



**ERG APC
Risk Assessment**

Risk Assessment Ref:

Office Coronavirus RA

Revision:

Rev E

Description of ERG's additional office mitigating actions and control measures in place:

Social distancing:

1. ERG line managers will ensure the 2m social distancing of staff is maintain wherever possible or advise the 1m with risk mitigation requirements such as screens or providing face coverings. (medical grade mask) These Measures are intended for the workplace and will include travel to the workplace.
2. ERG line managers will encourage the workforce to work from home 20% of the working week to aid social distancing and reducing potential exposure.
3. ERG have reviewed a heath questionnaire which is issued to the workforce after; isolation, evidence of Covid 19 symptoms and travel to susceptible countries or 'lock- down' areas to aid suitable and sufficient Risk Assessment.
4. ERG continually reviews the office layout and processes when additional workers attend the workplace to allow people to work socially distanced from each other where practicable.
5. ERG will avoid the use of hot desks.
6. ERG will work collaboratively with the landlord (having reviewed their office risk assessment) and other tenants to regulate the use of high traffic and communal areas including the entrance hall, staircases, kitchen and toilets.
7. ERG encourages the restriction of access between different areas of a building such as departments as far as reasonably practicable.
8. 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.
9. Employees will not travel on work business in multi occupancy vehicles as far as reasonably practicable.
10. 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 of medical grade shall be available to be worn where social distancing isn't possible such as use of public travel or buildings.

Hygiene:

11. ERG encourages staff including smokers to increase handwashing frequency in line with Government guidelines and will provide hand sanitisers and alcohol based wipes around the workplace including on entry and exiting to the office.
12. 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.
13. ERG encourages staff to flush away tissues after blowing your nose immediately, then wash your hands.
14. Staff shall clear their workspaces and remove belongings from the working area at the end of the day, followed by wiping down the working area.
15. ERG will ensure communal handles are wiped down and the office manager will ensure the stair handrail and entrance door handle/locks are wiped at the start, middle and end of



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shift.

16. ERG encourages staff to bring their own food and drink.
17. 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.
18. ERG encourages the limitation of high-touch items and equipment, for example, printers or whiteboards.
19. ERG encourages greater handwashing for workers handling incoming goods.
20. ERG will ensure enhanced cleaning for communal areas by the landlord.

Signage & Communication:

21. ERG will complete a RA (which will reviewed monthly) and be issued to line managers for dissemination.
22. ERG will engage with workers by providing clear, consistent and regular communication to improve understanding and consistency of ways of working by use of bulletins/toolbox talks.
23. ERG will display signs and posters to build awareness of good handwashing technique, distancing, and government guidelines.
24. ERG encourages the use of telephones & skype/ teams for meetings to aid social distancing.