

Subject of Assessment	Merryhill Offices	RA No.	Version 3
		Issue No.	1
Task/Activity	<p>This risk assessment identifies the COVID-19 Controls to comply with Government Guidance for the essential administrative functions carried out within the office. The scope of the assessment also extends to any visitors, delivery personnel and contractors that require to visit/work at the premises.</p> <p>NOTES: Whenever possible workers will continue to work from home. This risk assessment has been completed in consultation with our employees. We have under 50 employees, but this risk assessment is available to view on our website. (https://merryhill.co.uk/coronavirus/) The assessment must be read in conjunction with our risk assessment for the office/yard.</p>		
Assessor	Mentor Example	Location of Assessment	

Risk Rating Matrix (RR)	Likelihood (L)		
Severity (S)	Certain or near certain to occur (High)	Reasonably likely to occur (Medium)	Unlikely to occur (Low)
Fatality; major injury or illness causing long term disability (High)	HIGH (H)	HIGH (H)	MEDIUM (M)
Injury or illness causing short term disability (Medium)	HIGH (H)	MEDIUM (M)	LOW (L)
Other injury or illness (Low)	MEDIUM (M)	LOW (L)	LOW (L)

Hazard Ref	Hazards (Unsafe Condition)	Who is at risk? (and how)	Controls in place	L	S	RR	Adequately controlled?
1	Covid-19 (Protection)		<ul style="list-style-type: none"> All employees have received training in the controls required to be followed to reduce the risk of transmission Employees have been reminded of the importance of additional handwashing 	L	M	L	

Hazard Ref	Hazards (Unsafe Condition)	Who is at risk? (and how)	Controls in place	L	S	RR	Adequately controlled?
1	Continued Covid-19 (Protection)	Employees	<ul style="list-style-type: none"> Handwashing areas are stocked with soap and paper towels (bin provided for disposal) Handwashing posters are on display at all wash hand units All employees are aware of the requirements to not come into work if they have any symptoms of COVID-19 and the fact that they will be sent home from work if they are suspected of showing any symptoms, in accordance with Government Guidance If an employee becomes unwell with COVID-19 symptoms they will be sent home and told to contact the NHS (111) immediately. Sanitizing of their work area and any touch points will be carried out immediately. All employees have completed the Coronavirus MentorLive Training/Toolbox Talk. Cleaning schedules have been increased to daily with more regular in house cleaning of touch points such as door handles Employees are responsible for cleaning their keyboards, laptops, telephones, drawer pedestal (touch points) and desk-tops that they use with the antibacterial wipes provided. End of day procedures now include additional sanitizing routines Waste storage bin handles are wiped with sanitizing wipes after use followed by employee hand washing. The Coronavirus Staying Secure Poster is on display at the entrance to the premises Visitors are only permitted by appointment All visitors must be logged in and out of the premises. Contact details will be kept on a temporary basis for 21 days to assist NHS Test and Trace. 	L	M	L	Yes

Hazard Ref	Hazards (Unsafe Condition)	Who is at risk? (and how)	Controls in place	L	S	RR	Adequately controlled?
1	Continued Covid-19 (Protection)	Employees & Visitors	<ul style="list-style-type: none"> If there is more than one diagnosed case of COVID-19 within 2 weeks that is associated with our workplace we will contact the local Public Health England team to report a suspected outbreak and will follow their advice. We keep our employee records up to date. Where fire doors are kept open wedges have been used and are removed at the end of each day / during an emergency evacuation / drill All hot desking arrangements have been removed Our health and safety noticeboard is updated regularly with COVID-19 information All employees will receive a new induction into working controls on return to working on the premises. 	L	M	L	Yes
2	Covid-19 (Social Distancing)	Employees & Visitors	<ul style="list-style-type: none"> 2M Social distancing markers around the office Perspex screens will be installed between computers where employees work facing each other and at sides where a 2M distance cannot be maintained Where screens are not possible employees work side by side or back to back with the same employees occupying the same workstation at all times. 	L	M	L	Yes

Hazard Ref	Hazards (Unsafe Condition)	Who is at risk? (and how)	Controls in place	L	S	RR	Adequately controlled?
2	Continued Covid-19 (Social Distancing)	Employees & Visitors	<ul style="list-style-type: none"> Employee break times are staggered so no more than 8 people in rest area at any one time – this enables 2M distance to be maintained. Cleaning schedules have been increased to include after use cleaning. Employees are encouraged to bring their food with them rather than leaving site during the working day DSE Workstation assessments have been reviewed or recompleted to take into account any changes Visitor information signage is clearly available on entry to the Office and hand sanitiser is available All meetings where attendance is not essential will be held using video conferencing Where meetings are essential social distancing will be maintained, hand sanitiser will be available and delegates will be expected to bring their own personal stationery Rooms where meetings are held are well ventilated and sanitised after use The wearing of face coverings is not felt to be necessary in our working environment because 2 metre social distancing can be maintained however should an employee choose to wear a face covering this is a matter of personal choice. Employees wearing face coverings should adhere to Government Guidance on personal hygiene (see site specific arrangements) 	L	M	L	Yes
3	Covid-19 (Home Working/wellbeing General wellbeing)	Employees	<ul style="list-style-type: none"> We ensure that our employees who continue to work from home have the resources that they require We keep in touch with our home workers by video conferencing and other media and communications We provide internal and external support and resources for all employees 	L	M	L	Yes

Hazard Ref	Hazards (Unsafe Condition)	Who is at risk? (and how)	Controls in place	L	S	RR	Adequately controlled?
4	Covid-19 (Deliveries of stationery/other goods and Post)	Employees, Visitors & the delivery driver	<ul style="list-style-type: none"> Delivery drivers deliver to the main door area only and do not enter the office area. Delivery drivers do not leave paperwork – the delivery is agreed and the driver signs electronically on behalf of the business Manual handling risk assessments have been reviewed to ensure they cover movement of deliveries from the reception area. Post is delivered/collected at the same time each day with a collection/dispatch point being clearly marked Hand delivery of postage to the office by visitors is discouraged and customers and others are requested to use an electronic, postal or delivery service 	L	M	L	Yes
5	Covid-19 (building and equipment maintenance)	Employees & Contractors	<ul style="list-style-type: none"> All maintenance will be carried out by appointment only Where possible maintenance will be carried out when the office is closed or when the fewest number of people are in the office Contractors have been assessed for their competence and evidence provided. All contractors must provide their COVID-19 RAMS before coming to site Where possible all annual servicing such as air conditioning, water, gas and electrical will be carried out outside office hours. The accessible areas where contractors work was carried out will be sanitised following completion of their work Where shower facilities are provided these have been included in the increased cleaning schedule Contractors will be provided with information on the controls in place and additional controls required prior to arrival or where this is not possible, on arrival at the premises 	L	M	L	Yes

Hazard Ref	Hazards (Unsafe Condition)	Who is at risk? (and how)	Controls in place	L	S	RR	Adequately controlled?
6	Covid-19 (support for vulnerable and extremely workers)	Vulnerable employees including those from BAME group	<ul style="list-style-type: none"> We carry out an individual risk assessment with those employees who have been shielding We have individual discussions with vulnerable groups around their particular concerns and discuss the measures we have put in place to minimise transmission to keep them, and others, safe. We will also explain the controls we already have in place to protect them and other workers We will encourage these individuals, along with our general staff groups, to make us aware of any health and safety issues which they feel may make them at risk from COVID-19 	L	M	L	Yes
7	Covid-19 (Dealing with emergencies)	Employees	<ul style="list-style-type: none"> In an emergency, such as a fire, accident or break-in, there is no requirement to stay 2M apart if it would be unsafe to do so Anyone involved in close contact following an emergency will be advised to take particular care with regards to handwashing and sanitisation following the incident. Our fire risk assessment has been reviewed to ensure fire arrangements and procedures are adequate Our first aid needs assessment has been reviewed to ensure arrangements are adequate as a result of the employee attendance rota 	L	L	L	Yes

Additional Site Specific Arrangements

Personal Hygiene for those employees wearing face coverings:

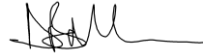
- wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after removing it
- when wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands
- change your face covering if it becomes damp or if you've touched it
- continue to wash your hands regularly
- change and/or wash your face covering regularly, (at least daily)
- If the material is washable, wash in line with manufacturer's instructions. If it's not washable, dispose of it carefully in your usual waste
- practise social distancing wherever possible

You can make [face-coverings at home](#)

Hazard Ref	Additional control	Assigned to	Date Completed	L	S	RR
	N/A					

Risk Assessment References – Notes

- HSE Workplace health, safety and welfare Workplace (Health, Safety and Welfare) Regulations 1992
- The Management of Health and Safety at work Regulations 1999
- HSE Managing the Causes of Work Related Stress HSG218 2007
- [Staying COVID-19 Secure Poster](#)
- [Government Guidance for Offices and Contact Centres](#)
- [Wellbeing Support](#)
- [Government Guidance on Coronavirus](#)
- [Reporting outbreaks of coronavirus \(COVID-19\)](#)
- **The completed “Staying COVID-19 Secure in 2020” notice is posted at the entrance to our premises.**

Date of Assessment	09.10.2020	Signature	
Review Date	Weekly , to ensure measures are working and in line with current government guidance	Reviewed By	David Ballan