

Title	Formula Office Covid 19 Risk Assessment
Reference Number	
SOP Reference	
Date of Assessment	3.6.20
Review Date	3.6.21
Accepting Managers Name	David Carter
Accepting Managers Signature	



Hazard	People affected	S	P	Unmitigated Risk Rating	Control Action Required	Current controls in Place	S	P	Mitigated Risk Rating	Further Actions if Required
Control of cross contamination through touchpoints	Employees	5	4	20	Yes	<p>All colleagues to be asked to declare if they have a skin condition that prevents them using paper hand towels or sanitiser</p> <p>Compulsory use of sanitiser with directions for use</p> <p>Hand sanitiser to be used before and after using shared appliances i.e. computer</p> <p>disposable gloves to be worn when handling external apparatus.</p> <p>Use of the rest room and recreational facilities should be avoided as no formal procedure introduced to control this area</p> <p>Only one person to use the office at anyone time. Wipe down touchpoints after use with supplied cleaner</p> <p>Sign required on the entrance door to signify if office is occupied</p> <p>Instruct all colleagues on the safe use of PPE, how to remove gloves and use of hand sanitiser</p>	5	2	10	Regular communication by Depot Manager to be assured everyone is adhering to guidelines
Use of shared toilet facilities	Employees	5	4	20	Yes	<p>Each user to hand sanitise before entry and wash hands with soap and water before exiting</p> <p>Office to be used to print off delivery tickets and daily work records only</p>	5	2	10	Regular communication by Depot Manager to be assured everyone is adhering to guidelines
Movement around offices	Employees	5	4	20	Yes	Only one person to use the office facilities at any one time	5	2	10	Regular communication by Depot Manager to be assured

						All colleagues must observe 2m safe distancing Staggered start times to reduce number of staff entering and leaving the offices				everyone is adhering to guidelines
Use of shared beverage making facilities	Employees.	5	4	20	Yes	Crockery and cutlery in shared kitchen areas should be cleaned with warm water and detergent and dried thoroughly. Colleagues to only make themselves a hot drink to avoid contact with a cup/mug that someone else is to use	5	2	10	Regular communication by Depot Manager to be assured everyone is adhering to guidelines
People with symptoms of Covid 19	Employees. Contractors. Visitors.	5	4	20	Yes	Any colleague displaying any symptoms must not enter the office A thermal thermometer will be provided for use on a voluntary basis, anyone with a temperature of 37.8 degrees Celsius or above must not enter the office. After a rest period retake your temperature to confirm if your original reading was correct, and if so you must return home immediately. Any colleague who has displayed symptoms or notifies their colleagues of feeling unwell, must be sent home with immediate effect and follow Government advice No colleague will be allowed back until full isolation has been completed and verified Line managers and business HR partner will advise anyone who has been exposed to a colleague or contractor that has been confirmed as having Covid 19	5	2	10	Regular communication by Depot Manager to be assured everyone is adhering to guidelines and inform colleagues of escalating situations. Line managers in conjunction with the business HR partner will offer support and advice to staff who are affected or have a family member affected by Coronavirus
Meetings/Appraisals	Employees. Contractors. Visitors.	5	4	20	Yes	Face to face meetings with colleagues should be avoided, done via phone if necessary. If face to face is unavoidable, 2m social distancing should be observed	2	1	2	

Office Environment	Employees. Contractors. Visitors.	5	4	20	Yes	When office lights are switched on/off, hand sanitiser to be used before and after contact with these appliances. Staggered start and finish times to minimise potential of people congregating together when entering or leaving the depot	5	2	10	Regular communication by Depot Manager to be assured everyone is adhering to guidelines
Mental Health	Employees	4	3	12	Yes	Regular communication of mental health information and open door policy for those who need additional support	4	1	4	