

This is an example Risk Assessment provided by Argyll & Bute TSI in August 2020. It is offered as an example. It may include information, Hazards or suggestions that are not appropriate for your organisation. It may omit important information or Hazards for your organisation. It remains your responsibility to ensure that you produce an adequate and sufficient Risk Assessment for your organisation

What is the activity?	What are the hazards, risks and consequences?	Who's at risk	How can you reduce risk	Residual Risk Level
Staff and/or Volunteer(s) returning to offices and other buildings	<p>Contracting Coronavirus and/or passing it onto others</p> <p>Resulting in illness and potentially hospitalisation, death</p>	Staff and/or Volunteers their relatives and the public	<p>❖ If intending to visit or re-occupy a building Staff and/or Volunteers must;</p> <ol style="list-style-type: none"> 1. Inform their line manager before agreeing to re occupy/visit a building and follow their guidance 2. Not proceed with occupying/visit a building without specific consent from a manager 3. Not proceed with a with occupying/visit a building if they do not wish to or you are in one of the groups listed below at the end of the document (Considerations/factors that might preclude staff from re-occupying buildings) or you live with someone who is in the groups listed 4. Take all measures detailed in this document and/or instructed to by your manager/line management 	
Staff and/or Volunteer(s) using public transport return to offices and other buildings	<p>Transport to site</p> <p>Contracting Coronavirus and/or passing it onto others</p> <p>Resulting in illness and potentially</p>	Staff and/or Volunteers their relatives and the public	<p>❖ Staff and/or Volunteers should travel to the office/workplace in/on own transport if possible. Walking, cycling (if a normal mode of transport only), motorcycling (if a normal mode of transport only), or car</p> <p>❖ Staff and/or Volunteers should use public transport as last resort and follow the following guidance</p> <ol style="list-style-type: none"> 1. NOT travel during peak hours (06:30 to 09:30 and 16:00 to 19:00) if avoidable 2. Take the most direct route possible 3. Avoid busy interchanges 	



Argyll and Bute Third Sector Interface | 01369 700100 | support@argylltsi.org.uk

Argyll and Bute Third Sector Interface is a Company Limited by Guarantee in Scotland No.SC277345

Scottish Charity No. SC029947

Registered office: c/o Edward Street Community Centre, Edward Street, Dunoon PA23 7PJ

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<p>Staff and/or Volunteer(s) returning to offices and other buildings</p>	<p>hospitalisation, death</p> <p>In the building. Contracting Coronavirus and/or passing it onto others Resulting in illness and potentially hospitalisation, death</p>	<p>Staff and/or Volunteers, their relatives and the public</p>	<ol style="list-style-type: none"> 4. Allow lots of extra time for the journey 5. NOT get on crowded public transport (crowded being where they cannot maintain a 2 meter distance from others) 6. If the transport becomes crowded after the Staff and Volunteer started the journey they should get off the transport and wait for another not crowded option or abort the journey 7. Avoid hand contact with grab rails etc. as much as practical 8. Wear PPE whilst on public transport including disposable gloves and face mask (gloves must be turned inside out and disposed of after single use, mask must be washed at least daily) 9. Wash hands; after exposure to public objects, after the office/workplace and when home. Staff and/or Volunteers should carry sanitising gel for this purpose 10. Should wash all clothes worn during travel and office/workplace as soon as practical <p>Building Duty Holder will ensure the following is done before staff or volunteers re-occupy any buildings</p> <ol style="list-style-type: none"> 1. Ensure that the following Fire Equipment is in working order; Alarms, Extinguishers, Automatic doors, Smoke detectors, Alarm system, Sprinklers, Emergency Lighting and Emergency Signage 2. That a Legionella test has been undertaken and any necessary action taken 3. That PAT testing on electrical equipment has been done (if needed) and any necessary action taken 4. That the heating/AC system in working order <p>Building Duty Holder will ensure the following is done before staff or volunteers re-occupy any buildings</p>	
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			<ol style="list-style-type: none"> 1. A floor plan to ensure that Staff/Volunteers can maintain 2 meters distance at their work stations is done 2. Clear floor markings to maintain a two-meter distance throughout the workplace are in place 3. Physical screening where needed is in place 4. Appropriate signage and instruction for Staff/Volunteers is in place 5. A way to engage with members of the public who may want to enter the building without a prior appointment is in place 6. A system is in place to safely inform visitors of actions needed whilst visiting 7. Appointed COVID-19 Marshals' to assist with the effective monitoring and enforcement of social distancing are required and trained 8. Areas or rooms where social distancing cannot operate are blocked or closed 9. That there is a plan for maximum occupancy for each area and room and all staff/volunteers are informed 10. Ensured that any cloakroom/toilets are able to operate with social distancing rules with the numbers of staff/volunteers present 11. A physical barrier is in place for the reception area to ensure social distancing is maintained 12. A system in place to deal with incoming and outgoing mail in a safe way 13. A system in place to safely deal with supplies coming into the building 14. Additional and adequate deep cleaning is organised 15. A plan for additional and adequate weekly/daily cleaning is in place 16. Adequate washing and hand sanitising facilities are in place 17. A plan to limit or eliminate shared equipment i.e. phones/pens/mugs/other kitchen equipment is in place 18. A plan to use stairways instead of lifts for staff/Volunteers where possible is in place 	
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		<p>Building Duty Holder will ensure the following is done before staff or volunteers re-occupy any buildings</p> <ol style="list-style-type: none"> 1. Ensure an adequate supply of appropriate PPE for all staff and volunteers 2. Ensure an adequate supply of soap/hand sanitiser for all staff and volunteers 3. Ensure that all staff and volunteers have the correct up to date information on COVID-19 <p>❖ Staff and/or Volunteers entering workplaces must follow the guidance below</p> <ol style="list-style-type: none"> 1. Make every effort to see if the work can continue to happen without entering a building or traveling. Only work from a work/office building if absolutely necessary 2. Before agreeing to re-occupy an office or work building Staff and/or Volunteers should ask to see a risk assessment for the building being used. If you do not see a risk assessment before you plan to re-occupy DO NOT go ahead 3. Follow the risk assessment and building control measures at all times 4. NOT enter an internal space where they cannot maintain a distance of 2 metres from others at all times 5. Use public spaces in the building as infrequently possible including canteens/ toilets etc. 6. When using toilets Staff and/or Volunteers should ensure that a system is in place where they can maintain a distance of 2 metres from other at all times (a single use toilet with a clear 'in use sign') 7. Avoid hand contact with handles or other public etc. as much as practical 8. Avoid passing objects between each other during the day. Any objects that are exchanged should be disinfected with sanitising wipes, be placed in a bag and if possible left for 72 hours before being handled 	
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			<p>9. Should wear PPE whilst including disposable gloves and face mask (gloves must be turned inside out and disposed of after single use, mask must be washed at least daily)</p> <p>10. Wash hands; after exposure to public objects, frequently during the day and when home. Staff and/or Volunteers should carry sanitising gel for this purpose</p>	
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Multiply severity by likelihood to find overall risk rating:

Severity	4	4	8	12	16
	3	3	6	9	12
	2	2	4	6	8
	1	1	2	3	4
	Likelihood				

Results:

1 – 3 = Low risk	4 – 8 = Medium Risk	9 – 16 = High risk
Monitor	Plan & introduce further controls	Review task and introduce controls as soon as reasonably practicable

Notes

*** Considerations/factors that might preclude staff/volunteers from re-occupying buildings**

- ❖ **Staff and/or Volunteers have a pre-existing health condition** that would make them at **high risk** from coronavirus. Such as; have had an organ transplant, are having chemotherapy or antibody treatment for cancer, including immunotherapy, are having an intense course of radiotherapy (radical radiotherapy) for lung cancer, are having targeted cancer treatments that can affect the immune system (such as protein kinase inhibitors or PARP inhibitors), have blood or bone marrow cancer (such as leukaemia, lymphoma or myeloma), have had a bone marrow or stem cell transplant in the past 6 months, or are still taking immunosuppressant medicine, have been told by a doctor they you have a severe lung condition (such as cystic fibrosis, severe asthma or severe COPD), have a condition that means they have a very high risk of getting infections (such as SCID or sickle cell), are taking medicine that makes them much more likely to get infections (such as high doses of steroids), have a serious heart condition and are pregnant



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If you are in the above category you should have had a letter from your doctor and should be shielding (not leaving your home at all)

- ❖ **Staff and/or Volunteers have a pre-existing health condition** that mean they have a **moderate risk** from coronavirus. Such as; are 70 or older, are pregnant, have a lung condition that's not severe (such as asthma, COPD, emphysema or bronchitis), have heart disease (such as heart failure), have diabetes, have chronic kidney disease, have liver disease (such as hepatitis), have a condition affecting the brain or nerves (such as Parkinson's disease, motor neurone disease, multiple sclerosis or cerebral palsy), have a condition that means they have a high risk of getting infections, are taking medicine that can affect the immune system (such as low doses of steroids), are very obese (a BMI of 40 or above)

If you are in the above category you will not have had a letter from your doctor, but you are at significantly higher risk

- ❖ **Staff and/or Volunteers who share a home with someone in the above groups**

The above list is taken from the NHS site on the 14th of May 2020, please Note; The lists may not include everyone who's at higher risk from coronavirus and may change as they learn more about the virus. Please see <https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk-from-coronavirus/whos-at-higher-risk-from-coronavirus/>

*The above risk assessment is an example of types of Hazards, Risks and Controls for COVID-19. You may need to consider other Hazards for the specified activity that have not been covered above



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