respiratory distress, Death.

Controls:

	L	S	R
Work with Display Screen Equipment (DSE) ensure good seating posture at DSE workstation. Staff who are 'DSE users' are identified and workstation assessments carried out for DSE. Free eyesight tests offered to all DSE Users. Provide ergonomic office chairs and desks, foot rests, wrist rests etc. make sure good office organisation is provided to allow sufficient working layout around each desk. Ensure adequate storage space is provided to each workstation and the building has good provision of adequate lighting and window blinds. Make sure all Users have been provided with guidelines and training on correct posture and DSE workstation adjustment. Encourage staff to take regular breaks/change activities /take a lunch break from there work stations. Encourage staff to report any DSE related issues health symptoms (and seek advice from occupational Health where appropriate) Discourage prolonged use of laptop PCs and conduct regular workplace health and safety inspections to highlight any problems.	2	2	L
Falling materials from insecure stacking or storage also falling of persons during storage or retrieval of Files, equipment and materials. Always ensure adequate amount of storage space /shelving is Provided and that the shelving is fitted securely to solid surfaces. Make sure safe storage arrangements ensure that objects are stable and easily accessible. Provide kick stools provided to reach high shelves no one must ever stand on chairs or boxes also users are trained and competent to use the equipment. Only buy filing cabinets that have safety feature (only one draw can be opened at a time) if more than one draw opens in any filing cabinets either replace or affix warning notices to the cabinet stating to users 'Risk of injury Open only one draw at a time' so all users are aware of hazards. Where possible minimise unstable storage at high level (store light objects only) store least used files on high shelving.	1	4	L
Slips, trips & housekeeping hazards such as spillages, slippery surface ensure they are cleared up promptly All sloping surfaces, uneven surfaces / changes in floor level damaged or loose floor surfaces, ensure all damaged flooring to be reported and repaired promptly. Inspect floor surfaces regularly to ensure they are in good condition. Ensure trailing cables, obstructions such as boxes, bags, files etc. gangways are free of obstructions/protrusions, Cabinet doors & drawers are kept shut when not in use. Ensure the safe routing of cables -use cable ties / covers to eliminate tripping hazards. Ensure good housekeeping standards And never store items along fire escape routes /near fire exits. Provide of hangers for bags and coats, promote good office organisation and layout to allow sufficient working space around each desk and provide gangways that are wide enough for ease of movement. Encourage staff to keep the area around and under their desks clear ('clear desk' policy) and encourage regular clear-outs of waste, and archiving of paperwork, arrange regular 'Housekeeping days. Provide adequate lighting.	1	3	L
Musculoskeletal problems from lifting& carrying - e.g. collecting deliveries, stationary, & IT equipment etc. Leading to possible back injuries, other muscle strains & sprains, hernias, cuts, scalding from hot water. Provide manual handling leaflet and training to staff re. safe lifting techniques or two people / team lifting for heavy/awkward objects. Ensure the most venerable i.e. pregnant workers, elderly or those with pre-existing conditions do not lift. Where possible break down loads in to smaller lighter loads and/or use lifting aids to assist in lifting tasks. For lifting of large items i.e. desks, filing cabinets etc. these items must be individually risk assessed using the MAC tool and trained and competent persons must only be used for the lift. The lift must be supervised. Use trolleys or sack trucks where possible. Safe storage arrangements (e.g. heavier items stored at waist height to facilitate safe lifting, weight of objects stored at low or high level minimised. Encourage staff to seek help when lifting heavy or awkward loads. Minimise carrying distances where possible (e.g. arrange delivery of supplies to office), prior to lifting ensure route is free of obstructions, floor surfaces are in good condition etc. Ensure easy access and manoeuvrability during manual handling. Ensure sufficient rest and recovery time is taken during repeated lifting. Identify vulnerable staff (e.g. pregnant, those with health problems) – assess capability to lift, prohibit from certain tasks if necessary; seek advice from Occupational Health Service when appropriate.	1	3	L
Ensure adequate Lighting, heating & ventilation, ensure reasonable fluorescent strip lighting provided and	1	2	L

additional angle-poise lamps are available. Ensure blinds are provided at windows and are in good serviceable condition. Windows need to be able to open to provide ventilation.			
Ensure adequate condition of buildings and glazing the build must be of good structural condition, no low-level glazing and an asbestos survey of building carried out. Ensure the Gas, fire warning and electricity systems are annually checked by trained and competent persons.	1	5	L
Ensure regular checking of water systems to ensure the correct temperature of water at the taps to ensure there is no risk of legionella bacteria. Checks need to be periodically made and recorded.	1	5	L
Electrical equipment, Office, kitchen & portable electrical equipment must be visually checked daily by the user and then checked by a competent and trained person in accordance with BS and is maintained in a safe condition as per IEE Wiring Regulations.	1	5	L
Electric shock or burns from contact with live parts due to damaged cables and casing faults or overloading of sockets causing overheating and fire could occur if equipment goes unchecked so encourage staff to report issues immediately. Staff must never attempt any electrical repairs themselves – only competent and authorised persons to carry out repair and to work on electrical systems. Ensure all equipment purchased meets must meet BS/CE standards.	1	5	L
Portable appliance testing is carried out by a competent and trained person and appliances are appropriately labelled to denote the next test date. Instruct users not to use equipment which has not been tested. Ensure sockets are not overloaded, ensure cabling is not subjected to damage by furniture (e.g. desk legs, chairs and cabinets) or pedestrians. All cables that must traverse traffic routes should be protected by cable covers if they cannot be safely re-routed or tied back out of the way. Ensure sufficient socket outlets are provided in each office.	1	5	L
Ensure adequate welfare facilities are provided and maintained, supply of potable hot and cold water is provided for cleaning purposes. Adequate toilet facilities are provided, correct amount, clean, and serviceable. Drinking water and receptacles are provided and means for boiling water and cooking food, they all need to be clean and in good serviceable condition.	1	3	L
Appropriate first aid provision must be provided, adequate number of first aid personal with the appropriate first aid equipment available for the type of injuries expected in an office environment. Fire fighting equipment made available with the appropriate number of trained and competent staff able to use the extinguishers and evacuate the building in an emergency. Ensure fire fighting equipment is serviced annually.	1	5	L
Lone working, out of hours work and violence to staff/verbal assault staff to phone a nominated member of staff prior to leaving. If the phone call is not received then an action plan of two or more staff are to attend the office to check up on the lone worker. Staff to call in the police if they feel threatened or intimidated by a member of the public or other members of staff. Verbal/physical threats of abuse from other members of staff will be treated with disciplinary action leading to dismissal	1	4	L
Driving on work premises require RTAs, Property damage, Road rage – assault reporting immediately	1	4	L
Always drive /park in accordance with Road Traffic Act (i.e. not driving under the influence of alcohol / drugs) See the driver handbook when using company vehicles, all RTAs and driving incidents must be reported within 24hours to your line manager. Route planning, leave in plenty of time when on company business, staff should ensure they are adequately insured for business use when using there own vehicle on company business.			
COVID 19			
Where it is possible work from home.	1	5	L
Where the work cannot be carried from home ensure social distancing measures are implemented. This means that persons who do not live in the same household must where possible maintain a distance of 2.0 metres. When working together for long periods of time 2.0 meters must always be maintained. For short periods 1.0 metre distance is acceptable i.e. if you have to pass by someone by try and face away from the other person, but where possible maintain at least 2.0 metres (6, Feet 6 inches) from others around you.	2	5	M
Where travelling to work separately is not possible try and sit with at least 2.0 meters distance from the person who you are sharing travel. Where this is not possible reduce the numbers that travel in each vehicle so there is a space between you and the person you are travelling with. No person should be made to travel in a vehicle where there is a likelihood of bodily contact with fellow workers. Face coverings must be worn in vehicles where travel is shared with someone from outside your household.	3	5	H
Ensure posters and signage in place around the building are followed. Ensure Soap and hot water are available in all toilets. Ensure the building is cleaned on a regular basis, step up of cleaning regimes to be more regular and cleaners advised to increase cleaning of door handles, light switches and other areas which are regularly used. Ensure regular cleaning of shared it such as printers or share work stations	2	5	M
Provide disinfectant wipes and hand gels are available at each workstation, ensure keyboards and telephones are cleaned on a regular basis. Ensure on cleaning days a clear desk policy in place.	2	5	M
If Covid-19 is active in the community consider homeworking for vulnerable employees.	1	5	L

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Where there is a confirmed case a deep clean of the office area must be carried out prior to others continuing to work in the same parts of the building used by the confirmed person.	1	5	L
If attending meetings consider if it is necessary or it could be carried out remotely, by telephone or other relevant means.	1	5	L
Rearrange offices to improve social distancing keeping between 2 meters between staff or add protective screens if this cannot be achieved.	1	5	L
Always use tissues to blow noses or when sneezing and follow government advice of, catch it, bin it, kill it. Where possible go outdoors to sneeze or blow your nose	2	5	M
Please ensure soiled tissues are binned in a suitable plastic bin liner. Good personal hygiene is key to stopping the virus.	2	5	M
When entering building during this period of the Covid pandemic, when you enter and leave the building tick yourself in and out in the usual manner using your own pen avoiding contact with the book.	2	5	M
During this period when taking deliveries do not sign dockets and do not approach delivery drivers, but please do give your full name to the driver for them to write on their paperwork.	1	5	L
When dealing with public front facing receptions desks hand sanitiser gel must be made available for the reception desk where it is not possible for staff to leave wash hands regularly or if they have concerns about having touched paperwork. Ensure disinfectant wipes available at the reception desk to allow staff to wipe down on a regular basis. Where possible use alternative means of dealing with enquiries including online, telephone or other remote options. If any staff are in the vulnerable category or have underlying health conditions consider not placing those staff at reception if Covid 19 is active in the community.	2	5	M
Avoid sharing workstations and office equipment where possible. Wash hands before eating, smoking, drinking.	2	5	M
If you are in the at-risk group known as shielding, or live or care for anyone who is classed in the at-risk group, you should follow government advice and only go to work if your workplace is considered to be covid secure. Where possible work from home.	2	5	M
It is strongly advised that if you are in an at risk group that you work from home where possible, if you have to work away from the home ensure you limit contact with other people and maintain 2.0 distancing. If you feel your workplace is not covid secure then speak to your line manager.	2	5	M
When using any shared facilities, equipment, before eating, smoking, drinking, touching of the face always wash your hands, wash for at least 20seconds, in water above 25 centigrade, use soap, drying your hand on an unused paper hand towel, use the paper hand towel to turn off the tap and open the door before disposal. Avoid touching your face, nose, eyes and mouth but wash your hand before and after if this cannot be avoided.	2	5	M
If you or anyone around you develops a new cough or temperature you need to distance from each other and inform your manager immediately. You will be requested to leave and self-isolate at home. If you are travelling with someone we will need to try and contact a close family member from the same household to collect you. When home follow advice by using a computer, tablet or smart phone at https://111.nhs.uk/ or if you do not any of these devices dial 111. Never go straight to a hospital, GP or Clinic as you may inadvertently spread the virus.	2	5	M
Any company vehicle that is to be used by anyone else after a user of the vehicle has shown symptoms and is suspected of having the virus, the vehicle must undergo a professional deep clean before use by others. Tests have shown the virus can live long periods of time in certain circumstances.	2	5	M
Work activities where social distancing cannot be followed must be assessed to see if there is an alternative way of undertaking the work irrespective of reasonable cost and time but never at increased risk. If the work must continue then there must never be any bodily contact take place, full eye covering must be worn i.e. Goggles EN166B or face shields, face fitted RPE if clean shaven, or positive pressure RPE if facial hair is present or no face fit in place to FFP3 standards, Skin must be covered and clothing washed or disposed appropriately on site after task (Do not take possible contamination home) also gloves must be worn and disposed of after task appropriately.	3	5	H
First Aid must carry on as normal, Mouth to mouth resuscitation should not take place but continue with chest compressions in the usual way if required. In recent years mouth to mouth has been vastly reduced due to this making little difference over just carrying out chest compressions. Where it is practicable wear the same PPE as when social distancing is not possible with waterproof disposable gown and gloves. In an emergency situation never place yourself at risk if possible exposure through the Eyes, mouth or nose then ensure PPE is worn before dealing with the casualty, if this is not likely then First aiders can deal with the casualty then dispose of clothing after the casualty has received treatment.	2	5	M
Toilets, canteens, kitchens must be disinfected daily and after each person uses the facilities, the person using any of the facilities MUST clean up the area with anti bacterial wipes/sprays after each use. Ensure regular cleaning of door handles, touchable surfaces and stair rails. Shared electrical equipment i.e. kettles, printers should be wiped down before and after use with appropriate disposable wipes.	2	5	M

Additional Controls

Level of Risk After Additional Controls:

Date of Review (Office Based Generic Review)	14/08/2020	Date Checked on site	/ /
Interval before next review (Site specific Review)	Max 6 Mts	Note* Review intervals will be documented on Doc. -RARR1	
Signature of Review/Author		Checked by (Position)	Site Manager
Name of Review/Author	JJ	Initial to confirm suitability	

Risk assessments require a review every six months or after changes to the working pattern.