

**REDHILL OFFICE RISK ASSESSMENT – Covid-19**

Last Updated: June 2020

By: Human Resources Committee/MA

This risk assessment has been prepared with reference to UK Government guidance on working as safely as practicable within our offices in the context of the COVID-19 restrictions. All current Government Guidelines must be followed and in particular those on social distancing (**do not go within 2m of anyone**) and hand sanitisation. Anyone **not following these rules** will be asked to leave the office.

We have carefully considered the potential risks of spreading COVID-19 within our office environments and how we can minimise this potential for everyone that needs to be in the office environment. Our risk-management strategy is based around removing as many potential pathways for the spread of the virus within the offices as possible and where it is not practicable to remove pathways, we have proposed measures to reduce the potential for staff to come into contact with the virus.

It is however important for all of us to understand that the best way of preventing potential exposure in the office environment during this period is by continuing to work from home unless this is not possible.

Where staff consider that it is not possible to work from home or if there are specific occasions when they consider that being in the office is necessary this should be pre-agreed with the respective Office Manager in the first instance.

Anyone working in or visiting our offices must comply with our office-specific risk assessments and the following actions are required to minimise risk to yourself and others when working in or visiting the office.

Persons who may be affected by these risks are CRH staff, other users of the buildings within which our offices are located and any visitors\* that may choose to visit the office (e.g. for maintenance).

If you do not understand what is being asked of you, then consult your Office Manager (Mike Allen) or Office Health and Safety Manager (Natalja Petkune)

- \* All visitors must be sent this risk assessment and asked to comply with it before they are invited into any company office.

Nature of Hazard	Action Required	Who is responsible
When not to come into the office	<p>Do <b>NOT</b> come to the office unless pre-agreed with the office manager.</p> <p>Do <b>NOT</b> come into the office if you are experiencing or developing COVID-19 symptoms – make your line manager aware and self-isolate following government guidelines.</p> <p>Do <b>NOT</b> come into the office if you are in the Government’s defined at increased group or shielding someone who is.</p>	All Staff and Visitors
Minimising transmission	<p>All Staff and Visitors will be fully briefed before coming to the office.</p> <p>The total number of staff present and seating position spacing will be carefully controlled.</p> <p>Adequate signage and markings will be provided around the office.</p> <p>Hand washing, sanitisers, cleaning products and paper towels will be provided around the office and in all relevant locations.</p> <p>Attendance at the office will be scheduled to reduce density and ensure adequate spacing at workstations.</p>	Office Manager
	<p>Maintain 2m clear social distancing at all times through-out the day.</p> <p>Avoid face-to-face exchanges where possible.</p> <p>Wash hands regularly throughout the day following the 20-second guidance and use hand sanitisers provided.</p>	All Staff and Visitors
Developing COVID-19 symptoms at work	<p>If you start to feel any possible COVID-19 symptoms throughout the day, go home immediately and self-isolate following government guidelines immediately.</p> <p>Immediately inform your office manager remotely.</p>	All Staff and Visitors
	<p>The office will be cleaned and sanitised following notification of anyone feeling symptoms at work.</p>	Office Manager
Entering and leaving the office	<p>Arrival and Departure to and from the office must only be at pre-arranged, staggered times to avoid contact and maintain social distancing.</p> <p>All Staff and Visitors are to thoroughly wash their hands following the 20-second guidance directly upon arrival or departure. Either the kitchen or toilet facilities can be used for this purpose subject to compliance with guidelines for each area as set out following.</p> <p>Avoid using the lift and if so, only one person at a time will be permitted.</p> <p>Posters advising the correct approach to handwashing are provided within each office.</p>	All Staff and Visitors
	<p>Staggered arrival and departure times will be advised to All Staff and Visitors in advance and based on a reduced staff density and avoiding proximity.</p>	Office Manager

Nature of Hazard	Action Required	Who is responsible
	Hand sanitiser will also be provided inside the office, this can also be used prior to entering and leaving the office as required.	
Contact with office door handles	<p>The main office door will be left open at all times when more than one member of staff is in the office</p> <p>All other doors in the office should be left open where practical.</p> <p>Use the hand sanitiser provided before and after opening or closing doors.</p> <p>Door opening should be using your foot wherever possible.</p> <p>Do not touch or lean on door frames.</p>	All Staff and Visitors
Workstations	<p>Staff are to ensure that they only work at their own dedicated workstations and with equipment allocated to them, as agreed with the respective Office Manager.</p> <p>Any surfaces/mice/keyboards touched during the course of the day must be cleaned at the start and end of each working day.</p> <p>Keyboards, mice, headsets and desk chairs are to be labelled with staff names to ensure single-users.</p> <p>Hands must be sanitised before and after moving around the office.</p> <p>Staff should not gather around one workstation for any purposes and all communication should be only by maintaining social distancing but avoiding talking around or above others. Use phones, Sametime or other means of communication if necessary.</p> <p>A clean desk policy must be maintained at all times to facilitate office cleaning and sanitisation. No paperwork on desks!</p>	All Staff and Visitors
	<p>Workstations are to occupied on a rota basis to ensure that the adjacent station is always empty.</p> <p>Hand sanitiser and cleaning products are to be provided at the end of each desk.</p>	Office Manager
Passing in office thoroughfares and building communal spaces	<p>Ensure wherever possible that face-to-face passing is avoided by stepping into un-occupied spaces to allow colleagues to pass.</p> <p>Keep to the left in office thoroughfares and when moving through building communal spaces.</p>	All Staff and Visitors and visitors
Passing seated colleagues in desk bays	Where it is necessary to pass a seated colleague in a desk bay, this should be as far away as practicable, without speaking and whilst their back is turned.	All Staff and Visitors
Moving around the office	Marker tape / floor signs will be placed where practical to remind people to keep their distance from those seated and to indicate safe walk ways and passing places, particularly around reception.	Office Manager

Nature of Hazard	Action Required	Who is responsible
Use of the keypads on office printers	IT will temporarily disable the pin-code system to enable direct printing from PCs.	IT
	Control pads for all printers and photocopiers must be wiped before and after use.	All Staff
Replacing paper and toner in office printers	<p>Ensure that hands are thoroughly washed in accordance with 20-second guidance and/or sanitised before and after replacement of toner and paper.</p> <p>Ensure that the maximum amount of paper is replaced to reduce the frequency of replacement.</p>	Admin staff only
Using meeting rooms	<p>The maximum number of people permitted in the meeting rooms will be indicated at the entrance to each room. Permitted seating places will be labelled.</p> <p>Meeting room tables and chair arms should be wiped down with products provided prior to and following each use.</p>	All Staff and Visitors
Using toilet facilities	Hands must be washed thoroughly following the 20-second guidance on entry to and when leaving the toilet and dried using the paper towels provided by the landlord and disposed of tidily in the waste bins.	All Staff and Visitors
Using the kitchen	<p>It is best to avoid using the kitchen areas. Visitors are not permitted in the kitchen.</p> <p>No more than one person can be in the kitchen at any time.</p> <p>Sanitise your hands and/or wash your hands thoroughly following the 20-second guidance immediately after entering and before leaving the kitchen.</p> <p>All surfaces touched or otherwise contaminated must be wiped down and sanitised afterwards using the wipes provided including:</p> <ul style="list-style-type: none"> <li>- Taps</li> <li>- Hot/Cold water dispenser</li> <li>- Fridge</li> <li>- Microwave &amp; toaster</li> <li>- Tea, coffee and sugar containers</li> </ul> <p>All crockery, cutlery and utensils must be placed in the dishwasher after use and not left out for re-use. Wipe the handle to the dishwasher.</p> <p>There should be no preparation of food within the office. All food preparation should be undertaken at home.</p> <p>Anything placed in the fridge must be wiped before it is placed in the fridge.</p> <p>Staff should ideally bring their own tea, coffee, sugar and milk and these should be clearly labelled and sanitised before bringing into the office and after each use.</p>	All Staff

Nature of Hazard	Action Required	Who is responsible
	Communal supplies of dry provisions will be placed for use by those in each workpod and will be labelled accordingly. These containers must be wiped clean/sanitised after each use.	
Using the dishwasher	The dishwasher must be put on the most intensive wash cycle every evening.	Last in /cleaner
	Hands must be sanitised and/or washed thoroughly following the 20-second guidance before emptying the dishwasher. If potentially contaminated while emptying, all crockery and cutlery must be re-placed in the dishwasher.	All Staff
Eating and drinking	All meals and drink must be consumed at your desk. Where practicable, flasks of water / soft drinks / hot drinks should be brought in from home in order to minimise kitchen use and contact with taps and kettle. Waste associated with food and drink consumed in the office is to be appropriately disposed of / recycled.	All Staff and Visitors
Deliveries to the offices	All deliveries and post will be left at reception. Handling of new deliveries and post should initially be using disposable gloves until wiped down and sanitised. After which gloves should be carefully and responsibly disposed of in the bins.	All Staff
	<b>NO</b> personal (non-company) deliveries to the office are permitted.	All Staff
Visitors to the offices	Non-authorized and/or short-notice visitors to the offices must be avoided wherever possible. All other visitors must be approved by the Office Manager well in advance.	All Staff and Visitors
	This risk assessment and other requirements for office procedures on social distancing and hygiene will be provided in advance by email to all maintenance persons, cleaners or any visitor.	Secretaries
	The last person to leave the office must close all windows and then wash hands thoroughly following the 20-second guidance and/or sanitise.	Last person to leave the office
Cleaning of the offices	All desks to be clear of paperwork and belongings at the end of the day. Wipe down your workstation, mouse and keyboard with products provided for each desk.	All Staff and Visitors
	The office will be deep-cleaned professionally prior to making the office available to staff. It will then be cleaned twice each week by external contractors.	Office Manager
Leaving the office in the event of a fire alarm or emergency	The 2-metre rule may be impractical to follow if there is a requirement to leave the office in an emergency, but should be observed at muster points.	All Staff and Visitors