

RISK ASSESSMENT – GATEWAY OFFICES (COVID-19)

Assessment carried out by: Emily Wilton			Ref from General Risk Assessment: N/A	Date: 05/05/2020	Review Date:	
Company: Educ8 Group			Task/process/job being assessed: Officed Based Environment due to Covid 19 – Gateway			
Person(s) at risk: Employees, Learners & Visitors						
Ref	Hazard(s) (COVID-19 Pandemic)	Risk(s) (Transmission of COVID-19 to others)	Risk Rating before Control Measures	Existing Control Measures (PPE, Hands sanitisers, Hand wipes, Signage, Prohibitions, Policies, supervision, Hand washing facilities (welfare), guidance, etc.)	Residual Risk rating	Further Action Required Y/N
A	Offices	Door handling Keys Swipe card access Handrails Any surface that is touched by hand	15	<ul style="list-style-type: none"> Ensure hand sanitiser is on reception for use when entering building. Do not hold doors open for anyone. Strictly one person at a time in reception area. Do not touch the handrails if possible, handrails are cleaned by the clears daily. Ensure you keep 2 meters apart in corridors. Use one way system marked with floor stickers. Lift will only be available to 1 person at a time. Front staircase to walk up, back staircase to go down in orderly fashion. Follow appropriate 2-meter distance (social distancing) in all office areas. Keep blinds open at all times so staff are aware of who is in each room at any one time. 	9	
B	Becoming unwell at work with symptoms of Covid -19	High risk of transmission	16	<ul style="list-style-type: none"> If you become unwell at work inform your line manager immediately. Follow UK & Welsh Government guidance on self-isolation and test track and protect procedures. All surfaces the person has come into contact with must be cleaned and disinfected including toilets, door handles etc. Please liaise with H&S team. Waste from cleaning areas should be disposal of in yellow contamination sacks for disposal. 	8	

C	Workplace Social Distancing	Cross contamination Coughing and spreading virus Ignoring social distancing measures	15	<ul style="list-style-type: none"> All staff must follow the social distancing measures at all times. Avoid non-essential contact with staff and learners. Keep a 2-meter distance from other people where possible. Avoid physical contact. Offices and training rooms will be set up in accordance to the 2-meter rules. Do not move furniture in rooms. Technology should be used for all meetings where possible. Where technology is not possible for meetings, social distancing guidelines must be followed, 	9	
D	Staff Room	Social distancing	15	<ul style="list-style-type: none"> Follow social distancing within staff room. No more than 2 people in the staff room at any one time. Clean the surfaces and chairs with alcohol/anti-bacterial wipes after each use. Keep blinds open at all times so staff are aware of who is in each room at any one time. Ensure you wipe down the fridge before and after use. Staggered lunch breaks for all staff to ensure social distancing is followed. 	9	
E	Workstation	Cross contamination Surfaces Equipment Coughing and spreading virus Ignoring social distancing measures	15	<ul style="list-style-type: none"> Ensure you use hand sanitiser when entering different rooms. Frequently clean your desk and equipment (laptop, phones, keyboard, mouse, chair arms) with alcohol/disinfectant wipes. Always keep a 2-meter distance between each other within office spaces . 	9	
F	Lone Working	Wellbeing Becoming unwell Fire and/or first aid emergency	10	<ul style="list-style-type: none"> If you become unwell with Covid-19 symptoms contact your line manager immediately. There will be at least 1 person available in each department in separate rooms. Heads/Directors of Department will manage rotas and attendance. Check rota before attending the office. If your wellbeing is affected speak to your line manager immediately for support. Contact your manager if you need any support with Lone Working. Ensure weekly wellbeing meetings are carried out whilst working from home. (https://www.acas.org.uk/working-from-home) 	6	

G	PPE	Reducing the spread of virus Incorrect use of PPE Accidents/Incidents Injury to self/others Lack of supplies	15	<ul style="list-style-type: none"> • Gloves and facemasks will be available for all staff to use. • Aprons will be available for use in healthcare settings. • All PPE is for single use only, disposal of PPE correctly. • Wash your hands more frequently with soap and warm water for at least 20 seconds. • If you sneeze, cough, blow your nose, please dispose of the tissue in the appropriate waste bin. • Use hand sanitisers regularly when walking into different offices. • Any accidents or first aid administration needs to be reported to your manager and accident form complete (on Team8). • First Aiders will be provided with PPE for single use. • First Aid supplies will be checked more frequently to ensure supplies are adequate. 	9	
H	Face Masks	Not fitted correctly	12	<ul style="list-style-type: none"> • Ensure nose clip is pressed close to nose and fits securely around your ears. • Do not touch the mask whilst wearing. • Dispose of mask in relevant bin provided after use. • Do not share masks or leave unattended if taken off. 	3	
I	Fire	Burns Trips and slips Close contact with others	16	<ul style="list-style-type: none"> • Use back staircase to leave first floor and use nearest fire exit. • Make a swift exit and ensure social distancing is maintained. • Do not use the lift. • Staff must ensure they sign in and out of the building via the reception book. Hand sanitizer will be available to clean hands after using the pen. Use own pen if able to. 	8	
J	Equipment	Social distancing Passing equipment around	15	<ul style="list-style-type: none"> • Phones, laptops, door handles, printers, and any other equipment (keyboard, mice, earphones) used must be wiped down before and after use. • Alcohol/Anti-bacterial wipes will be available in each room. • Any IT issues must be reported to ITCS. • Do not use another person's equipment. 	9	

K	Kitchen	Spread of virus Ignoring social distancing due to small area.	16	<ul style="list-style-type: none"> • Only 1 person in the kitchen at any one time. • Staff are to bring in their own cups, plates, and cutlery. Once used, they must be cleaned and taken away with you. • Kettle, Microwave and Toaster will be available but must be wiped down after every use. • Wash hands for 20 seconds using soap and warm water. • Cupboards will be unavailable for storage and use, all cupboards will be sealed with hazard tape. • Use sanitiser stations after leaving kitchen area 	12	
L	Toilets	Spread of virus Contamination if hands are not washed correctly	16	<ul style="list-style-type: none"> • Only one person at a time may use the toilet facilities. • Hand wash is available in each toilet. (Guidance on washing hands is displayed in toilets) • Wash hands for at least 20 seconds with soap and warm water. • When blowing your nose, sneeze, cough, eat or handle food, clean your hands after either by washing or using hand sanitiser. (https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/) • Use sanitiser stations after leaving toilet area. 	12	
N	Training Rooms/Hot Desk Area	Touching of surfaces Ignoring social distancing	12	<ul style="list-style-type: none"> • Hot desk area will have cleaning wipes supplied. All surfaces and chairs need to be wiped using alcohol/anti-bacterial wipes before and after use. • The operations room will only be open to a minimum number of people at any one time to ensure social distancing. • Facemasks available for staff. • The layout of desks are not to be moved to ensure 2-meter distancing. • No chairs or desks can be moved from other rooms without consent and assessment by the H&S team. 	6	
O	Printer	Social distancing Cross contamination	12	<ul style="list-style-type: none"> • 2-meter distance if in close proximity to using the printer • Only 1 person to use and stand by the printer at a time, stand on floor marking where shown. • Wipe the printer screen and any areas touched before and after each use with alcohol wipes. 	6	

		CONSEQUENCE				
		C1 - Minor	C2 - Moderate	C3 - Serious	C4 - Major	C5 - Catastrophic
LIKELIHOOD	L5- Very Likely	5	10	15	20	25
	L4-Likely	4	8	12	16	20
	L3-Possible	3	6	9	12	15
	L2-Unlikely	2	4	6	8	10
	L1-Rare	1	2	3	4	5

FURTHER ACTION REQUIRED

List Controls Required	Yes	No
PPE: Purchase of Masks, hand sanitiser, and alcohol/anti-bacterial wipes	X	
Other controls: Signage and constant monitoring	X	

Ref	Action	By Whom	Target Date	Date Completed
1	Desks in training rooms and ops need to be moved so that there is 1 desk, 1 chair and 2 meters apart. (This might mean moving chairs and tables, so they are not in use)	EW	June 2020	June 2020
2	Ensure signage is displayed to support social distancing	TON	June 2020	June 2020
3	Purchase appropriate PPE, masks, gloves and aprons (health care setting only)	TON/EW	May 2020	May 2020
4	Purchase hand sanitiser and standalone sanitiser stations.	TON/EW	July 2020	July 2020
5	Review of 2 meters in each room	EW/TON	Aug 2020	

6	Staff need an official letter for driving.	EW/KW	June 2020	June 2020
7	Ensure wipes are available in kitchen for cleaning handles of fridge, microwave, toaster and kettle	EW	Aug 2020	
8	Adaptations form to be completed and submitted to member of SLT for review prior to request changing pattern of working from home to office.	SLT	May 2020	

Signature of Risk Assessor: Emily Wilton

Date: May 2020

Quality Checked by: Tracey O'Neill

Date: July 2020