RISK ASSESSMENT: Coronavirus in the office				
Operation/Task:	Prevention of catching or spreading coronavirus	Employees at Risk:	All employees	**m netmatters**™
Location/Area:	All Netmatters Offices	Other Persons at Risk:	Contractors, visitors	
Assessor:	I Cullingford / C Gulliver	Key Responsible Personnel:	J Gulliver	
Assessment Date:	01/09/2021	Assessment Review Date:	01/09/2022	

Employers have a legal duty to manage risks to those affected by their business. The way to do this is to carry out a health and safety risk assessment, including the risk of COVID-19, and to take reasonable steps to mitigate the risks you identify.
Under the RIDDOR Regulations, exposure to COVID-19 as a result of a person's work is reportable to the Enforcing Authority.

Task	Hazards Associated with the Task	Hazardous Events (worst case scenario)	Control Measures/Actions in Place	Risk Ranking **without** control measures			Risk Ranking with control measures			Further required Control Measures/Actions
				Li	Se	RR	Li	Se	RR	
Travelling to work and from work	Catching or spreading the virus.	Death and respiratory failure.	Separate vehicles to be provided for each employee. Travelling = one person per vehicle unless they live together. Drivers to be issued with wipes to clean the surfaces which they will be touching. Hand sanitisers to be provided in vehicles.	3	5	15	1	5	5	Maintain Current Controls.
Before work, starting work, breaks, lunch and after work.	Catching or spreading the virus.	Death and respiratory failure.	All personnel are to wash their hands in hot water thoroughly for at least 20 seconds and dry afterwards thoroughly using paper towels then dispose of them. If queuing for washing facilities always maintain a minimum safe distance of at least 2 metres. Face coverings should be worn in enclosed spaces. Breaks to be staggered, and personnel to have their breaks on their own.	5	5	25	2	5	10	Maintain Current Controls. Brief toolbox talks on coronavirus to employees.

RISK ASSESSMENT: Coronavirus in the office

Operation/Task:	Prevention of catching or spreading coronavirus	Employees at Risk:	All employees	**m**netmatters™
Location/Area:	All Netmatters Offices	Other Persons at Risk:	Contractors, visitors	
Assessor:	I Cullingford / C Gulliver	Key Responsible Personnel:	J Gulliver	
Assessment Date:	01/09/2021	Assessment Review Date:	01/09/2022	

Employers have a legal duty to manage risks to those affected by their business. The way to do this is to carry out a health and safety risk assessment, including the risk of COVID-19, and to take reasonable steps to mitigate the risks you identify.
Under the RIDDOR Regulations, exposure to COVID-19 as a result of a person's work is reportable to the Enforcing Authority.

Working with others.	Catching or spreading the virus.	Death and respiratory failure.	Personnel to maintain a minimum distance between themselves and others of at least 2 metres. Move desks to ensure that they are 2 metres apart or erect screens between desks. Work back-to-back where possible. Ensure that there is a distance of 2m between persons in meetings. Employees to be issued wipes to clean the surfaces which they will be touching including frequent touch points at regular times. Face coverings to be worn. Communication should be by email and telephone where possible or video calls for meetings. One-way systems, staggered breaks and reduced occupancy in welfare areas and toilets. Employees to wash their hands before and after using any shared equipment. Teams will remain together without members of the team changing during the day. Non-essential visitors should not be allowed into the office.	5	5	25	2	5	10	Maintain Current Controls. Brief toolbox talks on coronavirus to employees.

RISK ASSESSMENT: Coronavirus in the office

Operation/Task:	Prevention of catching or spreading coronavirus	Employees at Risk:	All employees	**ⓜnetmatters**™
Location/Area:	All Netmatters Offices	Other Persons at Risk:	Contractors, visitors	
Assessor:	I Cullingford / C Gulliver	Key Responsible Personnel:	J Gulliver	
Assessment Date:	01/09/2021	Assessment Review Date:	01/09/2022	

Employers have a legal duty to manage risks to those affected by their business. The way to do this is to carry out a health and safety risk assessment, including the risk of COVID-19, and to take reasonable steps to mitigate the risks you identify.
Under the RIDDOR Regulations, exposure to COVID-19 as a result of a person's work is reportable to the Enforcing Authority.

Working closer than 2m with colleagues	Catching or spreading the virus.	Death and respiratory failure.	Face coverings to be worn.	5	5	25	3	5	15	Maintain Current Controls. Brief toolbox talks on coronavirus to employees.
Showing signs of coronavirus (high temperature or a new or continuous cough, loss of sense of taste and smell). Sneezing and coughing from other allergies can also spread the virus.	Catching or spreading the virus.	Death and respiratory failure.	If anyone shows signs of coronavirus, they are to inform their Manager and go into self-isolation for 10 days. If any family members have Covid, then you are to go into isolation for 10 days from the day of the symptoms occurring. People fully vaccinated or under 18 do not need to self-isolate after close contact with someone who has Covid, but you must still take a PCR test and self-isolate if it's positive, or if you have symptoms. Health screening prior to entering the office: • Temperature checks, (over 37.5 C) person not allowed into the workplace. • Ask about loss of taste and smell, regular coughing and fever. A yes to any of these - person not allowed into the workplace. See guidance: https://www.nhs.uk/conditions/coronavirus-covid-19 www.gov.uk/coronavirus	5	5	20	2	5	10	Maintain Current Controls. Brief toolbox talks on coronavirus to employees.

RISK ASSESSMENT: Coronavirus in the office

Operation/Task:	Prevention of catching or spreading coronavirus	Employees at Risk:	All employees	
Location/Area:	All Netmatters Offices	Other Persons at Risk:	Contractors, visitors	**ⓜnetmatters**™
Assessor:	I Cullingford / C Gulliver	Key Responsible Personnel:	J Gulliver	
Assessment Date:	01/09/2021	Assessment Review Date:	01/09/2022	

Employers have a legal duty to manage risks to those affected by their business. The way to do this is to carry out a health and safety risk assessment, including the risk of COVID-19, and to take reasonable steps to mitigate the risks you identify.
Under the RIDDOR Regulations, exposure to COVID-19 as a result of a person's work is reportable to the Enforcing Authority.

Signature of Assessor:	*I Cullingford / C Gulliver*	Signature of Responsible Person:	*J Gulliver*	Review Date:	01/09/2022

Health Safety & Welfare & Environmental Legislation:	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
Health & Safety at Work Etc Act 1974	Personal Protective Equipment at Works Regulations 2002
Management of Health & Safety at Works Regulations 1999	Provision & Use of Work Equipment Regulations 1998

Action Plan	
Task and Action number:	Person responsible to complete action:
1. Maintain Current Controls and brief toolbox talks on coronavirus to employees.	

Completed Actions Register							
Action Plan Number:	Date Started:	Date Completed:	Responsible Person sign:	Action Plan Number:	Date Started:	Date Completed:	Responsible Person sign:
1.							

RISK ASSESSMENT: Coronavirus in the office

Operation/Task:	Prevention of catching or spreading coronavirus	Employees at Risk:	All employees	
Location/Area:	All Netmatters Offices	Other Persons at Risk:	Contractors, visitors	
Assessor:	I Cullingford / C Gulliver	Key Responsible Personnel:	J Gulliver	
Assessment Date:	01/09/2021	Assessment Review Date:	01/09/2022	

Employers have a legal duty to manage risks to those affected by their business. The way to do this is to carry out a health and safety risk assessment, including the risk of COVID-19, and to take reasonable steps to mitigate the risks you identify.
Under the RIDDOR Regulations, exposure to COVID-19 as a result of a person's work is reportable to the Enforcing Authority.

Consultation with Employees	
Name (print)	Signature

Comments: This risk assessment must be read in conjunction with its accompanying toolbox talk

https://assets.publishing.service.gov.uk/media/5eb97e7686650c278d4496ea/working-safely-during-covid-19-offices-contact-centres-110520.pdf

RISK ASSESSMENT: Coronavirus in the office

Operation/Task:	Prevention of catching or spreading coronavirus	Employees at Risk:	All employees	
Location/Area:	All Netmatters Offices	Other Persons at Risk:	Contractors, visitors	**netmatters**™
Assessor:	I Cullingford / C Gulliver	Key Responsible Personnel:	J Gulliver	
Assessment Date:	01/09/2021	Assessment Review Date:	01/09/2022	

Employers have a legal duty to manage risks to those affected by their business. The way to do this is to carry out a health and safety risk assessment, including the risk of COVID-19, and to take reasonable steps to mitigate the risks you identify.
Under the RIDDOR Regulations, exposure to COVID-19 as a result of a person's work is reportable to the Enforcing Authority.

Priority of Actions determined by Risk Ranking

		Likelihood					Priority	Action
		1	2	3	4	5		
Severity	1	1	2	3	4	5	1. RED	17 to 25 - Unacceptable risks – **Stop activity immediately and improve at once!**
	2	2	4	6	8	10	2. AMBER	10 to 16 - Acceptable short-term risk – Look to improve within a short term specified timeframe.
	3	3	6	9	12	15	3. BLUE	5 to 9 - Adequately controlled risk – Look to improve at next review.
	4	4	8	12	16	20	4. GREEN	1 to 4 - Residual risks – No further actions required but ensure controls are maintained.
	5	5	10	15	20	25		(Grid taken from IOSH, "Managing Safely".)

Key.

Li = likelihood of risk. **Se** = Severity. **RR** = Risk ranking. The risk ranking is the likelihood multiplied by the severity (Li x Se = RR).

Likelihood – 1 = unlikely. 2 = may happen. 3 = likely. 4 = very likely. 5 = certain or imminent.

Severity – 1 = delay only. 2 = minor injury, minor damage. 3 = lost time injury, illness, damage. 4 = major injury, disabling illness, major damage. 5 = single death, multiple death.

RISK ASSESSMENT: Coronavirus in the office				
Operation/Task:	Prevention of catching or spreading coronavirus	Employees at Risk:	All employees	*m* netmatters™
Location/Area:	All Netmatters Offices	Other Persons at Risk:	Contractors, visitors	
Assessor:	I Cullingford / C Gulliver	Key Responsible Personnel:	J Gulliver	
Assessment Date:	01/09/2021	Assessment Review Date:	01/09/2022	
Employers have a legal duty to manage risks to those affected by their business. The way to do this is to carry out a health and safety risk assessment, including the risk of COVID-19, and to take reasonable steps to mitigate the risks you identify. Under the RIDDOR Regulations, exposure to COVID-19 as a result of a person's work is reportable to the Enforcing Authority.				

Toolbox Talk

Prevention of the Spread of Coronavirus

COVID-19 is a highly contagious disease that can have severe effects on people, especially those who are vulnerable. The virus is likely to pass from person to person in communal areas and where it is not possible to maintain safe distances between persons even if you are fully vaccinated. If a person is infected while working, it can be passed on through families and other contacts. You can spread the virus even if you don't have symptoms. The measures necessary to minimise the risk of spread of infection rely on everyone taking responsibility for their actions and behaviours.

- **To keep workers safe, you should:**
    - Minimise the number of people on site.
    - Make sure employees can spot symptoms.
    - Tell workers with symptoms to quarantine immediately (10 days and get a test immediately).
    - Explain the procedure and provide training where necessary.
    - Consider the protected characteristics of your workers when making decisions, and to prevent discrimination.

Getting to work
- Wherever possible travel to work alone using your own transport.
- If you need to use public transport, face coverings are advised to be worn.
- Wash your hands before and after using any form of transport.

RISK ASSESSMENT: Coronavirus in the office				
Operation/Task:	Prevention of catching or spreading coronavirus	Employees at Risk:	All employees	**ⓜnetmatters**™
Location/Area:	All Netmatters Offices	Other Persons at Risk:	Contractors, visitors	
Assessor:	I Cullingford / C Gulliver	Key Responsible Personnel:	J Gulliver	
Assessment Date:	01/09/2021	Assessment Review Date:	01/09/2022	
Employers have a legal duty to manage risks to those affected by their business. The way to do this is to carry out a health and safety risk assessment, including the risk of COVID-19, and to take reasonable steps to mitigate the risks you identify. Under the RIDDOR Regulations, exposure to COVID-19 as a result of a person's work is reportable to the Enforcing Authority.				

How to reduce infection spreading at work

There are things you can do to help reduce the risk of you and anyone you live with getting ill with coronavirus:

- Wash your hands (do this for at least 20 seconds. Use hand sanitiser gel if soap and water are not available):
  - When you arrive at work
  - Regularly throughout the day (especially if you sneeze or cough).
  - Before and after
    - Eating or handling food.
    - Using any shared equipment or tools.
    - Using toilet facilities.
  - When you leave work.
  - Wash your hands as soon as you get back home
- Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze.
- Put used tissues in the bin immediately and wash your hands afterwards.
- Do not touch your eyes, nose or mouth if your hands are not clean.
- In order to minimise risk of spreading coronavirus, you should limit the close contact you have with those you do not usually live with.
- Social distancing guidelines also apply during breaks.
- Do not share items such as cups or refillable drinking bottles.
- Use disposable crockery, eating utensils, cups, etc. where possible.
- All rubbish should be disposed of in the bins provided.
- Have breaks or rest periods on your own.
- If any meetings or briefings are scheduled through your working day and cannot be over the phone or by email, try to have them outside and again put a distance of at least 2 metres between yourself and others.
- If you need to use any facilities provided, again put a distance of at least 2 metres between yourself and others this includes queuing.
- Use desk screens, side to side or back to back working
- If you share the use of equipment, computers, mobile plant, vehicles etc use wipes to clean the surfaces if that is not available use gloves.

RISK ASSESSMENT: Coronavirus in the office

Operation/Task:	Prevention of catching or spreading coronavirus	Employees at Risk:	All employees	
Location/Area:	All Netmatters Offices	Other Persons at Risk:	Contractors, visitors	**m netmatters**™
Assessor:	I Cullingford / C Gulliver	Key Responsible Personnel:	J Gulliver	
Assessment Date:	01/09/2021	Assessment Review Date:	01/09/2022	

Employers have a legal duty to manage risks to those affected by their business. The way to do this is to carry out a health and safety risk assessment, including the risk of COVID-19, and to take reasonable steps to mitigate the risks you identify.
Under the RIDDOR Regulations, exposure to COVID-19 as a result of a person's work is reportable to the Enforcing Authority.

Close working

Note: Close working should only be carried out under specific activity risk assessment. Before you start, consider whether there is any other way you can complete the activity in order to avoid close working and, if you have another solution, talk to your supervisor.
The following points should be reinforced, in addition to activity specific control measures.

- FFP3 masks and disposable workwear, gloves & safety glasses must be worn when working closer than 2m with colleagues unless the task requires better or more robust PPE for the task at hand.
- When removing masks, disposable workwear, gloves and safety glasses hands will be washed immediately after removal – obeying the 2m distancing rules.
- Paper masks (1 hour duration) & disposable workwear will be disposed of immediately.
- Plastic RPE & safety glasses will be disinfected immediately after removal.
- Hands will be washed immediately after disinfectant operations

Cleaning

If you are involved with the additional cleaning being carried out on site, it should focus on the following areas.:

- Access and egress points and gate handles.
- Taps and washing facilities.
- Toilet flush and seats.
- Door handles and push plates.
- Handrails on staircases and corridors.
- Lift controls.
- Food preparation and eating surfaces.
- Seats, seating areas and changing / drying room surfaces.
- Telephone equipment, keyboards, photocopiers and other office equipment.

RISK ASSESSMENT: Coronavirus in the office				
Operation/Task:	Prevention of catching or spreading coronavirus	Employees at Risk:	All employees	*(m)* netmatters™
Location/Area:	All Netmatters Offices	Other Persons at Risk:	Contractors, visitors	
Assessor:	I Cullingford / C Gulliver	Key Responsible Personnel:	J Gulliver	
Assessment Date:	01/09/2021	Assessment Review Date:	01/09/2022	
Employers have a legal duty to manage risks to those affected by their business. The way to do this is to carry out a health and safety risk assessment, including the risk of COVID-19, and to take reasonable steps to mitigate the risks you identify. Under the RIDDOR Regulations, exposure to COVID-19 as a result of a person's work is reportable to the Enforcing Authority.				

What to do if you think you are ill

- If you become ill, develop a high temperature, a new continuous cough or a loss of, or change in, your normal sense of taste or smell while at work, you should:
  - o Report this to your manager.
  - o Avoid touching anything.
  - o Cough or sneeze into a tissue and put it in a bin or, if you do not have tissues, cough and sneeze into the crook of your elbow.
  - o Return home immediately. Both you, and the people you live with must self-isolate for 10 days. People fully vaccinated or under 18 will not need to self-isolate after close contact with someone who has COVID-19.
  - o You must get a COVID-19 PCR test.
- You must then follow the guidance on self-isolation and not return to work until you have received a negative test result or, in the event of a positive test result, your period of self-isolation has been completed.
- Do not leave home to travel to work if you have any of the symptoms.

Self-isolation

- You should self-isolate for at least 10 days if:
  - o You have any symptoms of coronavirus (a high temperature, a new, continuous cough or a loss or change to your sense of smell or taste).
  - o You've tested positive for coronavirus.
  - o You live with someone who has symptoms or has tested positive.
  - o You are told by NHS test and Trace that you've been in contact with a person with Coronavirus.
- People fully vaccinated or under 18 do not need to self-isolate after close contact with someone who has Covid, but you must still take a PCR test and self-isolate if it's positive, or if you have symptoms.

Other ways of getting coronavirus information:
https://www.nhs.uk/conditions/coronavirus-covid-19/

RISK ASSESSMENT: Coronavirus in the office

Operation/Task:	Prevention of catching or spreading coronavirus	Employees at Risk:	All employees	**(m)netmatters**™
Location/Area:	All Netmatters Offices	Other Persons at Risk:	Contractors, visitors	
Assessor:	I Cullingford / C Gulliver	Key Responsible Personnel:	J Gulliver	
Assessment Date:	01/09/2021	Assessment Review Date:	01/09/2022	

Employers have a legal duty to manage risks to those affected by their business. The way to do this is to carry out a health and safety risk assessment, including the risk of COVID-19, and to take reasonable steps to mitigate the risks you identify.
Under the RIDDOR Regulations, exposure to COVID-19 as a result of a person's work is reportable to the Enforcing Authority.

Toolbox Talk Sign Off

TBT Delivered by: Date:

Print Name	Signature

Issue Date: 01/09/2021 Issue No. 05