

**Scottish Woodlands
Office Risk Assessment**

CORONAVIRUS



Contents

1. COVID-19 (Coronavirus) – Office Risk Assessment	3
2. Control Measures Required for the Prevention of COVID-19	5
2.1 Hand Washing & Hygiene	5
2.2 Cleaning & Disinfection	5
2.3 Office Layout.....	6
2.4 Handling Office Equipment or Documents.....	6
2.5 Access or Egress to Office.....	7
2.6 Social Distancing	7
2.7 Suspected Cases of COVID-19.....	8
2.8 Travel and Driving for Work	9
2.9 Disposal of Waste	9
2.10 Accidents, Security, & Other Incidents.....	10
2.11 First Aid.....	10
2.12 Mental Health & Wellbeing.....	11
2.13 Inbound and Outbound Goods.....	11
2.14 Office Meetings & Visitors.....	12
2.15 Dogs in the Office	13
3. Sign on Sheet – Acknowledgement and Understanding of COVID-19 Office Risk Assessment	14

1. COVID-19 (Coronavirus) – Office Risk Assessment

This assessment has been created as part of the company risk assessment process to ensure that Scottish Woodlands are aligned with the current government guidance in relation to the control and management of Covid-19.

Due to the frequency that advice and guidance is changing, the **Compliance Support Team** will be responsible for the maintenance and updating of this document and communication to all Scottish Woodlands employees. **Facilities Managers** are responsible for ensuring that it is kept up to date within their office and that all **employees and visitors** read or are briefed and the 'sign in' sheet is completed.

This risk assessment will also be published on the Scottish Woodlands website.

Hazard	Who May be Harmed	Potential Outcomes	Risk Before Control Measures			Guidance and Best Practice	Control Measures	Risk After Control Measures			ALARP
			Risk	Severity	Combined Score			Risk	Severity	Combined Score	
<p>Spread of COVID-19</p> <p>Exposure from contact with the virus or others due to:</p> <p>1) Living with someone with a confirmed case of COVID-19.</p> <p>2) Have come into close contact</p>	<p>Employees</p> <p>Contractors</p> <p>Operatives</p> <p>Visitors</p> <p>Clients</p> <p>Delivery Drivers</p> <p>Public.</p> <p>Relatives, friends, and the wider community through onward transmission.</p>	<p>Symptoms of COVID-19:</p> <p>This is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe, or fatal and includes a new continuous</p>	4	3	12	<p>HSWA 1974</p> <p>MHSWR 1999</p> <p>Equality Act 2010</p> <p>Medical Advice from NHS</p> <p>Guidance from UK Government and World Health Organisation (WHO)</p>	<p>Follow UK Government Current Advice</p> <p>Adhere to social distancing and hygiene measures. COVID-19 Double Vaccination. Those who can work from home should continue to do so as far as is reasonably practicable.</p> <p>Control Measures Required for the prevention of COVID-19</p> <p>COVID-19 Office Risk Assessments</p> <p>Exchange Risk assessments with the Landlord and other Businesses that occupy and share the same premises.</p> <p>Working collaboratively with landlords and other tenants in multi-tenant sites/buildings to ensure consistency across common areas, for example, receptions and staircases.</p>	4	1	4	YES



Hazard	Who May be Harmed	Potential Outcomes	Risk Before Control Measures			Guidance and Best Practice	Control Measures	Risk After Control Measures			ALARP
			Risk	Severity	Combined Score			Risk	Severity	Combined Score	
<p>(within 2 metres for 15 minutes or more) with a confirmed case of COVID-19.</p> <p>3) Being advised by a public health agency that contact with a diagnosed case has occurred.</p>	<p>Higher Risk Groups - elderly, pregnant workers. Clinically extremely vulnerable and clinically vulnerable individuals, those with existing underlying health conditions.</p>	<p>cough and/or a high temperature, tiredness, loss or change in taste or smell and in more severe cases breathing difficulties.</p> <p>Hospital treatment e.g. oxygen or ventilation support may be required for severe cases.</p>	4	4	16	<p>COSHH Assessments Scottish Woodlands Guidance and Toolbox Talks</p> <p>Industry Guidance, FISA, Confor</p>	<p>Higher Risk groups and those with existing underlying health conditions or those that live with immediate family members at higher risk, should continue home working where possible. COVID-19 Double Vaccination.</p>	3	4	12	YES

2. Control Measures Required for the Prevention of COVID-19

2.1 Hand Washing & Hygiene



Display Coronavirus Control Poster at entrance of building

- Practice good personal hygiene measures, frequent and stringent hand washing for at least 20 seconds.
- Ensure hand washing upon arrival.
- Drying of hands with disposable paper towels. Protect the skin by applying emollient cream regularly.
- **Provide hand washing facilities, anti-bacterial soap dispensers and disposable paper hand towels, locate in office toilets. Avoid using soap bars, material hand towels and hand dryers.**
- **Provide Hand Sanitizer in multiple locations in addition to toilet facilities. They should also be located at the entrance(s) of each office and in the office kitchen.**
- Catch coughs and sneezes in tissues or crook of elbow – Follow ‘Catch it, Bin it, Kill it’ and to avoid touching face, eyes, nose, or mouth with unclean hands.

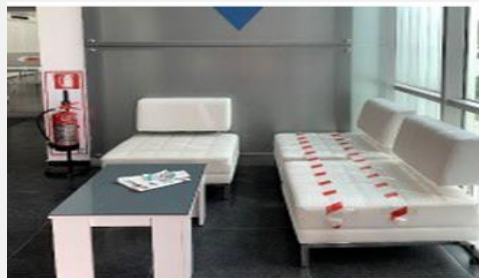
2.2 Cleaning & Disinfection



See Coronavirus Cleaning & Disinfection Poster

- Frequently clean and disinfect work areas, objects and surfaces that are touched regularly, particularly in areas of high use - such as door handles, light switches, kettles, microwave switches and handles, reception area, desks, screens, telephone handsets.
- Clean shared equipment between uses e.g. printers.
- Open windows and doors frequently to encourage ventilation.
- Use your normal cleaning products, anti-bacterial disposable wipes and or disinfectants and cloths for cleaning and disinfection.
- Enhanced cleaning for busy areas and all facilities regularly during the day and at the end of the day.
- Set clear use and cleaning guidance for showers and lockers.
- Clear workspaces and remove waste and belongings from the work area at the end of each shift.
- Regular cleaning of vehicles that workers may take home.
- **Use nitrile gloves when cleaning, immediately wash hands when gloves are removed.**

2.3 Office Layout



Display the Staying COVID-19 Secure in 2020 Poster in Office

- Review office layout reconfigure seating and tables, and processes to allow people to work 2m apart.
- Use self-adhesive floor warning tape to mark areas to help staff keep to a 2m distance.
- Workstations should be assigned to an individual and not shared.
- When it is not possible to move workstations further apart and maintain social distances:
 - arrange for people to work back-to-back or side-to-side working (rather than face-to-face)
 - use desk partitions, physical screens, barriers to separate people from each other
 - install screens to protect staff working in reception
 - Consider setting specific rotation 'office days' for staff.
- If people must work face-to-face for a sustained period with more than a small group of 'fixed partners', then you will need to assess whether the activity can safely go ahead. No one is obliged to work in an unsafe work environment.
- Manage and monitor occupancy levels to enable social distancing.
- Avoid use of hot desks, where this is not possible, clean and disinfect workstations between different occupants including shared equipment.
- Regulate use of locker rooms, changing areas and other facility areas to reduce concurrent usage.
- For common areas use warning tape to restrict access when social distancing is not possible/practical.

2.4 Handling Office Equipment or Documents



See Surgical Face Mask Poster

- Identify areas where people directly pass things to each other, for example office supplies, and finding ways to remove direct contact, such as using drop-off points or transfer zones.
- Avoid sharing office equipment, if you must share, wipe down using anti-bacterial surface wipes.
- Minimise handling paperwork, this can be achieved by one person taking responsibility for briefing staff and confirming their understanding and signing off where required. **If paperwork is to be handled by multiple people, nitrile gloves and face covering/masks should be worn.** Alternatively, documents can be sent electronically by e-mail and signed by inserting electronic signatures.
- **Locate anti-bacterial surface wipes beside all printers and any other shared work equipment.**
- **Limit or restrict use of high-touch items and equipment e.g. shared printers.**

2.5 Access or Egress to Office



Display Coronavirus Control Poster at entrance of building

Where possible, please consider and implement the following practices:

- Set appointment times for visitors so their presence can be managed.
- If necessary, stagger arrival and departure times to reduce crowding, reduce congestion and contact by e.g. having more entry points to the building where possible.
- Monitor access to the office to enable social distancing (two metres).
- **Display Lets keep our Social Distancing Poster at the entrance.**
- **Require all workers and visitors to wash or clean their hands at office entrance.**

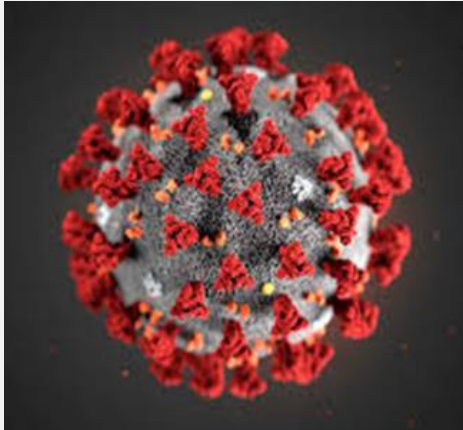
2.6 Social Distancing



Display Let's Keep our Social Distance Poster

- **Display 2m Social Distancing Poster(s) at suitable locations within the office e.g. all entrance(s), reception areas, kitchen, toilets that have more than one urinal or cubical.**
- Reduce the number of persons in any work area to comply with the 2-metre gap, entrances and exits, hallways, break rooms, kitchens.
- Reduce movement and discourage non-essential trips within buildings, where possible restrict access to some areas, encourage use of telephones.
- Reduce job and location rotation.
- If possible, introduce one-way flow through buildings.
- Regulate use of any high traffic areas including corridors, stairways, and walkways.
- Remind staff of the importance of social distancing both in the workplace and outside of it.
- Redesigning processes to ensure social distancing in place.
- Management checks to ensure this is adhered to.
- Reduce the number of people each person has contact with by using 'fixed teams or partnering'.
- **Face coverings/masks and nitrile gloves should be worn for a work task e.g. two-person lift, when 2m social distancing cannot be achieved, keep the work activity time as short as possible.**
- Use safe outside areas for breaks, stagger break times and ensure sufficient rest breaks for staff.
- Do not be afraid to challenge your colleagues or visitors if they get too close to you.

2.7 Suspected Cases of COVID-19



**See Company Share R Drive >
Compliance > COVID-19
(Coronavirus) Folder.**

- If anyone becomes unwell with a new continuous cough and/or a high temperature whilst in the office, they must immediately inform the Office Facilities Manager and their Line Manager – who will then notify the HR Department. They must not touch anything and should immediately go home.
- If anyone or a member of their household becomes unwell with COVID-19 symptoms or if you are identified as a close contact, you must self-isolate and immediately inform your Line Manager.
NHS Test and Protect/ NHS Test and Trace – if you are contacted by the NHS tracing team you may be identified as a close contact of someone that has tested positive for coronavirus, you will be asked to self-isolate for 10 days, even if you have not developed any symptoms, please immediately inform your Line Manager. If you do not develop any symptoms, the other people in your household do not need to self-isolate for 10 days. If you develop any symptoms request a test.
Follow Scottish Government Guidance. Anyone who is double vaccinated with at least two weeks passed since their second dose and who has no symptoms will be able to end self-isolation if they return a negative PCR test.
- Anyone with COVID-19 symptoms, must follow stay at home government guidance at all times.
- Line managers should maintain regular contact with staff members, especially those that live alone.
- If necessary, use phone, online services, or apps to contact your GP surgery or other NHS services, if breathing becomes difficult or symptoms become worse.
- If the Facilities Manager is advised that a member of staff or public has developed Covid-19 symptoms and were recently in the office, the Facilities Manager will identify and notify people who have been in contact with them. **The office must then be closed down for 72 hours to all employees and visitors.**
- Internal communication channels and cascading of relevant information via e-mail messages, these will be carried out regularly to reassure and support employees during fast-changing situations.

2.8 Travel and Driving for Work



See Surgical Face Mask Poster

- Do not travel unless you cannot work from home or deemed a critical worker.
- Minimise non-essential travel, consider remote working options first.
- All persons to avoid or limit their use of public transport.
- Avoid sharing vehicles, where travel is essential, please use private single occupancy where possible.
- If sharing cannot be avoided, minimise the number of people travelling together in any one vehicle, using 'fixed travel partners', increasing ventilation when possible and avoiding sitting face-to-face.
- Shared/Pool vehicles must be cleaned between shifts or on a handover.
- Ensure adequate breaks and welfare facilities are available for drivers during their work.
- **Face coverings/masks and nitrile gloves should be worn when social distancing cannot be achieved.**

2.9 Disposal of Waste

Coronavirus and your Waste INFECTED WASTE



Waste from possible/known COVID-19 cases and cleaning of areas where possible/known cases have been (including disposable cloths, tissues).

- **Waste should be put in a plastic waste rubbish bag and then tied. The plastic bag should then be placed in a second bag then tied. Quarantine and securely store for 72 hours (contact free), discard as normal waste.**
- Waste items include all used nitrile gloves, antibacterial wipes, single use face masks or other potentially contaminated items.
- Waste should NOT be left unsupervised awaiting collection. You should NOT put your waste in communal waste areas.

2.10 Accidents, Security, & Other Incidents



- In an emergency, for example, an accident or fire, people do not have to stay 2m apart if it would be unsafe.
- People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards, including washing hands.
- **Only if there is sufficient time, not advisable if there is a fire – wear face masks, nitrile gloves and lightweight eye protection.**

2.11 First Aid



See Surgical Face Mask Poster

- For minor First Aid injuries, persons should where possible, administer their own First Aid under the verbal instruction of a trained First Aider.
- Ask others to stay at least 2m away, that are not involved with providing first aid assistance.
- Persons that administer First Aid treatment must take additional precautions when the 2m social distancing rules cannot be adhered to. **Face masks, nitrile gloves and lightweight eye protection must be worn at all times.**
- If you are required to perform CPR, wherever possible, it is recommended that you do not perform rescue breaths or mouth-to-mouth ventilation, (it has been shown that compression only CPR may be as effective for the first few minutes).
- If the decision is made to perform mouth-to-mouth ventilations in asphyxia arrest, use the resuscitation face shield in your first aid kit.
- If there has been a blood or body-fluid spill, keep people away from the area. Use disposable paper towels to cover up the area. Seek further advice from the emergency services when they arrive.
- **Dispose of all face masks, nitrile gloves safely and in accordance with the disposal of waste controls, eye protection should be cleaned with antibacterial surface wipes.**

2.12 Mental Health & Wellbeing



See **Scottish Woodlands Mental Health & Wellbeing Toolbox Talk**

- Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help.
- Regular communication of mental health information and open-door policy for those who need additional support.
- Managers will keep in touch with staff on their working arrangements including their welfare, mental and physical health, and personal security.
- The Compliance Support Team will ensure that all employees are kept up to date with how safety measures are being implemented or updated.
- Employees that have any concerns regarding their health and wellbeing or with regards to the controls that have been implemented in their work environment, should contact the Compliance Support Team and HR.

2.13 Inbound and Outbound Goods



- Revising pick-up and drop-off collection points procedures.
- Minimising unnecessary contact at office. For example, non-contact deliveries where the nature of the product allows for use of electronic pre- booking.
- Consider methods to reduce frequency of deliveries, e.g. by ordering larger quantities less often.
- Where possible and safe, having single workers load or unload vehicles.
- Where possible, use the same pair of people for loads where more than one is needed.
- Maintain 2m social distancing with delivery drivers and postal workers.
- Encouraging drivers to stay in their vehicles if the load will allow it, and where this does not compromise their safety and existing safe working practice, such as preventing drive-aways.
- Delivery drivers must wash or clean their hands before entering offices/or leave deliveries outside the office.
- Allow delivery drivers access to welfare facilities.
- **Ensure hand washing after e.g. handling delivered goods and merchandise.**

2.14 Office Meetings & Visitors



All visitors must read or be briefed on this Risk Assessment & the sign in sheet must be completed.

- Where possible, remote working tools e.g. Microsoft Teams, Skype, Zoom, Conference Calls should be used instead of face to face meetings.
- Guidance on social distancing and hygiene should be explained to visitors on or before arrival.
- Limit the number of visitors at any one time.
- Limit visitor times to a specific time window and restrict access to required visitors only. Ensure they are met and briefed on controls at reception.
- Determining if schedules for office essential services and supplier visits can be revised to reduce interaction and overlap between people, for example - carrying out services at weekends or evenings.
- Maintain a record of all visitors.
- Revise visitor arrangements to ensure social distancing hygiene measures are put in place e.g. sharing of pens when signing in at reception, should be avoided.
- Only absolutely necessary participants should attend meetings and should maintain 2m separation throughout.
- Reconfigure seating and tables to maintain 2m spacing.
- Avoid sharing pens and other objects.
- **Provide hand sanitiser in meeting rooms.**
- Hold meetings outdoors or in well-ventilated rooms whenever possible.
- For areas where regular meetings take place, **use floor warning tape to mark areas and to help people maintain social distancing.**
- Buffet lunches and shared e.g. packets of biscuits, should not be provided, encourage participants to bring their own food or provide packaged food that cannot be shared.

2.15 Dogs in the Office



For offices that allow dogs in their premises

- Where possible, avoid bringing dogs into the office during COVID-19.
- Where dogs do come into the office, the owner must keep them under control.
- Ensure dogs are kept away from other employees in the office.
- Dogs should not be stroked by anyone except the owner.
- The risk of COVID-19 is not from the dog carrying the infection, but from contact with a source.



3. Sign on Sheet – Acknowledgement and Understanding of COVID-19 Office Risk Assessment

“I have read or been briefed on this **COVID-19 Risk Assessment**. I understand and accept all of the health and safety arrangements”.

“I will implement all of the controls outlined in the **COVID-19 Risk Assessment** and on any Supplementary Risk Assessments that are undertaken”.

“If I become unwell or have any symptoms of **COVID-19** whilst working in or visiting the office, I will immediately inform the **Office Facilities Manager** and/or my **Line Manager** and then go straight home, follow current government advice and self-isolation measures”.

“In confirmation of all of the above I have signed or agreed for this to be signed on my behalf on the date shown below”.

Date	Signature/or signature on behalf of	Print Name



Date	Signature	Print Name