

Risk Assessment – Covid – 19 Secure – Office Space

Workplace – Dorset Council Office Space

Date of Assessment – May 2020

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Due for review –

Hazard / Risk /Actions Covid - 19	Who is at risk?	Controls to be implemented Are they adequate? Is the risk reduced as far as possible?	Level of Residual Risk Low, medium, high or very high?	Additional measures to control the risks
Enabling People to work from home	Colleagues working from home	<p>Colleagues should continue to work from home if at all possible.</p> <p>Homeworking self-assessment checklist available for colleagues to work through to ensure their home environment is as safe as possible.</p> <p>Display Screen Equipment ordering system available on Intranet (Screen, Keyboard, Mouse, Chair) if additional equipment is required.</p> <p>Advice is to take more breaks, get up and move around, stretch.</p> <p>Managers to maintain regular contact with teams so limit isolation of individuals.</p> <p>Colleagues to refer to guidance's on Lone Working and other H&S policies and the directorates existing risk assessments.</p>	Low/Medium	Teams should be made aware of these facilities' availability by managers.

		Health & Safety and Wellbeing information toolkits available - https://www.dorsetcouncil.gov.uk/emergencies-severe-weather/emergencies/coronavirus/employee-information/information-for-dorset-council-employees.aspx		
Who should go to work?	Colleagues working in Dorset Council office space	<p>All staff should continue to work from home if at all possible.</p> <p>Managers to identify colleagues who cannot work from home (e.g. Business critical roles, those unable to work remotely) on the critical workers spreadsheet. This information will be utilised to inform the decision-making process.</p>	Medium	<p>Some additional measures may be needed to enable people to work from home (i.e. Screen, Keyboards, Mice, Chairs)</p> <p>Numbers will have to be limited to ensure safe working within office locations</p>
Protecting people in an office environment	Colleagues working in Dorset Council office space	<p>2m Safe distancing maintained wherever possible.</p> <p>Increasing frequency and availability of hand washing facilities.</p> <p>Layout of workstations to ensure safe distancing can be adopted, no face to face seating (side by side or preferably back to back seating).</p> <p>To minimise risk of infection, workstations / desks have been assigned to individuals, and allocated based on 2metre social distancing. You should not share your desk with anyone else.</p> <p>Desks which have not been allocated to individuals should not be used.</p> <p>Hot desking, open zone desks, touchdown desks and bookable desks are not be available.</p>	Medium	Small teams working in 'bubbles' are preferable to numerous people working together.

		Reducing number of contacts (fixed teams or partnering).		
Entrances and Exits	Colleagues entering and exiting Dorset Council buildings	Where possible one-way systems will be in place to limit contact. Hand sanitiser dispensers will be fitted to all entrances and exits. Signage will direct colleagues as to the correct directional traffic flow.	Low	These should be clearly signed, but where it is not possible staff should wait and give way to people exiting the building.
Communal Spaces	Colleagues working in Dorset Council buildings	<p>Tape will be used on the floor in communal areas to help colleagues maintain the 2m social distancing (e.g. by photocopiers etc.)</p> <p>The use of high touch point equipment such as photocopiers will need to be limited as much as possible. Hand sanitiser, wipes, or disposal gloves will be provided next to photocopiers.</p> <p>Photocopier rooms will operate on a 1 in and 1 out basis to maintain distancing.</p> <p>Lifts will be restricted to use by one person at a time (hand sanitiser will be provided next to lifts).</p> <p>Where possible, one-way systems will be in place along corridors (where the layout means this is not possible, colleagues should wait for others to exit a corridor before entering themselves).</p> <p>Movement around buildings is discouraged</p> <p>Colleagues will be required to be mindful of others in shared spaces (such as kitchens, toilets, shower facilities and photocopier areas), and will need to wait for others to leave the space before entering, ensuring they allow</p>	Medium	

		<p>sufficient space (2m) for the colleague to exit</p> <p>The café at County Hall will remain closed</p>		
Meetings	Colleagues working in Dorset Council buildings	<p>Meetings should be held virtually wherever possible. This is enabled by Microsoft Teams and Skype facilities.</p> <p>If not possible only necessary participants should attend.</p> <p>Participants must maintain the 2m safe distancing guidelines at all times.</p> <p>Avoid sharing any equipment (pens, pads, laptops etc)</p> <p>Meeting organiser to ensure hand sanitiser is available</p> <p>Consider holding meetings outdoors or in well ventilated rooms, but ensure 2m safe distancing is maintained at all times.</p>	<p>Low if held virtually</p> <p>Medium if held in person</p>	
Cleaning	Colleagues working in Dorset Council buildings and cleaning contractors	<p>Frequent cleaning of workspaces to be carried out by contractors.</p> <p>Antibacterial wipes available to clean regularly used equipment before and after use.</p> <p>All personal belongings and waste should be removed at end of working day.</p> <p>Cleaning after a suspected or confirmed case of Covid must be referred to the relevant manager to be completed.</p> <p>Any hazardous substance used in the cleaning process must have a COSHH assessment for its use and storage.</p>	Medium	COSHH assessment held by Facilities management team.
Infection Control	Colleagues working in Dorset Council buildings	Government guidance on appropriate infection control will be followed at all times	Medium	

Other visits to the office (printing, re-connecting devices etc)	Colleagues working in Dorset Council buildings	Managed access procedures in place to ensure limited numbers of colleagues. Colleagues must request access for one-off or infrequent visits from the FM team who will arrange for access 'time slots'	Low	Colleagues must be discouraged from 'popping' into the office without requesting access through the correct channels.
Personal Protective Equipment in the office environment	Colleagues working in Dorset Council buildings	The use of face coverings/masks has been deemed non-beneficial for protecting the person wearing them. They may be beneficial to others if the wearer is asymptomatic of covid-19. Therefore, these will not be issued to all staff. No other PPE is recommended/identified for normal office environments, unless there is a specific risk assessment which identifies additional PPE as a requirement of other activities and tasks. Please refer to your departments own set of risk assessments for further information.	Low	If colleagues choose to wear face masks or coverings, they should be supported in doing so but should be ensuring that they follow correct guidelines for donning and doffing of PPE. 2m safe distancing must be maintained even if colleagues are wearing their own masks/coverings.
Ventilation	Colleagues working in Dorset Council buildings	Natural ventilation is preferable to using air conditioning (windows and doors being open to allow natural ventilation) Some recirculation air con units might not be suitable for use. If there are low ceilings (under 10ft?) in office and workspaces, then additional ventilation or distancing may be required. Personal air fan usage should be discouraged and ceiling fans should be turned off. Fans that encourage natural ventilation could still be used.	Medium	Contact the Property cell if you believe this is the case.
Hygiene, Handwashing and Toilet/Shower facilities	Colleagues working in Dorset Council buildings	All staff should follow widely available guidance on handwashing and personal hygiene measures. Hand sanitiser is widely available in multiple	Low	

		<p>locations around buildings and in communal areas.</p> <p>Enhanced cleaning regime is in operation in high use areas</p> <p>Paper towels should be used rather than hand dryers and all waste binned and disposed of regularly.</p> <p>Enhanced cleaning regimes of shower facilities is in operation both during and at the end of the day.</p>		
Deliveries (inbound and outbound)	Colleagues working in Dorset Council buildings and delivery drivers	<p>Colleagues must be aware that deliveries are still being made to buildings, therefore there may be reversing vehicles. These will be managed by the Facilities teams and based on a 1 in and 1 out basis.</p> <p>Colleagues should follow the pavements and footpaths designated for their safety only and avoid walking across high incoming vehicle routes.</p>	Medium	
Emergency situations – Fire, First aid	Colleagues working in Dorset Council buildings, fire aiders and fire wardens. Also members of the emergency services.	<p>2m safe distancing may not be possible in emergency situations and could pose an increased risk if colleagues try to maintain this distancing.</p> <p>Appropriate hygiene method must be followed post emergency or as soon as possible.</p> <p>Fire escape routes – If the alarm sounds you must still use the nearest and safest evacuation route. Do not go to the designated entrance/exit unless this is closest to you.</p> <p>Fire assembly points must be attended if the fire alarm sounds and staff must not stand in the road just to maintain safe distancing.</p> <p>First aid measures are in place to protect the first aider and are deemed necessary to protect the injured person.</p> <p>Personal Emergency Evacuation Plans (PEEPS) should be reviewed by managers for</p>	Medium	If PEEPS cannot be followed contact the H&S team for

		any colleagues who require them to ensure that the controls identified within them can be maintained.		further advice.
Car Parking		Colleagues should try to park at least one car parking space away from any other parked car and not park directly next to any other vehicle (where this is possible).	Low	
Walking, running and cycling into work		Colleagues should be encouraged to walk, run or cycle into work wherever this is possible. Adequate facilities are in place to enable colleagues to do so, such as bicycle racks, showers etc. There is still the need to maintain safe distancing at all times.	Low	
Visitors and Public facing areas (i.e. Reception areas)		Currently public facing reception areas are closed due to the office closure process put in place by the Property and Assets team. This was actioned to protect colleagues from risks to their H&S being brought into reception areas by members of the public.	Low	Before any re-opening of public facing offices or buildings further assessments will be carried out to ensure the safety of colleagues and members of the public.