
RISK ASSESSMENT – PARTIAL OFFICE REOPENING (TUN WELLS OFFICE)

SCOPE: Activities carried out in Tunbridge Wells office – Starting 1st June 2020 until further notice
REFER TO: [Office Risk assessment](#)
STAFF IMPACTED: Any staff attending the office during that period

Only new hazards above those covered in Office Risk Assessment are considered here. If there is a conflict between the Office Risk Assessment and this document, this document takes precedence.

Current information and advice on COVID-19 – 5th June 2020

- Transmission of the virus from human to human increases with proximity and duration of contact
- The best protection against the virus are to wash hands/use hand sanitiser frequently and keep to the 2m social distance rule.
- Testing is available to anyone showing symptoms of COVID-19. You do not have to go through your employer to request a test.
- If showing symptoms or living with someone with symptoms or diagnosis of COVID-19, you should stay at home.
- There are some circumstances when wearing a face covering may be marginally beneficial as a precautionary measure. The evidence suggests that wearing a face covering does not protect you, but it may protect others if you are infected but have not yet developed symptoms. This is most relevant for short periods indoors in crowded areas. If you can, wear a face covering in an enclosed space where social distancing isn't possible and where you will come into contact with people you do not normally meet. If you choose to wear one, it is important to use face coverings properly and wash your hands before putting them on and after taking them off. Update 5th June: face covering will be compulsory on Public Transport from 15th June
- If you are clinically extremely vulnerable, you are strongly advised to stay at home at all times and avoid any face-to-face contact ('Shielding')
- If you are clinically vulnerable, you are advised to stay at home as much as possible and, if you do go out, take particular care to minimise contact with others outside your household

Date: 15th May 2020

I = 'Instructions'

What are the hazards?	Who might be harmed and how?	Control Measures
Catching or spreading COVID-19 on contact with people	Employees, Contractors, Visitors	Coach House out of bounds to employees, including kitchen Coach House toilets for contractors only; Extension toilets for employees only Entrance: for employees via side door; for contractors, via Front door (Front door and shutter will be unlocked from the outside first thing in the morning and last thing at night) Only use specific desks (min. 2m distance) – Maximum 9 spaces Introduce Up and Down system in Extension staircase Visitors should not be allowed inside the building – If absolutely necessary, they should be screened (via questionnaire) and their names recorded As kitchen will be closed, staff will bring their own lunch and drinks. One water fountain will remain available. Use plastic cups only Signs about handwashing and social distancing displayed on doors I-Do not allow delivery people into the office I-Stay away if showing symptoms or if living with someone with symptoms or diagnosed with COVID-19. If symptoms, request testing I-Maintain 2 m distance. If not possible, face away from each other and keep contact as short as possible
Catching or spreading COVID-19 on contact with surfaces	Employees, Contractors, Visitors	Only use specific desks (min. 2m distance) – Maximum 9 places Employees to sit at specific desks and keep that location all week. Two-weekly rota to limit crossover – Fixed partnering when possible Daily cleaning (Doors, door knobs, toilets, IT bench cupboards, Stationary cupboard). Deep clean once a week (daily clean+ entire desk surface, keyboard, mouse, screen and chair) I-Do not allow delivery people into the office – Confirmation of delivery should be contactless – Wash hands after handling packages

		<p>I- Use disinfectant spray for IT items dropped off by clients</p> <p>I-Wash hands and/or sanitise often</p> <p>I-Stay away if showing symptoms or if living with someone with symptoms or diagnosed with COVID-19. If symptoms, request testing</p>
Travelling	Employees	<p>I-Avoid using public transport. Consider walking, cycling or driving (not shared)</p> <p>I-If having to use public transport, wear face covering . Travel during off-peak times. Use hand sanitiser often; use contactless payments or book online</p>
Delayed assistance in case of accident/injury/illness/Fire	Employees	<p>I- At least two people are present in the office at any one time</p> <p>I-Carry your mobile phone with you at all times</p> <p>I-Let your manager know if feeling unwell or have a condition that makes you more vulnerable to collapse without warning</p> <p>I-Let someone know where you are. This applies to being away from your desk or going outside. Let someone know when you leave.</p> <p>Field/Project staff should check in with someone when they arrive (unless first in) and check out when they leave (unless last out)</p>
Fire in office	Employees	<p>Fire Alarm and smoke detectors</p> <p>I-Let someone know where you are. This applies to being away from your desk or going outside. Let someone know when you leave.</p> <p>In the event of a fire, all staff to make their way out of the building. Do not sweep the building for other employees, do not attempt to extinguish the fire, even if trained. Call 999 as soon as safe to do so.</p>