**CORONAVIRUS CONTROL IN**

**OFFICE PREMISES**

**Risk Assessment**

Ref: NAV140520V1

COVID CONTROL RISK ASSESSMENT

NB: This risk assessment relates specifically to the Covid-19 risk associated with the business operation. All other non-covid controls contained in the company Health & Safety documentation should also be followed.

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| --- | --- | --- | --- | --- | --- |
| **Location:** |  | **Date:** |  | **Next Review Date** |  |
| **Department:** |  | **Assessor** |  |
|  |
| **Task** | **Hazard** | **Person at risk?** | **Existing controls/safe system of work** | **Satisfactory Y/N** | **DEGREE OF RISK\*****LOW <> HIGH**1---------9The risk is significant if a score greater than 3 is given | **What further action is required?** | **Action Plan** |
| **Responsible person** | **Date of completion** |
| Travel to Work | Contamination with Covid-19 virus through contact with infected persons or surfaces | Staff and the public | * Whenever possible, staff should not use public transport to travel to work and they should be encouraged to use private vehicles, cycling or walking. Where this is not possible, staff should use social distancing measures to protect themselves.
* Flexible working hours should be considered.
* Entry and exit procedures organised to minimise crowding or queueing
 |  | **1 2 3 4 6 7 8 9** |  |  |  |
| In the workplace | Cross-infection by staff or visitors | Staff, visitors, contractors | * Staff numbers on site to be minimised.
* Reception procedures to be arranged to minimise contamination risks via touch points and to ensure social distancing.
* Health Declaration to be signed by all visitors
* Ensure traffic routes are arranged to assist social distancing
* Staff are arranged into work ‘pods’ to minimise movement around the building.
* Correct control over the use of lifts. Staff encouraged to use stairs.
* Correct controls on social distancing in meeting rooms
* Workspaces are organised in a manner to allow social distancing
* Enhanced cleaning and sanitising procedures in workspaces.
* Access control, signage and sanitising procedures in place for welfare facilities
* Delivery procedures follow correct social distancing procedures.
* Cash is not being handled on the premises – contactless payment only
* Whenever possible, electronic communication is being used rather than paper and/or face to face contact.
 |  | **1 2 3 4 6 7 8 9** |  |  |  |
| Staff Controls | Cross-infection of staff from an infected carrier of the virus | Staff, visitors, contractors | * Staff are required to complete a Health Declaration prior to returning to work.
* All staff have received instruction as to the action to be taken if they, or another person in the area, shows symptoms of Covid symptoms.
* Staff are washing their hands frequently and correct facilities are provided to encourage this.
* Staff are provided with face coverings where social distancing is not possible.
* Staff are aware that they must report any ‘Covid safety’ concerns.
* Staff ‘Covid Awareness in the Workplace’ training has been provided’
* Covid Champions’ have been appointed to monitor standards.
 |  | **1 2 3 4 6 7 8 9** |  |  |  |