

S
A
M
P
L
E

<<Company/Business Name>>COVID-19 Return to Work Office Example Risk Assessment		RA Ref No:	
---	--	------------	--

Assessor	Job Title	Assessment Date	Review Dates	
A N Other	Office Manager	21		

Assessment Location	Somewhere House, Nowhere			
Persons at Risk	Office Staff [including one Vulnerable Person]			

The risk assessment and controls/measures below have been prepared to identify the risks to staff/contractors and visitors in respect of the Coronavirus and to eliminate/reduce the potential for infected persons entering the premises, and to maintain social distancing practices according to both the premises and tasks undertaken by staff and visitors.

This risk assessment has been completed in accordance with the requirements of the Health and Safety (Risk Assessment) Regulations 2005. Copies of the signed COVID-19 Return to Work Office Example Risk Assessment and the COVID-19 Secure Notice are on display at selected parts of the Location.

Factors Causing Spread of Virus	Existing Controls	Further Measures
Contact with infected persons	All staff/Contractors/Visitors must complete a COVID-19 Health Check Declaration before entering the premises/location. All staff travelling to work on public transport must wear face covering.	All staff will have their temperature taken daily upon arrival. The Assessor will check each staff member/contractor/visitor has completed the Declaration before they enter the premises/location and keep records of arrivals.
Proximity to other staff	Partnering or work bubbles/fixed workstations where possible to minimise the number of people working side by side or back-to-back where possible.	Information, signs and markings will be distributed where practical throughout the premises/location. Screens will be erected where personnel must be facing and less than 2m apart.
Contaminated and potential contaminated surfaces	The premises have been deep cleaned and approved sanitisation and disinfection measures are in place.	The premises will continue to be cleaned daily. Specific parts of the building may need further cleaning during working hours – please see below.
Contamination and potential contamination of surfaces	Hand sanitiser will be placed at the workplace, as well as at the entrance to the premises.	At intervals during the working day the availability of hand sanitiser will be checked and replenished. Staff should report any shortages to the Assessor.

S
A
M
P
L
E

Factors Causing Spread of Virus	Existing
Overcrowding	Staff rotas will be staggered w maintain the limitation of the n at any one time.

Action Required
2-week review by xxAugustto manage/vary staff rotas and the possibility Premises.

Workplace Premises	Con
Entrance	Keypad entry will be suspended individually to the Premises by outside, maintaining 2m social entrance. Staff should proceed to their W waiting in the reception area/h
Staircase	
Lift	Maximum of two person should due to the size of lift to maintain All staff and visitors are to wear communal areas/lifts.
Open Office	Partnering or work bubbles/fixe possible to minimise the numb Where possible, workstations/e side by side or back-to-back w [If a staff member is deemed a

Further Measures
any shortage of hand sanitisers to the Assessor.
Contractors or visitors to the premises will not be encouraged. Any visitors will be required to wear face coverings. This will be regularly reviewed in accordance with the current Government guidelines. These rotas will be reviewed in 2 weeks following consultation with staff and any changes to Government guidelines.

Actioned By	Date
HR Manager and Assessor	

Further Measures
The Assessor will control entry whilst checking staff have completed the COVID-19 Health Check Declaration. Hand sanitisers are available by the entrance.
Handrails will be cleaned regularly. Sanitiser is to be placed at the top and bottom of stairs, encouraging all staff to use it before touching the rails.
Sanitizer to be placed outside lift. Staff will be encouraged to use it before touching buttons.
Staggered work rotas will help to ensure that reasonable spacing is maintained while staff are at their desks/workstations. Staff should not congregate around any desks.

SAMPLE

Workplace Premises	Control Measures	Further Measures
	screen maybe required to protect by.]	<p>There will be no sharing of desks/workstations, equipment or phones.</p> <p>Communal equipment such as copiers will be cleaned immediately after use by the user.</p> <p>Hand sanitisers are available by the entrance.</p>
Manager's Office	No more than xx people can be in the office at any one time as this is the maximum capacity of the office and 2m social distancing must be maintained.	<p>Seating to be arranged to ensure social distancing where possible.</p> <p>Desk and table surfaces to be cleaned following any meeting in this office.</p>
Kitchen	<p>A maximum of only two people can be in the kitchen at any one time to maintain social distancing.</p> <p>Kitchen surfaces to be cleaned regularly. Cleaning schedule will be agreed to ensure this is done. Kettles will be left open at all times.</p>	<p>Tea/coffee and lunch breaks will be staggered to avoid possible overcrowding.</p> <p>Staff should wash and clear away all utensils they use when they have finished with these.</p> <p>Kettle handle and top, fridge and cupboard handles will be wiped clean immediately after use.</p>
Toilets	<p>No more than one person can be in the toilet at any one time.</p> <p>Anyone waiting should stay 2m away from the toilet.</p> <p>Toilet facilities surfaces including taps and door handles will be cleaned regularly.</p>	<p>All staff must maintain hygiene standards per government guidelines in hand washing.</p> <p>Hand dryers or disposable hand towels to be available, as well as hand sanitisers.</p>
Meeting Room	<p>A maximum of 4 people can be in the meeting room at any one time. Chairs will be distributed to ensure 2m social distancing.</p> <p>[If a vulnerable person is attending the meeting they should wear face masks.]</p>	<p>A one-way system will be applied on a clockwise basis and participants should enter the room in the correct order to ensure no crossing over.</p> <p>Immediately after use the meeting table, arms to the meeting chairs and any meeting equipment will be wiped clean.</p>

S
A
M
P
L
E

Action Required

Workplace Tasks	Control Measures
Deliveries to Office	Deliveries will not be signed for (to ensure continuity) and will only be delivered to a designated person. 2m social distancing should be maintained.
No other tasks which involve necessary sharing and proximity have been identified.	Staff are requested to bring to attention any tasks they consider should be assessed.

Action Required

Assessor's Signature	
Approved by	
Approver's Signature:	

Actioned By	Date

Further Measures
If delivery must be signed for the signor should use their own pen and wear gloves when handling the signature sheet.
Gloves are available for handling deliveries if requested by staff.
If more than one member of staff is required to move the delivery, gloves & face covering must be used by both staff members.

Actioned By	Date
