

Risk Assessment



GWA Dept:- All

Site:- Walkergate

17 Walkergate, Berwick-upon-Tweed, TD15 2TH

Location:- _____

Job:- _____

Persons Exposed (X)

<input checked="" type="checkbox"/>	Employees
<input checked="" type="checkbox"/>	Other Workers
<input checked="" type="checkbox"/>	Public

Comments (eg disabled persons, trainees, etc)

Identify the Hazards and Evaluate the Risk

Likelihood

Score 1 if improbable, score 2 if remote, score 3 if possible, score 4 if probable, score 5 if likely

Severity

Score 1 if no injury or damage, score 2 if no injury, damage only, score 3 if minor injury, score 4 if major injury, score 5 if fatal injury

Risk No is likelihood x severity

Office Covid19 Risks	Likelihood	Severity	Risk No	ID Ref		Likelihood	Severity	Risk No	ID Ref
Vulnerable person	1 2 3 4 5	1 2 3 4 5	25	1		1 2 3 4 5	1 2 3 4 5		
Household with virus	1 2 3 4 5	1 2 3 4 5	12	2		1 2 3 4 5	1 2 3 4 5		
Homework	1 2 3 4 5	1 2 3 4 5	1	3		1 2 3 4 5	1 2 3 4 5		
Contact via touch	1 2 3 4 5	1 2 3 4 5	12	4					
Contact via airborne	1 2 3 4 5	1 2 3 4 5	9	5		1 2 3 4 5	1 2 3 4 5		
Workstation	1 2 3 4 5	1 2 3 4 5	9	6		1 2 3 4 5	1 2 3 4 5		
Lift	1 2 3 4 5	1 2 3 4 5	9	7		1 2 3 4 5	1 2 3 4 5		
Delivery	1 2 3 4 5	1 2 3 4 5	9	8					
Visiting staff	1 2 3 4 5	1 2 3 4 5	9	9		1 2 3 4 5	1 2 3 4 5		
Visiting public	1 2 3 4 5	1 2 3 4 5	9	10		1 2 3 4 5	1 2 3 4 5		
Visiting contractors	1 2 3 4 5	1 2 3 4 5	9	11		1 2 3 4 5	1 2 3 4 5		
Mental health	1 2 3 4 5	1 2 3 4 5	12	12		1 2 3 4 5	1 2 3 4 5		
It repairs	1 2 3 4 5	1 2 3 4 5	9	13		1 2 3 4 5	1 2 3 4 5		
	1 2 3 4 5	1 2 3 4 5				1 2 3 4 5	1 2 3 4 5		
	1 2 3 4 5	1 2 3 4 5				1 2 3 4 5	1 2 3 4 5		
	1 2 3 4 5	1 2 3 4 5				1 2 3 4 5	1 2 3 4 5		
	1 2 3 4 5	1 2 3 4 5				1 2 3 4 5	1 2 3 4 5		
	1 2 3 4 5	1 2 3 4 5				1 2 3 4 5	1 2 3 4 5		

Other (specify)

Where Risk No score is above 8 refer to **Control Measures**

PPE Required (X)

<input type="checkbox"/>	Boots
<input type="checkbox"/>	Hat
<input type="checkbox"/>	Goggles/Eye Protection

<input type="checkbox"/>	High Vis
<input type="checkbox"/>	Ear Defenders
<input type="checkbox"/>	Harness

<input type="checkbox"/>	Dust Mask
<input type="checkbox"/>	Gloves
<input type="checkbox"/>	Other

Control Measures



17 Walkergate, Berwick-upon-Tweed, TD15 2TH

Hazard ID Ref	Comments	Control Measures
1	Staff or staff in the same household as Clinically Vulnerable and Clinically Extremely Vulnerable persons.	Employees should be identified using HR for discretion and work from home. Consideration will be given to working alternative roles if unable to perform their normal duties.
2	Staff member or household with potential symptoms	Any employee or employee household displaying symptoms associated with the virus (cough, fever, breathing difficulties, chest pains, headaches) should not come to work. They should advise a manager if they have been in the office. They should seek further advice from the Government helpline and if advised to self quarantine by a medical professional they must do so and only return to work when the incubation period is over and the symptoms gone. Arrange for testing if deemed appropriate by a medical professional. If symptoms develop at work then immediately proceed to the relevant quarantine meeting room 1-5 for that day and contact via telephone any manager. The employee will be instructed to liaise with the Government helpline to seek advice before leaving site to ensure reduced risk of infecting other persons. The working area will be subject to a deep
4	Risk of infection by touch	The workplace is cleaned twice a day in certain common areas and once a day for everywhere else. Employees should clean their own keyboard and mouse. Employees should ensure they use the provided wipes to clean all common area surfaces they touch. Particular attention should be paid to cleaning commonly touched items, eg the toilet door handles, zip tap, etc. Where possible employees should not touch common items eg use the login card to tap the printer controls and sleeved elbows on the exit door button. All employees wash hands on arrival and departure using downstairs cubicles 1 or 2, the doors will be wedged open to minimise contact. Regular handwashing (every 30 minutes) should be undertaken in line with the displayed hand washing guidelines. A booking in system is in operation for all visiting employees not currently working in the office using meeting rooms 1-5 to reduce numbers and ensure arrival times are segregated (see 9 below). Any doors that require pulling to open will be wedged open by the person who unlocks the building. All other doors should be opened with a sleeve or foot except the toilet door which should be wiped before and after use. Staff will use the same desk each day and asked to leave it free of any papers to ensure properly cleaned at night. Staff will be regularly reminded of the correct hygiene procedures including avoid touching their face, ensure they have cleaned their hands if they have to. There is a regime for deliveries to reduce the risk from 3rd parties (see 8 below).
5	Risk of infection by airborne	Social distancing in line with government guidelines will be followed at all times. Markings will be put on the floor at strategic places as a reminder. Certain areas such as the admin hub, print hubs and kitchen will be marked as the space is not large enough. A one way system will be in place where the circulation areas are too narrow. Entry and exit points will be separated. Staff start and finish times will be amended to reduce peak traffic. The building ventilators and fans will be left on and use of the windows will be permitted/encouraged. Staff will be requested to remain at their desk where possible and to use Teams, phones and email to contact others to avoid unnecessary movement around the building. Staff will be regularly reminded that any cough or sneeze ensure they look downwards, it should not be done into their hands, use the provided tissues and dispose of into the general waste bin (Catch it, Bin it, Kill it) and immediately wash your hands. If no tissue is available then use the crook of their arm. Common areas such as the canteen area and meeting rooms 8-10 will be laid out so that social distancing is maintained. The workstations in use will be in a zig zag pattern where possible to maintain social distancing (see 6 below)
6	Workstation	Should be cleaned with wipes regularly. The workstations in use will be laid out in a zig zag pattern to ensure social distancing. Where staff work on opposite workstations social distancing is maintained by the desk screens and computer monitors. Care should be taken when
7	Lift	Employees will be instructed not to ride in the lift as emergency response times cannot be guaranteed. If using for conveying materials then all controls should be wiped after use.
8	Delivery	The driver cannot enter the building. Left at the door they will be picked up using the provided gloves by an employee and placed in the relevant quarantine room 1-5 for that day and left for 48 hours before being processed. After emptying the room it will be thoroughly cleaned that evening. Any post delivered through the letterbox is quarantined for 3 hours. The Royal Mail post will be left outside the external doors and picked up using the gloves provided and placed in room 7
9	Visiting staff	Visiting staff will be allocated a time slot using the relevant days meeting room 1-5 to keep numbers to a minimum and given a 20min arrival slot. Visiting staff will be reminded of the protocols in place and should follow them at all times.
10	Visiting public	Cannot enter the building. Any documents being delivered or collected by clients will be booked in using the room 1-5 booking system with a 20 minute arrival slot ensuring that there is minimal traffic at the external doors. Left at the door they will be picked up using the provided gloves by an employee and placed in the relevant quarantine room 1-5 and left for 48 hours before being processed.
11	Visiting contractors	Contractors will be given an appointment in the relevant meeting room 1-5 as per visiting staff and public. Any contractor will be given the risk assessment prior to entry and required to confirm their understanding and confirm they are not displaying any symptoms. Any area visited should be avoided by staff, if possible, and will be thoroughly cleaned after they depart at the earliest opportunity.
12	Mental health	The firm promote mental health and wellbeing awareness to staff. Internal communication and regular cascading of messages will be carried out to reassure and support employees. Room 6 should be used if an employee needs to take time out in a quiet room and/or access to a telephone. HR staff are Mental Health First Aid qualified and always available to staff if they need a discrete conversation. Employees have 24 hour access to the Employee Assistant Programme should they wish to seek medical help via Perkbox
13	IT repairs	The urgent nature means a fast turnaround. To facilitate this the client will be booked in using the meeting room 1-5 as per visiting public. The client should thoroughly clean the external surfaces of the item with wipes then place in a cardboard box. The box when delivered to the office should be picked up using the provided gloves and placed in the room released that morning from quarantine. IT should be informed that the delivery has arrived. IT employees will wait 3 hours before removing the item to the IT hub and cleaning all external surfaces with wipes before commencing any works. Gloves should be worn. When complete the item should be placed back in a box and the client booked in to

Control Measures



8 St Ann's Place, Haddington, EH41 4BS

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2	Staff member or household with potential symptoms	Any employee or employee household displaying symptoms associated with the virus (cough, fever, breathing difficulties, chest pains, headaches) should not come to work. They should advise a manager if they have been in the office. They should seek further advice from the Government helpline and if advised to self quarantine by a medical professional they must do so and only return to work when the incubation period is over and the symptoms gone. Arrange for testing if deemed appropriate by a medical professional. If symptoms develop at work then immediately proceed to the quarantine meeting room and contact via telephone any manager. The employee will be instructed to liaise with the Government helpline to seek advice before leaving site to ensure reduced risk of infecting other persons. The working area will be subject to a deep clean in accordance with Government guidance. All other staff will be advised of the situation without disclosing the identity of the employee.
4	Risk of infection by touch	The workplace is cleaned once a week. It is therefore imperative that all staff clean their own workspace at least daily. Employees should ensure they use the provided wipes to clean all common area surfaces they touch. Particular attention should be paid to cleaning commonly touched items, e.g. door handles, kitchen & toilet taps, etc. Where possible employees should not touch common items e.g. use the login card to tap the printer controls and sleeved elbows on doors that push open. All employees wash hands on arrival and departure. Regular handwashing (every 30 minutes) should be undertaken in line with the displayed hand washing guidelines. A booking in system is in operation for all visiting employees not currently working in the office using the meeting room to reduce numbers and ensure arrival times are segregated (see 8 below). Any doors should be opened with a sleeve or foot where they can be pushed, all pull doors should be wiped before and after use. Staff will use the same desk each day and asked to leave it free of any papers at night. Staff will be regularly reminded of the correct hygiene procedures including avoid touching their face, ensure they have cleaned their hands if they have to. Face coverings will be advised against in line with Government guidelines.
5	Risk of infection by airborne	There is a regime for deliveries to reduce the risk from 3rd parties (see 7 below). Social distancing in line with government guidelines will be followed at all times. Markings will be put on the floor at strategic places as a reminder. Certain areas such as the kitchen and toilets will be marked as the space is not large enough. The use of the windows will be permitted/encouraged. Staff will be requested to remain at their desk where possible and to use Teams, phones and email to contact others to avoid unnecessary movement around the building as the circulation areas are narrow. When moving around the office staff should carry a wipe for all door handles and proceed with care particularly on the stairwells. Staff will be regularly reminded that any cough or sneeze ensure they look downwards, it should not be done into their hands, use the provided tissues and dispose of into the general waste bin (Catch it, Bin it, Kill it) and immediately wash your hands. If no tissue is available then use the crook of their arm.
6	Workstation	Should be cleaned with wipes regularly.
7	Delivery	The driver cannot enter the building. Left at the door they will be picked up using the provided gloves by an employee and placed in the quarantine room and left for 48 hours before being processed. When an item is removed the area should be thoroughly cleaned. Any post delivered through the letterbox is quarantined for 3 hours. The Royal Mail post will be left outside the external doors and picked up using the gloves provided and placed in quarantine for 24 hours. It shall be left for 3 hours prior to scanning by admin staff.
8	Visiting staff	Visiting staff will be allocated a time slot using the meeting room diary to keep numbers to a minimum and given a 20min arrival slot. Visiting staff will be reminded of the protocols in place and should follow them at all times.
9	Visiting public	Cannot enter the building, the door will be kept locked. Any documents being delivered or collected by clients will be booked in using the meeting room diary with a 20 minute arrival slot ensuring that there is minimal traffic at the external doors. Left at the door they will be picked up using the provided gloves by an employee and placed in the quarantine room and left for 48 hours before being processed. Any post delivered through the letterbox is quarantined for 3 hours.
10	Visiting contractors	Contractors will be given an appointment in the meeting room diary as per visiting staff and public. Any contractor will be given the risk assessment prior to entry and required to confirm their understanding and confirm they are not displaying any symptoms. Any area visited should be avoided by staff, if possible, and will be thoroughly cleaned after they depart at the earliest opportunity.
11	Mental health	The firm promote mental health and wellbeing awareness to staff. Internal communication and regular cascading of messages will be carried out to reassure and support employees. One of the top floor empty offices should be used if an employee needs to take time out in a quiet room and/or access to a telephone. HR staff are Mental Health First Aid qualified and always available to staff if they need a discrete conversation. Employees have 24 hour access to the Employee Assistant Programme should they wish to seek medical help via Perkbox or their GP.