



**ERG APC
Risk Assessment**

Risk Assessment Ref:

Office Coronavirus RA

Revision:

Rev C

The following describes the results of ERG's Risk Assessment and highlights additional office mitigating actions and control measures in place:

Social distancing:

1. Objective: ERG to maintain 2m social distancing wherever possible including whilst people travel to and through the workplace.
2. ERG have assessed and limited the number of personnel in each office and working area so reducing maximum occupancy.
3. ERG have split the workforce continuing with group home working to enable social distancing and reducing potential exposure.
4. ERG have reviewed health questionnaires issued to the workforce to aid suitable and sufficient Risk Assessment.
5. ERG has reviewed the pre lockdown office layout and processes to allow people to work further apart from each other.
6. ERG will avoid the use of hot desks.
7. ERG will work collaboratively with the landlord and other tenants to regulate the use of high traffic and communal areas including the entrance hall, staircases, kitchen and toilets.
8. ERG encourages the restriction of access between different areas of a building such as departments as far as reasonably practicable.
9. ERG encourages staff to make use of tea and coffee making facilities in each department to reduce the need to use the communal kitchen area.
10. Employees will not travel on work business in multi occupancy vehicles as far as reasonably practicable.
11. If social distancing of 2 metres is observed, UK GOV maintains there is no requirements for PPE. ERG does not encourage the precautionary use of extra PPE to protect against COVID-19 but if required face coverings shall be available to be worn in enclosed spaces where social distancing isn't possible.

Hygiene:

12. ERG encourages staff including smokers to increase handwashing frequency in line with Government guidelines and will provide hand sanitisers around the workplace including on entry to the office.
13. ERG encourages staff to avoid touching the face, to cough or sneeze into a tissue which should be binned immediately and safely, or into the arm if a tissue is not available.
14. ERG encourages staff to flush away tissues after blowing your nose immediately, then wash your hands.
15. Staff shall clear their workspaces, empty their bins and remove belongings from the working area at the end of a group shift followed by wiping down the working area.
16. ERG will ensure communal handles are wiped down by the last person leaving a working area at the end of the working day to ensure clean surfaces for the next person.
17. ERG encourages staff to bring their own food and drink.
18. ERG will ensure the frequent cleaning of objects and surfaces that are touched regularly, such as door handles and printers, and make sure there are adequate disposal arrangements for used wipes.
19. ERG encourages the limitation of high-touch items and equipment, for example, printers or whiteboards.
20. ERG encourages greater handwashing for workers handling incoming goods.
21. ERG will ensure enhancing cleaning for communal areas by the landlord.

Signage & Communication:

22. ERG will complete a RA and transitional period plan which will be issued to line managers for dissemination.
23. ERG will engage with workers by providing clear, consistent and regular communication to improve understanding and consistency of ways of working, use of toolbox talks.



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- 24. ERG will display signs and posters to build awareness of good handwashing technique, distancing and government guidelines.
- 25. ERG encourages the use of telephones & skype to aid social distancing.
- 26. Line Managers to give Tool Box Talk 54 – Office Infection Control COVID-19 to direct reports before planned office work commences.