

Operation / Task:	Office working during Covid 19 Pandemic	Date:	27-05-2020
Project & Location:	Small Dole	Prepared by	T Battrick

H&S Consequence - C	Env. Consequence - C	Likelihood - L			Acceptance Criteria
1 - Minor Injury	1 - Minor Impact / operational delay	1 - Improbable			R Red - Intolerable take immediate action Y Yellow - Tolerable with additional controls G Green - Tolerable no further action required
2 - First Aid injury	2 - Community complaints	2 - Remote			
3 - Major injury	3 - Major Impact	3 - Possible			
4 - Permanent Consequence	4 - Legal Consequence	4 - Probable			
5 - Potential Fatality	5 - Major impact and cost	5 - Almost Certain			

		Likelihood				
		1	2	3	4	5
Consequence	1	1	2	3	4	5
	2	2	4	6	8	10
	3	3	6	9	12	15
	4	4	8	12	16	20
	5	5	10	15	20	25

Task	Hazard / Task & Risk Description	Persons at Risk	Degree of risk			Control measures	Residual risk			Person responsible	Monitoring responsibility
			C	L	RR		C	L	RR		
1	General Duties/working environment	All company personnel and visitors	5	3	15	If you have symptoms or have been in contact with someone who has the symptoms do not come to work . Follow the Government guidelines that are in force at the time. Work from home if possible, if you have to work in the office only allow the designated number of people to occupy that office. Sanitise hands on arrival and when leaving the building. Display information regarding Covid 19 around the building to inform/remind personnel. 2m social distancing must be maintained at all times in all areas. Hand washing facilities must be available at all times, hand sanitisers will be placed in each office, kitchen, reception and toilet area. Additional cleaning/sanitising regimes have established daily, cleaning door handles, toilets, office equipment and a deep clean at weekends.	5	1	5	Leadership Team	QHSE Manager

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			C	L	RR		C	L	RR		
2	General Duties/working environment	Vulnerable groups	5	5	25	Anyone who is in a Government designated group must comply with the guidelines issued.	5	1	5	Leadership Team	QHSE Manager
3	General Duties/working environment	Disabled Persons	5	4	20	In the event a disabled person is required to visit the office a specific risk assessment must be completed.	5	1	5	Department Head	QHSE Manager
4	Department layout	All company personnel and visitors	5	3	15	Stagger arrival times to avoid everyone turning up together. Call/email reception to sign in and out. The number of work stations to be limited dependant upon office size and layout. Consideration must be given to orientation of desks face to face working must be avoided. Maximum occupancy to be marked on all doors.	5	1	5	Department Head	QHSE Manager
5	Sharing of Stationary	All company personnel and visitors	5	3	15	Do not share office stationary or equipment i.e. hole punches, staplers, pens. Desk top phones should be kept clean at all times especially if they are shared, clean before and after use.	5	1	5	Department Head	QHSE Manager
6	Moving around the office building	All company personnel and visitors	5	3	15	Avoid unnecessary movement around the office and visits to other departments. Observe signage to maintain 2m social distancing and warn personnel and visitors to respect the protective measures in place. Care is to be taken when turning out of offices into corridors and allow people already in the corridor to move away before entry.	5	1	5	Leadership Team	QHSE Manager

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			C	L	RR		C	L	RR		
7	Meetings	All company personnel and visitors	5	3	15	<p>Avoid unnecessary movement around the office and visits to other departments.</p> <p>The use of Use Teams, Skype should be utilised as much as possible.</p> <p>Maintain 2m distance and only invite those essential to the meeting.</p> <p>When using meeting rooms observe the protocols displayed at the entrances and restrict numbers to the maximum displayed for that particular room.</p>	5	1	5	Meeting Organiser	QHSE Manager
8	Kitchen facilities	All company personnel and visitors	5	3	15	<p>Keep use of the kitchens to a minimum.</p> <p>Food should not be consumed in the kitchen and staff are asked to clear the kitchen as quickly as possible to allow others to use the facility.</p> <p>Individuals to use personal utensils and crockery.</p> <p>Individuals to wipe down taps/work surfaces before and after use.</p> <p>If individuals require the use of the fridges they must supply their own marked containers and are responsible for maintaining them.</p>	5	1	5	Leadership Team	QHSE Manager
9	Emergency Evacuation	All company personnel and visitors	5	3	15	<p>During the pandemic all fire doors are to be left open whilst the offices are occupied. The cleaning contractor is to be instructed to ensure that these doors are closed before they secure the building.</p> <p>If a fire or an emergency occurs try and maintain the 2m social distancing guidelines whilst evacuating the building.</p> <p>Once in the assembly area maintain the 2m social distancing rule whilst the situation is rectified.</p>	5	1	5	Leadership Team	QHSE Manager