

RISK ASSESSMENT

SECTION 1 – ASSESSMENT DETAILS	
Company Name – Paul Robinson Partnership LLP	Assessor Name – Stuart Haysman CMIOSH (external H&S Consultant)
Assessment Ref No. - COVID-19	Assessed activity – COVID-19 in the Workplace
Location of activity - 6 Octagon Business Park, Hospital Road, Little Plumstead, Norwich, Norfolk NR13 5FH (Head Office) and site locations throughout the UK as per client requirements	Substances used – hand washing soaps, sanitisers and cleaning materials
Description of Activity - Paul Robinson Partnership LLP is an architectural practice working from a Norfolk based office and delivering services on various client sites throughout the UK. Around 15 people are employed. This assessment covers additional controls in the workplace that are required to reduce the risk of infection in the workplace by the SARS-CoV-2 virus, leading to incidents of COVID-19. It does not replace existing risk assessments for the workplace but works in conjunction with them. All existing health and safety measures will be maintained.	
Equipment used – additional signage and information posters	
Reason for Assessment - new assessment / routine review / following an incident / change to process / change to equipment	

SECTION 2 – WHAT ARE THE HAZARDS? (circle those that apply and write EACH one into Section 5)					
MECHANICAL	WORKING ENVIRONMENT	CHEMICAL / BIOLOGICAL	ERGONOMIC / HANDLING	ENERGY	OTHER
Trapping or nipping	Slip and trip hazards	Harmful or irritant	Bending or twisting	Fire	Occupational road risk
Impact or being struck	Adverse weather	Toxic	Stretching / over-reaching	Electricity	Pressure vessels
Cut, abrasion or puncture	Work at height	Corrosive	Lifting, moving or carrying	Extreme heat or cold	Confined spaces
Crush or entanglement	Lighting levels	Smoke, dust or fume	Repetitive actions	Vibration	Lone working
Ejection of parts or debris	Noise	Asbestos	Standing for long periods	High press. air / fluid	Inexperience
Lifting equipment	Animals	Infectious agents	Confusing controls		

SECTION 3 – WHO IS LIKELY TO BE HARMED BY YOUR HAZARDS? (circle those that apply and estimate how many at any one time)									
Experienced employee	15	Inexperienced employee		Agency worker		Cleaner	1	Maintenance	
Visitor	5	Contractor		Emergency services		Utilities workers		Security worker	
Disabled employee		Other (please explain)							

IMPORTANT NOTE

*** CURRENT UK STATUS - NATIONAL LOCKDOWN ***

As of December 20th, the HM Government has implemented a control Tier system as follows - Tier 1 (Medium alert), Tier 2 (High alert), Tier 3 (Very High alert) and Tier 4 (Stay at Home). Because the postcodes in each Tier are decided by HM Government, they will be subject to rapid, short notice and frequent change. All organisations should check their Tier status ON A DAILY BASIS and change arrangements accordingly if necessary - check postcodes here... <https://www.gov.uk/find-coronavirus-local-restrictions> In addition, this Tier system may be extended to a full National Lockdown at HM Governments discretion, which is usually applicable to the whole of the UK.

This Risk Assessment has been carried out in accordance with the latest HM Government Guidance Document - [Working Safely During COVID-19 in Offices and Contact Centres](#) (6th January 2021 issue) and [Working Safely During COVID-19 in Construction and Other Outdoor Work](#) (6th January 2021 issue).

Following this guidance, workplaces are expected to follow a **clear hierarchy of control measures** to address COVID-19 risk, as follows (do Step 1 first, if that is not practicable, then do Step 2, and so on...). Carrying out actions from more than one Step may be necessary.

Step 1 - Furlough employees so that they do not work at all

Step 2 - Arrange for employees to work from home

Step 3 - If work in the workplace is necessary, make suitable social distancing arrangements so that everyone can arrive, work, take rest breaks and leave work staying at least 2 metres apart at all times (or 1 metre with risk mitigation if 2 metre separation is not viable)

Step 4 - Mitigate the risk of virus transmission in the workplace by a variety of other measures, such as:

- Increased hand washing and surface cleaning regimes
- Reducing the time spent carrying out activities with an associated COVID-19 risk
- Erecting suitable screens and barriers to separate people
- Implementing back to back or side to side working, rather than face to face
- Implementing fixed teams and partnering systems to reduce mixing of your workforce

Introducing new PPE specifically to control the spread of COVID-19 in private workplaces is not recommended by HM Government Guidance at this time - this includes face coverings and gloves. Wearing a face covering in enclosed public spaces where social distancing cannot be achieved is required however.

SECTION 4 – RISK CALCULATOR (use this to help you complete Section 5 below)

Use the grids below to help you decide on the level of risk. Consider the potential Severity (S) of the activity and multiply it by the Likelihood (L) of the hazard coming into contact with people, then multiply S x L and see what the Recommended Action is for your Risk Score.

		SEVERITY SCORE (S)				
		SCORE 1 <i>TRIVIAL</i>	SCORE 2 <i>MINOR</i>	SCORE 3 <i>MAJOR</i>	SCORE 4 <i>SEVERE</i>	SCORE 5 <i>FATAL</i>
LIKELIHOOD SCORE (L)	SCORE 1 <i>VERY REMOTE</i>	1	2	3	4	5
	SCORE 2 <i>REMOTE</i>	2	4	6	8	10
	SCORE 3 <i>PROBABLE</i>	3	6	9	12	15
	SCORE 4 <i>VERY LIKELY</i>	4	8	12	16	20
	SCORE 5 <i>DEFINITE</i>	5	10	15	20	25

RECOMMENDED ACTION	
RISK SCORE <i>20 - 25</i>	STOP – stop the activity immediately, the risk is intolerable
RISK SCORE <i>12 - 16</i>	TAKE URGENT ACTION – consider stopping the activity; if you can't, then take immediate improvement action
RISK SCORE <i>8 - 10</i>	TAKE ACTION – take improvement action within your agreed timescales
RISK SCORE <i>3 - 6</i>	MONITOR – reduce the risk if you can and continue to monitor the process
RISK SCORE <i>1 - 2</i>	NO ACTION NEEDED – the risk is as low as reasonably practicable

SECTION 5 – DESCRIBE THE HAZARD (say what you are already doing and say what further action you are planning)

DESCRIPTION OF HAZARD (e.g. impact from forklift truck)		EXISTING CONTROL MEASURES (what you are already doing)	S	L	SxL	PLANNED CONTROL MEASURES, TARGET DATES AND WHO IS RESPONSIBLE
5.1	<p>Infection in the workplace by the COVID-19 coronavirus (SARS-CoV-2) directly via inhalation - resulting in various health effects ranging from mild symptoms up to and including fatality.</p>	<p>Reducing overall headcount in the Octagon offices :</p> <ul style="list-style-type: none"> • Wherever possible, employees will continue to be furloughed. Where employees cannot be furloughed due to organisational resource needs, they will work from home where possible. This will remain under ongoing review until the HM Government COVID-19 Secure guidance is withdrawn. • Where office attendance is necessary, the main drawing office is operated on a significantly reduced capacity - see Appendix 1 for details. Records are kept of site attendance each day, including arrival and leaving times • Unnecessary visitors are not permitted to enter the premises until further notice, except for essential purposes (e.g. essential client meetings to discuss models / plans etc., essential maintenance activities, risk assessment or delivery / collection of goods and removal of waste). 	3	2	6	No additional controls are required. Management will continue to monitor the workplace, and the employee and visitor behaviours, to ensure the control measures are adhered to.

<p>5.1 cont.</p>	<p>Infection in the workplace by coronavirus (COVID-19) directly via inhalation - resulting in various health effects ranging from mild symptoms up to and including fatality.</p>	<p>Reducing the number of infected people in the Octagon offices :</p> <ul style="list-style-type: none"> • Employees have been given information, instruction and training on COVID-19 symptoms via the COVID-19 Health and Safety Briefing, and are instructed to remain at home under self-isolation if they or any other household member exhibits symptoms or received a positive COVID-19 test result (self-isolation timings will be in accordance with current HM Government guidance - currently 10 full days after symptoms develop or a positive test is taken). • All employees have been instructed to notify the employer immediately if they have any contact from the NHS Test and Trace Service (which is intended to located people who may have had contact with COVID-19 infected individuals). <p>Achieving Social Distancing in the Octagon offices :</p> <ul style="list-style-type: none"> • All workplace occupants are instructed to maintain a minimum of 2m separation between each other or at least 1 metre with risk mitigation* where 2 metres is not viable. The workplace desk layout in the main drawing office allows at least 1.6 metres separation if fully occupied and greater distances if partially occupied. <i>*Risk mitigation in this case means 'side to side' working and utilising the existing screens between desks for additional protection.</i> 	<p>3</p>	<p>2</p>	<p>6</p>	<p>No additional controls required. Management will continue to monitor the workplace and the employee and customer behaviours to ensure the control measures are adhered to.</p>
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<p>5.1 cont.</p>	<p>Infection in the workplace by coronavirus (COVID-19) directly via inhalation - resulting in various health effects ranging from mild symptoms up to and including fatality.</p>	<ul style="list-style-type: none"> • Access to the four existing 'sole occupancy' offices (Sandra, Andrew, Bruce and Simon) will be restricted to their main users only and no meetings will be held in them. The larger meeting room will be used for meetings of between two and four people - larger meetings / groups will not be permitted on site • On limited occasions, workplace occupants may need to pass each other closer than 2 metres when moving to and from the kitchenette, toilets or print room etc. - this is done 'back to back'. • The staff headcount is low, so arrival times, break times and leaving times etc. have not needed to be staggered to ease congestion at bottleneck points on the site (entrances and exits). Staff are expected to maintain sensible social distancing on arrival and on leaving site. • Toilets are managed by the neighbours Bateman Construction and are already being operated on 'one person in, one person out' basis. Each toilet room is lockable from the inside. • Persons waiting to use the toilet are instructed to stand at least 2m from the door. • The kitchenette will only be occupied by one person at a time • The print room will only be occupied by one person at a time • The breakout table will only be occupied by one person at a time <p><i>NOTE - maximum permitted occupancies are summarised in Appendix 1</i></p>	<p>3</p>	<p>2</p>	<p>6</p>	<p>No additional controls required. Management will continue to monitor the workplace and the employee and customer behaviours to ensure the control measures are adhered to.</p>
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<p>5.1 cont.</p>	<p>Infection in the workplace by coronavirus (COVID-19) directly via inhalation - resulting in various health effects ranging from mild symptoms up to and including fatality.</p>	<p>Achieving Social Distancing on Client Sites :</p> <ul style="list-style-type: none"> • Employees have been instructed to request specific information and instruction from Clients on their COVID-19 control measures before travelling to site and read them in advance. Once on site, employees will follow all Client site requirements • Where Client site requirements are thought to be of a lesser standard than those implemented at the Octagon office (e.g. unsafe / congested meeting rooms), this will be raised with the Client on the spot and additional measures put in place before work continues • Where Client site requirements are thought to be impossible to comply with or otherwise unsafe, work will be paused and the Partners will be contacted for advice <p>Travel to Client Sites - sharing of vehicles is not permitted. Where more than one employee needs to visit site together, they will travel separately.</p> <p>Other Workplace Measures in the Octagon offices :</p> <p>Mitigation measures - where a 2m separation cannot be achieved, side to side or back to back working positions have been adopted. The desks in the communal drawing office are separated by screens which are effective when seated. Employees</p>	<p>3</p>	<p>2</p>	<p>6</p>	<p>No additional controls required. Management will continue to monitor the workplace and the employee and customer behaviours to ensure the control measures are adhered to.</p>
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<p>5.1 cont.</p>	<p>Infection in the workplace by coronavirus (COVID-19) directly via inhalation - resulting in various health effects ranging from mild symptoms up to and including fatality.</p>	<p>will not stand up to talk to each other in this area.</p> <p>Air conditioning - the use of air conditioning has been reduced as far as possible (some types of air conditioners recirculate the same air inside the workplace and also cause it to travel considerable distances; there is no clear evidence at this time that this process does not increase the spread of existing virus particles in the workplace).</p> <p>Natural fresh air ventilation is used as far as possible, reducing the volume of continually recirculated air in the workplace. During opening hours, windows and doors are left open as much as possible, allowing a good exchange of air into the premises.</p> <p>Forced air ventilation - the use of fans, air movers and other similar devices has been eliminated until further notice.</p> <p>Shared commuting - whilst commuters are not under the scope of health and safety legislation, shared commuting is not recommended unless the vehicle occupants are from the same household.</p> <hr/> <p>All employees in the workplace have been given information, instruction and training via the COVID-19 Health and Safety Briefing. Information posters have also been placed throughout the premises (social distancing, hand washing and infection control when sneezing etc.).</p>	<p>3</p>	<p>2</p>	<p>6</p>	<p>No additional controls required. Management will continue to monitor the workplace and the employee and customer behaviours to ensure the control measures are adhered to.</p>
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5.2	<p>Infection in the workplace by coronavirus (COVID-19) indirectly via contaminated surfaces / fomites - resulting in various health effects ranging from mild symptoms up to and including fatality.</p>	<p><i>Reducing contact with communal surfaces / fomites in the Octagon Offices (including office equipment, the main meeting room, door handles and door plates, the kitchenette and toilets) :</i></p> <ul style="list-style-type: none"> • The measures described above to limit headcount in the workplace will also reduce frequency of contact with communal surfaces. • Computer workstations are not shared between users. Users are responsible for periodic cleaning of their own keyboards, mice, on/off switches and monitors etc) • The small offices are restricted to ‘named sole occupancy’ and are not shared <p><i>Reducing potential contamination on surfaces in the Octagon offices :</i></p> <ul style="list-style-type: none"> • Hand sanitiser bottles are located in the workplace. • All surfaces in the workplace will continue to be cleaned according to existing arrangements. In addition, surfaces will be cleaned down using suitable anti-microbial sprays or wipes at periodic intervals, based upon their usage level. • Communal surfaces such as door handles, door plates, printers, photocopiers, kitchenette surfaces and toilet areas are sprayed / wiped down at least twice a day with a suitable anti-microbial cleaner. • Where possible, temporary wedges have been used to hold open doors, reducing contact with handles and door plates. 	3	2	6	<p>No additional controls required. Management will continue to monitor the workplace and the employee and customer behaviours to ensure the control measures are adhered to.</p>
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<p>5.2 cont.</p>	<p>Infection in the workplace by coronavirus (COVID-19) indirectly via contaminated surfaces - resulting in various health effects ranging from mild symptoms up to and including fatality.</p>	<ul style="list-style-type: none"> • Post and deliveries are opened by one person only, who will remove the contents, discard all packaging and then wash their hands. <p>Reducing risk from contaminated surfaces on Client Sites :</p> <ul style="list-style-type: none"> • Employees have been instructed to request specific information and instruction from Clients on their COVID-19 control measures before travelling to site and read them in advance. Once on site, employees will follow all Client site requirements • Where Client site requirements are thought to be of a lesser standard than those implemented at the Octagon office (e.g. unsafe sharing of communal equipment), this will be raised with the Client on the spot and additional measures put in place before work continues • Where Client site requirements are thought to be impossible to comply with or otherwise unsafe, work will be paused and the Partners will be contacted for advice <hr/> <p>All employees in the workplace have been given information, instruction and training via the COVID-19 Health and Safety Briefing.</p> <p>Information posters have also been placed throughout the premises (social distancing, hand washing and infection control when sneezing etc.).</p>	<p>3</p>	<p>2</p>	<p>6</p>	<p>No additional controls required. Management will continue to monitor the workplace and the employee and customer behaviours to ensure the control measures are adhered to.</p>
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SECTION 6 – SIGN OFF AND SET A DATE FOR REVIEW**6.1 - Risk assessor Sign Off – “I am signing to confirm I have carried out the above risk assessment”**

Name – Stuart Haysman CMIOSH (external H&S consultant)	Signature - 	Date – 26 th January 2021
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6.2 - Management Sign Off - “I am signing to confirm all of the following”:

- 1) I accept the findings and actions identified within this risk assessment
- 2) I have deleted or amended any actions considered to be impractical and I have stated my reasons within this document
- 3) I accept responsibility for this risk assessment

Name –	Date of completion – 26 th January 2021
Signature -	Date due for review - By end of February 2021

APPENDIX 1 - OCCUPANCY LIST, OCTAGON OFFICES

This list indicates **maximum allowable occupancies** at any one time for each area :

Main drawing office - five persons maximum (not including additional people travelling through the main thoroughfare to access areas at the rear of the office). This will be assessed on a weekly basis, taking into account individual employee duties / personal circumstances / home-working situations.

Main meeting room - four persons maximum

Individual offices (Sandra, Andrew, Bruce and Simon) - one person maximum (with the rooms being restricted to their main occupants only - no swapping)

Print Room - one person at a time maximum

Kitchenette - one person at a time maximum

Break out table - one person at a time maximum

Toilets (owned and managed by Batemans) - one person at a time maximum