

COVID-19 RISK ASSESSMENT : GENERAL OFFICE



PURPOSE: COVID-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal.



HAZARD:
Safe distancing in work areas
Spread of COVID-19 Coronavirus



Assessment carried out by: Alan Richardson
Date carried out: 15.05.2020
Date reviewed: 05.01.2021
Frequency of review: As required

WHO MIGHT BE HARMED	CONTROLS REQUIRED	ADDITIONAL CONTROLS	ACTION BY	ACTION DATE	DONE
Office staff and management	<ol style="list-style-type: none"> 1. Use the same desk and chair 2. Do not make drinks for anybody but yourself and use the same cup if possible. 3. Regular cleaning of all equipment and desks 4. All cups and plates to be placed in dishwasher after use. 5. Perspex screens on all desks where face to face contact possible. 6. Temperature checking all office staff once a day. 7. Regular washing and sanitizing of hands. 8. Each desk to have anti-bacterial wipes and hand sanitizer. 	<ol style="list-style-type: none"> 1. Consideration to social distancing markings in kitchen area, max 3 people. 2. Canteen to be cleaned in accordance with guidelines after use. 3. Cleaning rota in the office, signed off once completed job. 4. Back-to-back or side-to-side segregation of office staff with distancing in place. 5. No face-to-face working without screens 6. Person taking temperature to wear face visor and wash hands before and after. 7. Desk, computer, keypad etc. to be wiped down every day. 8. Desks to be positioned to assist with 2 meter distancing 	Office Management	5th Jan 2021	