

Reference: COVID-19 UK OFFICE

Interm IT (UK) Ltd

Risk Assessment

Title	Coronavirus – Office (UK)	Date Of Assessment	Wed 05 Jun 2024
Site	Interm IT (UK) Ltd	Location	Office Area
Risk Assessor	Debra Scutts	Assisted By	–
Non-Employees Involved	–	People At Risk	Employees, Visitors, New & Expectant Mothers, Contractors, Visitors, Employees
Task Description	Review of Coronavirus Assessment		
Review Date	Wed 10 Jun 2026	Reviewer	Debra Scutts

Hazards

Hazard	First aid provision.
Risk Of Harm	Lack of first aid provision leading to injury, further injury or prolonged pain.
Existing Control Measures	Trained emergency first aid at work and first aid at work employees. All first aiders provided with face guards to reduce risk of cross-contamination. Additional first aid equipment provided in first aid boxes to reduce risk to first aiders. CPR shields and disposable masks provided.

Hazard	Emergency evacuations.
Risk Of Harm	Potential risk or transfer of virus on account of close contact with other persons.
Existing Control Measures	Employees are to follow the emergency evacuation procedures for their relevant location. In an emergency, for example, an accident or fire, employees do not have to socially distance as it would be unsafe to do so. PEEPs (personal emergency evacuation plans) are in place for those employees who require assistance during an emergency evacuation from the premises (Not applicable as at 2.12.21) All employees are to wash or sanitise their hands at the earliest opportunity.

Hazard	Legionella (biological hazard).
Risk Of Harm	Exposure to legionella bacterium in water droplets could lead to ill-health in those people exposed. On return to working environment after COVID-19 leave an increased risk of biological waste would be present.
Existing Control Measures	All water taps and are ran off before staff are to use the facility. Face masks are to be worn during this process. Legionella testing completed annually. Air Con Units in the premises are service maintained annually.

Hazard	Personal hygiene.
Risk Of Harm	Poor personal hygiene standards pose a risk of passing or contracting the infection.
Existing Control Measures	The importance of good personal hygiene has been explained to all employees. Particularly the need for regular thorough hand washing and the avoidance of touching eyes, nose or mouth, if their hands are not clean. Employees instructed to clean their hands frequently, using alcohol-based hand sanitisers or to wash their hands with soap and water for at least 20 seconds. Soap and hand gels are provided. Employees instructed that any potentially contaminated clothing should be removed and placed in a suitable plastic bag or container. Employee instructed that disposable tissues, should be used when coughing and or sneezing. Used tissues to be bagged and put into a bin or pocketed and taken home for safe disposal. Free standing hand sanitizers will be in place at access points. As the alcohol based hand sanitizer falls under a COSHH item. Employees who use this to disinfect their hands are not to touch their face until the sanitizer dries out due to irritation risk if the goes into eyes. If alcohol gel comes into contact with eyes then employees are to (remove glasses or contact lenses if worn) and rinse eyes with water for several minutes, then seek first aid assistance. If eye irritation persists then employees to seek medical advice or assistance. Employees with a diagnosed skin condition are advised not to use the alcohol hand sanitizer as this may exacerbate their condition, but to use soap and water for 20 seconds. Employees to to avoid inhaling the vapours from the alcohol hand sanitizer as this may cause dizziness or drowsiness. Alcohol gel hand sanitizer spillages are to be cleaned up immediately with water and area dried off.

Hazard	Meeting rooms.
Risk Of Harm	Potential risk or transfer of virus on account of close contact with other persons.
Existing Control Measures	Employees instructed that meetings in enclosed spaces such as conference and meeting rooms should only be undertaken when absolutely essential for business needs and kept as short as possible. Employees using conference and meeting rooms instructed to follow Govt advice and maintain a social distancing. Employees instructed that the same social distancing rules must be applied to any meetings with clients or visitors or meetings held by video conferencing. Employees told to avoid physical contact with clients and visitors, such as handshakes, hugs, etc; and to give a polite explanation of this policy if required. Hand sanitiser is provided within the meeting for use by employees. Employees to not to touch, use white boards or white board pens in meeting rooms to reduce risk of cross contamination.

Hazard	Colds / infections.
Risk Of Harm	There is a risk that any cold and or infection could be consistent with COVID-19 symptoms and there is a risk that accidental cross infection could be transmitted to other persons.
Existing Control Measures	Where symptoms of a cold / infection starts at work employees are required to notify their management team immediately. Decisions to refrain from working will be made accordingly where there is a potential risk. Employees who are currently self-isolating due to having tested positive for COVID 19, experiencing symptoms or have a family member who have tested positive or have symptoms are to adhere to current Government Guidelines. Employees are advised to adhere to current Government guidelines.

Hazard	Communal / Shared facilities.
Risk Of Harm	Risk of cross contamination from equipment, surfaces etc. that may have been touched or otherwise contaminated by coronavirus and create a risk to health.
Existing Control Measures	Cleaning remains at a high standard. Toilets and communal areas, along with workspaces, are cleaned more frequently than before and the cleaning routine is to a higher specification. Supplies of soap and sanitising agents are provided and regularly topped-up at all hand washing stations. Employees instructed to clean their hands after using the toilet, by washing their hands with soap and water for at least 20 seconds. Employees made aware that where welfare facilities are used during the working day, they must have an awareness of surfaces (toilets, sinks, door handles, soap, and soap dispensers, etc. and objects which are visibly contaminated with body fluids must not be touched, but reported to a manager. Employees instructed to ensure that the toilet seat is in the closed position before flushing to prevent aerosols becoming airborne and contaminating the facilities with potential pathogens.

Hazard	Food and drink preparation areas.
Risk Of Harm	Potential risk or transfer of virus through cross contamination.
Existing Control Measures	Employees instructed to ensure that good hygiene standards must be maintained when food or drinks are being prepared. Ensure that when spills of food or liquids occur they must to ensure that the work surfaces are left in a clean and sanitised condition. Use your own drinking mugs, cups and glasses to prevent cross contamination. Keep your hands out of and not to touch food and waste bins or receptacles as they may contain contaminated products, food or tissues. Wash your hands thoroughly for 20 seconds before and after using these facilities. Leave the microwave ovens as it should be left in a clean condition and wiped out after use. Put uneaten food products in a clean, sanitised, sealed wrapper, bag or container, if they are to be stored in the communal refrigerator. Thoroughly wash crockery and cutlery after each by using the dishwasher before putting them away. Single use paper tissues rolls are provided within kitchen areas and to be disposed of correctly in waste bins provided. Staff are to implement staggered lunch breaks. Employees encouraged to bring in their own prepared food and drink for lunch break.

Hazard	Waste.
Risk Of Harm	Ill-health as a result of the transfer of coronavirus and other pathogens through cross contamination after contact with waste (accidental or otherwise).
Existing Control Measures	Waste bins are provided at employee desk areas and within kitchen areas. Employees instructed to not put their hands directly into food waste or general waste bins or receptacles as they may contain contaminated products, food or tissues. Employees instructed that disposable tissues should be used when coughing and or sneezing and put directly into a waste bin, preferably bagged, or pocketed and taken home. Own waste bins and receptacles are carefully and safely emptied daily by the individual member of staff.

Hazard	Cleaning and hygiene.
Risk Of Harm	Inadequate cleaning and hygiene standards pose a risk of spreading infection by way of cross contamination from surfaces contaminated with the coronavirus.
Existing Control Measures	Cleaning regimes have significantly increased and the frequency of cleaning of hard surfaces (floors, handrails, door handles, passenger lifts, building equipment buttons, switches, etc). Contract cleaning staff resource have been increased in line with the increased cleaning regimes. Suitable disinfectant cleaning products are used by the contracted cleaning staff. Sufficient hot water, liquid soap, disposable towels and hand sanitiser dispensers are provided throughout the buildings. Line management and employees are required to report anything contaminated or spilt that requires cleaning.

Hazard	Workstations, IT and telephony equipment.
Risk Of Harm	Direct contact with potentially cross contaminated workstations, IT or telephony equipment may cause adverse coronavirus health effects.
Existing Control Measures	Employees are advised to ensure that their workstations, IT and telephony equipment, such as keyboards, screens, phones and headsets are cleaned and sanitised on a regular basis throughout the working day. Suitable wipes and cleaners that do not damage equipment. Employees instructed that they should not use each other's IT equipment, to prevent accidental cross contamination. Telephone equipment is cleaned at the end of each working day by the user. Employees advised not to share phones, headsets and personal mobile phones with others to prevent accidental cross contamination. Employees are to only sit/work at their allocated workstation and not to hot desk or use other desk locations. Any ICT equipment that is unserviceable to be reported to the Office Manager. No other equipment is to be used from other locations to reduce risk of cross-contamination.

Hazard	Vulnerable employees.
Risk Of Harm	Vulnerable employees with existing health conditions are at a higher risk of contracting COVID-19, which may have a significant increased adverse effect on their health and wellbeing.
Existing Control Measures	In accordance with Govt guidelines employees who are in the vulnerable and high risk categories are where possible to continue to work from home. Employees with family members in high risk categories have been instructed to inform their management team. Decisions on home working in accordance with Govt guidelines are taken on a case by case basis. Those employees who fall within the extremely vulnerable category (shielded) in accordance with Govt are to continue to work from home. Employees who are high risk vulnerable (but not extremely clinically vulnerable) that cannot work from home, then management should offer the option of the safest available on-site role, enabling them to stay socially distant from others.

Past Reviews

Review Date	Reviewer	Comments
Thu 05 Jun 2025	Debra Scutts	No current government guidelines in place. Hygiene advice upheld for good practice. SJS
Tue 04 Jun 2024	Debra Scutts	No current Gov UK guidelines in place but keeping to the cleaning processes already in place in the interest of safety. DJS
Wed 01 Jun 2022	Debra Scutts	No current Gov UK guidelines in place but keeping to those already in place. DJS
Wed 01 Jun 2022	Debra Scutts	No Coronavirus restrictions in place in England as at todays date. Reviewed following an office relocation.
Thu 02 Dec 2021	Debra Scutts	Updated as at 2.12.21 – no major changes. Will review again at 1.6.22
Wed 01 Dec 2021	Debra Scutts	Review in Dec 2021
Thu 15 Jul 2021	Debra Scutts	Covid restrictions lifted as of 19/7/21 throughout England. Monitor on a 3 monthly basis to amend any national guidelines/changes. DJS
Fri 21 May 2021	Debra Scutts	Reviewed 15.6.21 No changes made. Current Restrictions still in place
Thu 22 Apr 2021	Debra Scutts	Completed Review – no alterations.
Mon 22 Mar 2021	Debra Scutts	Created today and will be reviewed monthly in order to update as and when guidelines change.