

**Express Services (Beckenham) Ltd**

36a High Street, Edenbridge, TN8 5AJ

**Location: Office Space**

<b>Title :</b> COVID-19 Office Risk assessment	<b>Date of Assessment :</b> 22/07/2020	<b>Risk Assessor :</b> Rebecca Carey
<b>Risk Assessment Reference :</b> COVID-19 Office	<b>People involved in making this assessment :</b> Mark Carey	
<b>Task/ Process :</b> Working in the office	<b>People at Risk :</b> Employees, Others that employees come in to contact with	

**Hazard : COVID-19** COVID-19 is a respiratory virus that can be transferred by infected droplets coming into contact with mucus membranes including the eyes, nose & mouth. To prevent the transfer of COVID-19, good respiratory hygiene and prevention of contact with contaminated surfaces is essential.

**Control Measures:**

1. Office hygiene - The offices, kitchen, toilets and communal areas in the building have been thoroughly cleaned and re-organised to allow for easier cleaning during regular cleans. All sinks have been upgraded to ensure that hot water is supplied in each hand washing area.
2. Social distancing - Desks have been positioned to socially distance staff (apart from when working in groups from the same household). Toilets and food/drink areas have also been segregated to prevent cross contamination.
3. Staff hygiene - Additional hygiene products have been provided in prominent areas across the office including sanitiser, paper hand towels (instead of towels) and a quantity of soaps/cleaning products have been purchased to ensure supply can be maintained in case of future shortages.
4. Information - Staff have been informed of COVID-19 symptoms and are reminded to regularly check the NHS website for updated information. Staff have been informed of procedures to follow if suffering from COVID-19/when and how to self isolate. Information posters are located in prominent areas.
5. Monitoring - To enable staff to monitor their temperature, thermometers have been provided.
6. Mental health - Staff have been reminded that they have access to an employee assistance program where they can receive mental health support (posters are also located in the office). Staff are also encouraged to discuss any concerns with their managers.
7. Return to work procedures - When returning to work in the office, staff are asked (before their return) to confirm if they have been suffering from any symptoms/are self isolating.
8. Hand washing procedures - Staff are asked to wash or sanitise their hands for 20 seconds on arrival/leaving the premises in addition to before eating or touching their face and after touching communally used items.
9. Social distancing procedures - Staff have been asked maintain social distancing (unless working in a group from the same household). Staff are no longer allowed to prepare food/drinks for each other to prevent cross contamination.
10. Training - Where necessary staff have been provided with training to assist with COVID-19 changes including how to transfer phones instead of sharing them.

<b>Documents Associated with this Risk Assessment:</b>	
<b>Review Date :</b> 31/08/2020	<b>Reviewer :</b> Rebecca Carey