

COVID RISK ASSESSMENT	Last Updated: February 2022
	By: Human Resources Committee

Staff and visitors are advised to wear a mask when working close to anyone else – eg jointly looking at drawings or a computer screen.

Risk mitigation measures within our offices are to be as follows:

Nature of Hazard	Action Required	Who is responsible
You have Symptoms or a Positive Result	Do NOT come into the office if you are experiencing COVID-19 symptoms or have had a positive test result and make your line manager aware.	All staff and visitors
Contact with Infected Person	If you come into confirmed close contact with, or are living with someone who has Covid, inform your office manager as soon as possible who will confirm whether you can attend the office. You may be asked to wear a mask until the other person has been confirmed as negative.	All staff and visitors
Developing Covid Symptoms at Work	If you start to experience Covid symptoms, go home immediately and inform your office manager, Also inform them of any relevant test results.	All staff and visitors
Entering and Leaving the Offices	All staff shall thoroughly sanitise or wash their hands following the 20-second guidance directly upon arrival.	All staff and visitors
Cleaning Hands and Surfaces	Soap, sanitisers, antibacterial wipes, cleaning products and paper towels will be provided around the office. Hands must be sanitised regularly.	All staff and visitors
General Equipment and Meeting Rooms	Any equipment that is for general use, such as meeting rooms keyboards or mice, must be sanitised before and after use. Openable windows and doors should be left open to maintain good ventilation where practicable.	All staff and visitors
Using the Kitchen	Sanitise your hands and/or wash your hands thoroughly following the 20-second guidance. All surfaces / equipment touched must be sanitised regularly using the wipes provided.	All staff