
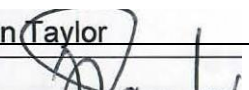


Covid-19 Risk Assessment				
Part 1 – General information				
Office address	All RSM offices			
Activity	General office working			
Assessor(s)	Claire Schofield	Date	June 2020	
Description of building or area	Office area – Multi-tenanted and sole occupancy buildings			
Equipment used	General office equipment – computers, kitchen equipment, MFD's	People involved	RSM employees, partners, visitors, contractors, cleaners and others within the premises	
Part 2 – Hazard identification and risk assessment				
List the significant hazards associated with this activity and the existing control measures on the following pages. For each hazard, assess the risk level using the following criteria:				
Likelihood (L)	1 = Low	2 = Medium	3 = High	For each hazard, decide whether the risk level is acceptable. If it is not, explain why in the box for comments and record the action that is needed to reduce the risk in Part 4.
Severity (S)	1 = Slight	2 = Serious	3 = Major	
Risk level	Likelihood X Severity			
Part 3 – Overall assessment of risk				
Overall risk level with existing controls	Low-Medium			
Overall risk level after all actions completed	Low			
Is this acceptable?	Yes	IF NO, THE ACTIVITY MUST NOT CONTINUE. SEEK ADVICE FROM THE INTERNAL HEALTH AND SAFETY ADVISOR IMMEDIATELY.		
Date assessment due to be reviewed	July 2020			
Assessor(s) name	Claire Schofield			
Assessor(s) signature				
Chief Operating Officers name	John Taylor			
Chief Operating Officers signature				

Part 2 – Hazard identification and risk assessment

Hazard	People at risk	Existing controls	Risk level (RL)			OK?	Comments
			L	S	RL		
Employees with Covid-19 symptoms: <ul style="list-style-type: none"> ➤ A new continuous cough ➤ a high temperature ➤ loss of, or change in sense of smell or taste 	Employees and others within the premises	<ul style="list-style-type: none"> ➤ Employees are reminded of the requirement to self-isolate and not come to work if they develop any Covid-19 symptoms ➤ Employees self-isolating will be supported to work from home if they are well enough to do so 	1	3	3	Yes	Keep up to date and follow Government guidance

<p>Movement around the workplace – social distancing</p>	<p>Employees and others within the premises</p>	<ul style="list-style-type: none"> ➤ Employees who are able to, will continue to work from home to reduce the overall number of employees in the workplace ➤ Follow Building Management procedures in communal areas in multi tenanted buildings ➤ Where possible follow a one way or keep left system ➤ If possible, use one exit in and another other as out ➤ Use stairs where possible ➤ Follow social distancing 2m in lifts and limit number of persons using the lift ➤ Mark lift floor with social distancing signage ➤ Stagger arrival and departure times ➤ Employees are encouraged not to move between floors ➤ Hand sanitiser is provided in shared areas of the office e.g. kitchens ➤ Follow Building Management procedures for communal lifts in multi tenanted buildings. ➤ Queue for lift following social distancing 2m 	<p>1</p>	<p>3</p>	<p>3</p>	<p>Yes</p>	
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Use of workstations – social distancing	Employees and others within the premises	<ul style="list-style-type: none"> ➤ Employees who are able to, will continue to work from home to reduce the overall number of employees in the workplace ➤ Where possible workstations will not be shared. If shared they will be cleaned between each use ➤ No face to face workstations will be used ➤ Employees are not permitted to visit each other at workstations for conversations. Other forms of communication tools will be used ➤ If required meeting rooms will be made available for use as workstations 	1	3	3	Yes	
Meetings – social distancing	Employees and others within the premises	<ul style="list-style-type: none"> ➤ Employees are required to use remote meeting tools to avoid face to face meetings in the first instance ➤ Meeting room capacities have been reviewed to allow a 2m distance – chairs removed or re-arranged to prevent over capacity ➤ Employees are informed of new meeting room capacities (displayed in rooms and/or via new office procedures document/email) ➤ No catering facilities to be provided 	1	3	3	Yes	

Travel - Public transport	Employees	<ul style="list-style-type: none"> ➤ Where possible avoid using public transport. ➤ Employees are supported with adjusting work times to avoid travelling at peak times ➤ Employees who are able to work from home can continue to do so to eliminate the need to travel 	1	3	3	Yes	
Travel - International business travel	Employees	<ul style="list-style-type: none"> ➤ International business travel is suspended until further notice 	-	-	-	Yes	
Travel - car	Employees	<ul style="list-style-type: none"> ➤ Travel is restricted to essential travel only. Travel will be approved by the department head/RMP/OMP/IRT ➤ Travel using your own transport ➤ Do not car share with others 	1	3	3	Yes	
Working at clients	Employees	<ul style="list-style-type: none"> ➤ Pre-working at client's checklist to be completed, reviewed and approved before employees attend client sites ➤ Copy of clients Covid risk assessment to be provided and reviewed ➤ Working at client's guidance provided to employees in advance of visiting clients sites 	1	3	3	Yes	

Cleaning	Employees and others within the premises	<ul style="list-style-type: none"> ➤ Increased cleaning / disinfecting regimes in place for all common touch points on site ➤ Employees are responsible for clearing the workstation at the end of each day and disposing of any items in the correct waste bins ➤ Wipes and gloves are provided in any shared areas, such as print stations, kitchens etc and employees are responsible for wiping down areas following use ➤ Employees are required to minimise the use of shared equipment and items as much as possible e.g. not printing unnecessarily ➤ The specification of all cleaning contracts have been reviewed and altered where necessary 	1	3	3	Yes	
Hygiene - kitchens	Employees and others within the premises	<ul style="list-style-type: none"> ➤ One person per table only and keep to social distancing 2m ➤ Gloves to be worn whilst using kitchen facilities (coffee machine, water taps, microwaves etc). Reminded not to touch face or mouth whilst wearing gloves ➤ Antibacterial wipes are available in kitchens for surfaces and touch points to be wiped after use ➤ Signage displayed reminding employees of hygiene procedures 	1	3	3	Yes	

Hygiene - toilets facilities	Employees and others within the premises	<ul style="list-style-type: none"> ➤ Follow Building Management procedures in multi tenanted buildings ➤ To keep numbers in the area to a minimum, where possible implement a one in one out system. If this isn't possible close off urinals/sinks in close proximity to each other to maintain social distancing ➤ If available use paper towels rather than hand dryers ➤ Individuals should sanitise their hands before entering and upon leaving the toilet and ensure any surfaces they come into contact with are cleaned before exiting ➤ Regular communications to raise awareness of good hand hygiene are provided via signs/posters ➤ Soap and water available for hand washing ➤ Toilets are included in the frequent cleaning regime to keep them sanitary and ensure waste is regularly removed if paper towels are used 	1	3	3	Yes	
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Hygiene – showers and changing rooms	Employees and others within the premises	<ul style="list-style-type: none"> ➤ Follow Building Management procedures in multi tenanted buildings ➤ To keep numbers in the area to a minimum, where possible implement a one in one out system. If this isn't possible close off areas to maintain social distancing ➤ Showers are included in the frequent cleaning regime to keep them sanitary ➤ Regular communications to raise awareness of good hand hygiene is provided via signs/posters 	1	3	3	Yes	
Hygiene – handling of deliveries	Employees	<ul style="list-style-type: none"> ➤ Deliveries via external delivery shall, where practical be left for 72 hours. Where this is impractical, external packaging will be cleaned before handling and/or gloves worn ➤ Where deliveries are made to a central location or drop off point arrangements will be made with building management and/or other tenants for the timing of collection to avoid contact with others ➤ To reduce the number of deliveries employees are not permitted to have personal items delivered to the office ➤ Hand sanitiser will be made available to use following handling of incoming deliveries 	1	3	3	Yes	

Vulnerable persons	Employees	<ul style="list-style-type: none"> ➤ Vulnerable employees who have been advised to stay at home will continue to do so. If they can work from home support will be provided ➤ Vulnerable employees who cannot work from home will have a meeting room made available, where possible to enable them to work from the office 	1	3	3	Yes	
Personal protective equipment (PPE)	Employees and others within the premises	<ul style="list-style-type: none"> ➤ In line with Government guidance, face coverings are not required in the workplace by employees. ➤ Face masks are available for employees who are considered at higher risk in certain situations: <ol style="list-style-type: none"> 1. First aiders treating casualties 2. People who develop symptoms whilst onsite who will be sent home ➤ Gloves are available in communal areas e.g. kitchens, print stations and first aid boxes ➤ Stocks of PPE will be monitored and replenished on a regular basis 	1	3	3	Yes	

Managing contractor/visitors	Employees and others within the premises	<ul style="list-style-type: none"> ➤ Only essential visitors/contractors permitted ➤ Visitors/contractors to confirm that they are not displaying any symptoms ➤ Contractors to provide a copy of their Covid-19 risk assessment prior to attending the office ➤ Contractors will be required to wear PPE in line with office Covid-19 procedures in place ➤ Visitors/contractors will be advised and are required to adhere to specific office procedures for social distancing. This will be communicated in advance of the visit or on arrival by their host ➤ Signage in place to provide guidance to visitors/contractors ➤ Monitoring of contractors to be carried out at 2m distance ➤ Records of all visitors/contractors to the office will be kept for contact tracing purposes ➤ If visitors/contractors are required to sign in they will use their own pen or the one provided will be disposed of after use 	1	3	3	Yes	
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Accidents, security and other incidents – fire and evacuations	Employees and others within the premises	<ul style="list-style-type: none"> ➤ Employees who are able to, will continue to work from home to reduce the overall number of employees in the workplace and therefore the number of employees evacuating from the building and gathering at the assembly point ➤ Employees must evacuate the building in an emergency as usual. They do not need to remain 2m apart. This has been communicated to all employees 	1	3	3	Yes	
Accidents, security and other incidents – first aid	Employees and others within the premises	<ul style="list-style-type: none"> ➤ First aiders to use gloves and facemasks to protect themselves when treating a casualty. These are available in all offices ➤ First aiders to ensure first aid kits are replenished with gloves and facemasks ➤ First aiders to provide facemasks to the casualty to wear during treatment, if possible ➤ First aiders instructed not to perform rescue breaths during CPR ➤ Specific guidance for first aiders and how they can keep themselves safe is communicated, including guidance on giving CPR, use of PPE and good hygiene procedures ➤ First aiders to include any details on whether casualty was Covid-19 symptomatic in their report 	1	3	3	Yes	

Communication and training – return to work	Employees	<ul style="list-style-type: none"> ➤ RSM/IRT have provided clear and consistent communications to employees to ensure they receive information and updates on the situation and plans on the ways of working ➤ RSM has developed training for employees on returning to work which includes new procedures and arrangements ➤ RSM has shared the results of this risk assessment and displayed the 'Covid-19 secure' poster in the workplace 	1	2	2	Yes	
Communications and training – ongoing communications and signage		<ul style="list-style-type: none"> ➤ Via existing communications RSM has ongoing engagement with workers to monitor and understand impacts of workplace changes ➤ Regular communications with employees on the mental health and wellbeing aspects of Covid-19 and encourage wellbeing provisions e.g. Employee Assistance Programme ➤ Use of visual communications such as signage, intranet to remind employees of good hygiene procedures etc 	1	2	2	Yes	

Part 4 – Actions required to control risks						Reassessment			
						Risk level (RL)			Is this hazard now acceptable?
Hazard	Action	Priority H/M/L	Allocated to	Due date	Date completed	L	S	RL	
	Review local fire, general and first aid risk assessments for impacts created by Covid-19 secure measures and low occupancy in offices	M	Local H&S AP	On opening offices					
Key to priorities H = High: to be completed within one week M = Medium: to be completed within one month L = Low: to be completed within three months									
After completing Part 4, please forward copies of the form to the relevant people									
H&S Appointed Person <input type="checkbox"/> Internal H&S Advisor <input type="checkbox"/> Manager <input type="checkbox"/> OMP <input type="checkbox"/> RAMP <input type="checkbox"/> Other <input type="checkbox"/>									
Please give details of 'other'									