

Date: 25th June 2020  
 Location: All Sites  
 Task/Premises: General Office Activities

Assessed By:  
 Assessment No.:  
 Review Date:  
 Risk Rate

Peter Bland,  
 1 COVID19 (Page 1 of 1)

ACTIVITY	HAZARD	PERSONS IN DANGER	Severity	Risk	Risk Rate	MEASURES TO FOLLOW / COMMENTS
General Social Distancing	COVID19 Cross Infection	Office Employees Visitors, Contractors, Facilities Operatives and Cleaners	4	2	8	<p>Social distancing of 2m is to be exercised by the UK-Greetings Office based employees. Many employees are currently on working from home or furlough. Prior to return to work it must be ensured that social distancing between employees workstations is in place. This may require the movement / re-location of some workstations and employees.</p> <p>COVID19 Visitor questionnaire for arranged visits to be sent out to visitors pre their site visit.</p> <p>COVID19 Induction form in place and must be rolled out to all returning to site employees. Employees must brief their respective visitors on social distancing, hand sanitizing procedure as part of induction prior to any room entry. Any visitors or contractors must also be taken through the COVID Induction Form, this includes procedures on social distancing, hand sanitizing procedure as part of induction prior to any entry out of reception areas. Signage in place for General Office Etiquette throughout office areas. Quarantine room / procedures in place should employees become unwell at work.</p> <p>Company pool car which has sanitizer and wipes is available to use.</p> <p>In the case of team work / arranging meetings social distancing must be observed. Check at time of any room booking of the maximum occupancy placed onto the room due to COVID19. If possible use video call or other communication for meetings. Canteen areas/ external seating areas including smoking shelters are identified with seating restrictions so as to provide social distancing</p> <p>Authorization fob in place for access to sites. Authorized persons only enter the offices.</p>
General Social Distancing	COVID19 Cross Infection	Office Employees Visitors, Contractors, Facilities Operatives and Cleaners	4	2	8	<p>If a piece of display screen equipment is required to go to the MSE Dewsbury Helpdesk office whilst an employee is working from home, then the equipment is dropped off and collected at the office entrance.</p> <p>In the case of office employees returning to work, a weeks notice is requested by Dewsbury Helpdesk so as to plan in the return. PC equipment is to be brought from home by the employee and left on their respective desk. The employee should leave the desk area so as to provide social distancing for the Dewsbury Helpdesk employee to complete the installation.</p> <p>Employees returning PC equipment are to clean down their PC with anti - bacterial wipes including casings. But not screens as this may lead to damage of the screen.</p> <p>Fan speeds for air conditioning units must be set at low so as to minimize the risk of cross infection from airborne particles. If possible open windows to provide fresh air ventilation.</p>
General Surface Contact	COVID19 Cross Infection	Office Employees Visitors, Contractors, Facilities Operatives and Cleaners	4	2	8	<p>cleaners etc are to sanitize their hands on entering or leaving the building in order to minimize cross contamination.. Sanitizer and anti-bacterial surface wipes are available within the office. An individual hand sanitizer is to be issued to all office based employees upon their COVID19 Induction.</p> <p>Frequently wash your hands with soap and water for at least 20 seconds, or use an alcohol-based hand rub with at least 60% alcohol. Follow the NHS handwashing techniques. This is applicable to all UKG staff so as to prevent cross infection. Facilities Cleaners shall re-fill the sanitizer dispensers.</p> <p>Anti bacterial spray / wipes are available for cleaning where company equipment is shared. E.g office printers, microwave oven, kettle and other kitchenette items. These items should be cleaned immediately after use.</p> <p>Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze. Put used tissues in the bin straight away. Avoid touching your eyes, nose, or mouth with unwashed hands.</p> <p>Facilities cleaners have cleaning schedules in place</p>

**Categories (For Severity and Risk Scores given above):**

Severity 1	Delay only	Risk 1	Very unlikely
Severity 2	Minor injury	Risk 2	Unlikely
Severity 4	Lost time injury / illness	Risk 4	May happen
Severity 6	Major injury	Risk 6	Likely
Severity 8	Permanent disability	Risk 8	Very likely
Severity 10	Death	Risk 10	Certain

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The higher this score the greater the injury outcome and likelihood of occurrence. Adherence to the 'measures to follow / comments' will adequately control the specified activities. (Scores: Below 25 = AMBER, Above 25 = RED).

Items shown in RED require further action.