

**Risk Assessment**

Site: COVID-19 Risk Assessment for AFI-Uplift Office Workers

No: DOC AFI-RA-C002

Undertaken By: Nigel Stevens, Ian Price

Date: 19<sup>th</sup> March 2020

Revision: 1

Issue Date: 19<sup>th</sup> March 2020



Operation:	COVID-19			Persons At Risk:	All AFI colleagues, visitors, contractors		
HAZARD	Assessment			CONTROL MEASURES TO REDUCE THE RISK	Re-assessment		
	S	L	R		S	L	R
<p>Transmission of COVID-19 due to handling contaminated substance, transmission to face.</p> <p>Contact with contaminated surfaces, transmission to face.</p> <p>Inhalation of the virus or passing through the mucous membrane of the eye.</p>	4	3	12	<p><b>GENERAL</b></p> <p>Where possible office staff should continue to work from home.</p> <p>If you need to travel to work by transport, try to avoid public transport. If you need to use public transport, ensure that you wear a face covering and that you avoid <b>close contact</b> with other members of the public and also sanitise your hands. If you travel to work by car, do not car share.</p> <p>Meetings will be held using web conferencing. Face-to-face meetings will be avoided wherever possible.</p> <p>Upon arrival to the work place temperature checks of office staff will be undertaken by the Department Head or Senior HDC, using a hand held monitor which does not make contact with the individual. Any staff found with a raised temp will be advised that they cannot attend work and that they should go home (normal body temperature should be below 37.8°C) Staff taking the temperatures will need to have the correct PPE i.e. face covering and disposable vinyl gloves. Temperature checks should be recorded, retained and sent to HSEQ weekly.</p> <p>Staff should only work at their allocated desk / workstation using the same computer, keyboard and mouse. Pens, staplers, marker pins and rulers should not be shared; each desk should have a supply of these items.</p> <p>Desks must be positioned so that when seated staff is not facing each other and be a minimum of 2 metres apart.</p> <p>Where it is not possible to separate desks to achieve the 2 metre social distancing, then other control measure must be used such as desk partitioning or the desks needs to be positioned so that staff is not facing each other.</p> <p>A plan must be made of each location showing the position of desks and any additional measures such as</p>	4	1	4

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			<p>desk partitions (if deemed necessary) and walking routes.</p> <p>Hot-desking (sharing workstations) is not allowed. Desks used by multiple people could increase the risk of spreading the infection. Visitors / guests using desk space that is not a dedicated workstation must sanitise the area before and after use.</p> <p>Wherever possible staff must maintain social distancing at all times (minimum of 2 metres).</p> <p>When coughing or sneezing cover your mouth and nose with the bend of your elbow or use a disposable tissue. If a tissue is used dispose of it immediately into a bin that closes.</p> <p>Pedal operated, closing bins will be situated in all offices.</p> <p>When moving around the building you must keep a 2 metre social distancing between yourself and any other person.</p> <p>When using any stairs, you must stay to the left hand side. If you touch the handrail whilst using the stairs, ensure that you sanitise your hands immediately.</p> <p>If a lift is fitted, the use of it should be avoided. If the lift is used, social distancing measures must be adhered to, limiting the number of occupants and not facing the other persons in the lift.</p> <p>The wearing of face coverings will not be required. However if staff wish to wear a face covering these will be available.</p> <p>Throughout the day, wash your hands with soap and water as frequently as possible, for at least 20 seconds duration. This includes washing hands on arrival to the site, after rest and toilet breaks, respiratory hygiene, or disposal of tissues / towels etc. Where you do not have access to soap and water, use hand sanitiser.</p> <p>Wall mounted hand sanitiser dispensers will be located throughout the office for everyone's use.</p>			
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			<p>General cleaning of offices and toilets must be undertaken daily and by the office staff before the start of the working day, and at intervals throughout the day and after each use of the toilets.</p> <p>All offices must be kept well ventilated whenever possible (open windows and doors).</p> <p>Communal rest areas will no longer be used other than to make a hot beverage for yourself. Please make sure that you wipe down any surface that you have come into contact with, using an antibacterial wipes or disinfectant / antibacterial spray and paper towels, e.g. Sink, fridge, work surface, cupboard handles etc.</p> <p>There will not be any cups or mugs supplied other than disposable cups. Staff must bring their own cups or mugs to work taking them home at the end of the day to be cleaned.</p> <p>Any food staff bring to work must be consumed at their desk.</p> <p>Signage will be placed in all areas to reinforce the hand washing and general hygiene message.</p> <p>Staff should clean their workspace including desks, chairs, computers, keyboards and mouse at the start of the day and then periodically throughout the day. Antibacterial wipe or disinfectant / antibacterial spray will be provided for this.</p> <p><b>PROCEDURE TO FOLLOW, SHOULD A MEMBER OF STAFF BECOME UNWELL:</b></p> <p>If a member of staff begins to feel unwell and / or displays any of the symptoms of COVID-19 they should isolate into a separate and unoccupied room and inform their manager immediately. The manager should arrange for the staff member to go home and advise them to self-isolate and seek medical advice as soon as possible.</p> <p><u>Their workstation and the room in which they have been isolated must be cleaned immediately.</u> Ensure this is done wearing the correct PPE i.e. disposable vinyl gloves and face covering.</p>			
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			<p><b>VISITORS AND DELIVERIES</b></p> <p>Non-essential visitors to the office should be prevented and alternative methods of communication should be used such as video and telephone calls, email, text etc.</p> <p>If a visitor must be admitted to the building they must be taken through a modified visitor induction which explains all the above COVID-19 control measures.</p> <p>At this induction the visitor must have their temperature taken and any visitor with an elevated temperature should be asked to leave the premises, inform their employer and seek medical advice. The staff member taking the temperature must be wearing the correct PPE i.e. face covering and disposable vinyl gloves.</p> <p>All deliveries should be kept in a storage area for 72 hours before being opened. This will allow any infection to clear before the package is handled.</p>			
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Likelihood →	Likely (5)	Probable (4)	Possible (3)	Unlikely (2)	Very unlikely (1)
↓ Severity					
Death (4)	20	16	12	8	4
Major Injury (3)	15	12	9	6	3
Minor Injury (2)	10	8	6	4	2
No Injury (1)	5	4	3	2	1

**KEY:**

S = Severity  
L = Likelihood  
R = Risk rating

High risk
Medium risk
Low risk

**PPE**

**Required:**

Hard hat	Y
Overalls and boots	Y
Eye / ear protection	As necessary
Suitable gloves	Y
Respiratory equipment	As necessary
Safety harness / adjustable lanyard	Boom type MEWPs

Environmental Risk
Low
Medium
High

**AUTHORISED BY NICK HIGGINS, GROUP CHIEF OPERATING OFFICER**

Signature:



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19/03/2020

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