

Return to the office

Risk assessment for:	COVID-19 – Return to working from head office	Assessed by:	Lisa Boulton
Date completed:	12 June 2020	Review date:	Ongoing

Hazard	Who might be harmed and how	Current control measures	Additional control measures needed	Risk Level after controls Low/Medium/High	Action by when	Completed
General hazard from CV19 for those who are at increased risk of the virus	<p>Staff members and visitors to Scania who are considered at higher risk from CV19</p> <p>See NHS website for most current guidance of at risk groups</p>	<p>Confirm if any staff are vulnerable and consider any special arrangements needed or variation to duties including not working or re-tasked elsewhere where practicable to do so.</p> <p>Vulnerable staff should have a specific risk assessment undertaken</p> <p>Ensure no discrimination is likely.</p>		Low		
Viral contamination - Contact with an infected employee	<p>Staff and members of the public, contractors and visitors could be at risk of</p>	<p>Staff must not attend work if they or a member of their household has symptoms or has been diagnosed with the</p>	<p>Consider if temperature checking is a viable option</p> <p>Communication plan</p>	Low		

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	<p>contamination if an employee or a member of their household has the virus or symptoms of the virus</p>	<p>virus.</p> <p>Staff should contact their manager in line with the sickness absence policy if they are unwell or have symptoms.</p> <p>Staff and their household can be tested if they think they are suffering from the virus, staff should ask their manager or HR about how to be tested.</p> <p>Staff who become unwell whilst at work should go home immediately, they should advise their colleagues and manager that they have symptoms and have gone home.</p> <p>Colleagues who have been in close contact with a symptomatic</p>	<p>including notices clearly displayed at entrances of the building</p>			

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		<p>person or where a member of a colleague's family is unwell, may need to self-isolate pending the test results of the colleague who is unwell depending on the NHS guidance at the time. Track and trace will contact you if you have been in close contact with a diagnosed colleague and will advise you the precautions to take.</p>				
<p>Stress/Anxiety</p>	<p>Staff may feel anxious about returning to normal duties and be concerned they may be exposed to the virus, or feel concerned about hygiene and not being</p>	<p>Communicate the plan for returning to normal duties. Gauge sense of how staff feel about returning to normal duties and what the impact will be and any concerns they have. Make sure they are aware of any changes being made</p>		<p>Medium</p>		

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	<p>able to socially distance</p> <p>Staff may also have concerns about being vulnerable or people in their households who are vulnerable</p>	<p>and why and to keep them fully informed as to any new guidelines and procedures. Ensure that staff who have been absent are updated on any changes to procedures when they return to work.</p> <p>Ensure staff know how to raise concerns and who to speak to if they are feeling stressed or anxious, including the employee assistance line.</p> <p>Make sure Managers know how to identify staff who may be stressed or anxious and how to manage this.</p> <p>Managers should keep in touch and have regular contact and briefings with staff.</p> <p>Maintain wellbeing</p>				

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		services UFN				
Contact with contaminated surfaces	Staff/visitors to the office could come in to contact with surfaces that are contaminated with viral droplets	<p>Regular daily clean of hard surfaces, additional daytime clean on high use areas/high touch points/equipment</p> <p>Staff to practice regular hand washing and cleaning of own work areas</p> <p>Staff don't desk share but stay in one desk space</p> <p>Signage and cleaning materials will be supplied so staff can clean surfaces regularly and to clean shared surfaces before and after use.</p> <p>Staff should minimize use of printers and non-essential equipment</p>	<p>Internal door locks will be de-activated so that touch points are reduced.</p> <p>Consideration should be given to propping doors open as long as they aren't fire doors.</p>	Low		

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<p>Risks arising from using public transport to attend work</p>	<p>Staff commuting via public transport may be at higher risk of contracting CV19</p>	<p>Check if staff will be using public transport to attend work</p> <p>Look at other ways of commuting including walking or cycling</p> <p>If staff are using public transport confirm transport arrangements and controls in use by transport companies to see if safe to use</p> <p>Vary work hours to avoid peak times</p>	<p>Staff who use public transport may need to continue working from home</p>	<p>Medium</p>		
<p>Legionella bacteria in water systems</p>	<p>Office staff and visitors using the water systems in the building following prolonged close down period. Potential for stagnation increasing the risk of bacteria in the</p>	<p>Regular weekly flushing of all outlets during close down period to reduce risk of bacteria stagnating, continue with flushing until staff numbers return to normal</p>		<p>Low</p>		

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	<p>water systems</p> <p>If staff numbers are reduced, then water turnaround may not be sufficient</p>					
Not maintaining social distancing	<p>Staff/visitors could be at greater risk of CV19 if unable to maintain social distancing</p> <p>Potential breach of CV19 laws</p>	<p>Limit numbers of staff returning to the office, anticipate that two thirds of desk spaces will need to remain empty to meet social distancing, WFH will continue for most of office based staff, consider flexible working patterns to stagger arrival times</p> <p>Other areas requiring control include:</p> <ul style="list-style-type: none"> Minimise movement around the building; stay in your work area unless movement 	<p>Need to consider how the public will meet with staff as IR too small. If other rooms used these won't have CCTV or panic buttons, may need to look at other ways of speaking to clients other than face to face</p> <p>Consider using the Conference Room as additional office space</p> <p>Consider installation of temp/perm barriers and signage about distancing in reception</p>	Low		

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		<p>elsewhere is essential</p> <ul style="list-style-type: none"> • Lifts – limit occupancy to 1 • Photocopiers – 2m queuing system • Kitchen – one person to use kitchen at a time • Meeting rooms – limit numbers in each MR and mark doors with signage for max occupancy • Reduce use of face to face meetings carry on with remote meetings • Use of IR's for meetings is not permitted as not large 	<p>Interview the public in reception area</p> <p>Change to use of rear door, revert to both ways but use give way signs so that exiting staff have priority</p> <p>Adhoc office users, limited to 5 at any one time, 'visitor' desks created and signed</p> <p>Visitor desk calendars created to book desks</p> <p>Cleaning materials supplied for visiting staff to clean desks before and after use.</p>			

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		<p>enough to maintain social distancing these can be utilised as single use office space</p> <ul style="list-style-type: none"> • Communal WC's – one person use at a time • Stairwell incl emergency stairs – passing will be permitted as very short duration contact, staff must not linger or stop to talk in the stairwells, reduced number of staff in the building will reduce any risk further. Staff to keep one flight between 				

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		them <ul style="list-style-type: none"> • Do not plan any fire drills UFN • Reception area – keep reception closed for immediate return appointment only • People using individual offices must keep doors closed to reduce the risk of any spread and improve social distancing 				
Office ventilation system increases risk of proliferation of virus droplets in the air	Risks to staff and others in the building	Keep windows open to improve ventilation	Check if air is re-circulated Get a quote to create opening windows in reception	Low		

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<p>Poor hygiene/poor handwashing/poor sneezing and coughing etiquette</p>	<p>Risks to staff and others from poor hand hygiene</p>	<p>Staff should maintain good hand hygiene by regular washing for 20 seconds with soap and water particularly when arriving and leaving work, use hand sanitiser as required.</p> <p>Staff should use good sneezing and cough etiquette coughing into tissues or elbows, disposing of tissues after use.</p> <p>Staff should be given instructions and reminders about how to wash hands following the government guidance and cough/sneeze etiquette.</p> <p>Use signage in the building to remind staff about hand washing/social distancing/cough etc.</p>		<p>Low</p>		

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		etiquette				
Emergency procedures/evacuation in an emergency and the reduction of social distancing	Staff and others could be at risk when evacuating due to reduction of social distancing	<p>During an emergency the current government guidance allows for social distancing to be reduced if it's not possible to keep a 2m distance.</p> <p>After evacuation staff and visitors should immediately socially distance and when possible carry out hand washing/use of hand sanitiser.</p>		Low		
Poor fire safety	Staff and visitors at risk from fire	<p>Train returning staff to be fire marshalls</p> <p>Update fire procedures in line with changes to office use and reduced staff numbers</p>	<p>Doors can be propped open to reduce touch points although this does not apply to fire doors</p> <p>Scania has no activities likely to introduce fire risks</p>	Low		

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<p>Accidents and First aid provision</p>	<p>Risks to staff and visitors from injuries resulting in accidents</p>	<p>The work at Scania is low risk, first aid kits are provided in all kitchens</p> <p>In an emergency staff to call 999 if required for a serious injury</p> <p>All accidents need to be recorded on an accident form</p> <p>FM staff continue to check and keep stocked first aid equipment</p> <p>First aiders can be contacted at home for guidance as necessary.</p>	<p>If staff capacity increases consider the return of a first aider.</p>	<p>Low</p>		