	Risk Assessment for Social Distancing & COVID-19 for Regional Offices			
	Office:	Edinburgh	Date:	January 2021
	Address:	Edgefield Road, Loanhead, EH20 9SY	Assessor:	MC

Risk assessment reason


The COVID-19 pandemic means that contractors are currently operating in unprecedented circumstances, and there are a number of areas that need careful consideration when protecting employees during these unsettling and ever-changing times.

The Scottish Government are currently advising that people should stay at home, except for essential workers and where it is not possible to work from home, because there is a direct risk to life from COVID-19. However, where attending site is deemed necessary and unavoidable, the Government guidelines should be considered and implemented.


Following the recent Scottish Government announcements on Lockdown (Jan 2021), AOC have reviewed our Office RAMS and practices.

The Health and Safety at Work Act etc. 1974 was introduced with the aim of securing the health, safety and welfare of all persons at work. This means that employers have a responsibility to provide and maintain a working environment that has, so far as is reasonably practicable, adequate facilities and arrangements for the welfare of employees at work. With all of the above in mind and under current Government guidance to date of this document we have set out below a risk assessment to identify and control the risks of COVID-19 while maintaining 2-meter social distancing measures while traveling to/from and working in our Regional Offices

Risk Matrix System		Office contacts and details																																																																																									
		Person with Overall responsibility of Office:	MC	Phone:	07801562493																																																																																						
		Office Manager:	MC	Phone:																																																																																							
		Nominated COVID Officer:	MC	Phone:																																																																																							
		Nearest Hospital:	Royal Infirmary of Edinburgh 51 Little France Crescent Old Dalkeith Road Edinburgh EH16 4SA Telephone: 0131 536 1000																																																																																								
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Activity	Who Might be harmed?	Risk	Likelihood	Severity	Risk Rating	Control Measures	Likelihood	Severity	Residual Risk Rating	Additional specific actions
Travelling to and from Office	All employees	Spread of COVID-19	5	4	20	<p>Were possible use your own transport to travel to your office.</p> <p>Were possible walk or cycle to work ensuring that social distancing (Minimum of 2 metres) is adhered to at all times.</p>  <p>If none of the above can be achieved, only use public transport were necessary. Do not use public transport if</p>	2	4	8	<p>As per AOC Operating Procedures</p> <p>AOC ltd personnel, when travelling to work should travel alone. If personnel have no option but to share a vehicle, then they should:</p> <ol style="list-style-type: none"> 1. Share with the same individuals and with the minimum number of people at any one time 2. Wherever possible maintain a distance of two metres and avoid touching their faces 3. Maintain good ventilation (i.e. keeping the windows open) and face away from each other during the journey

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					20	<p>social distancing cannot be achieved on entering stations/queuing on bus stops/trams/train platforms or traveling on the method of public transport. If you are queuing or travelling and the volume of people increases so social distancing cannot be achieved walk into a non-congested area or get off the transport as soon as possible.</p> <p>Wash hands immediately after leaving public transport.</p> <p>AOC has introduced the following</p> <ul style="list-style-type: none"> • Non-essential site visitors to be prohibited • Hand sanitiser to be used on entry/exit from office • Signage will be displayed at the office entrance stating that any person with a fever of dry cough (or have concerns they are infected) must not enter building • Place exclusion markings on the floor as a guide to ensure those queuing do not encroach the 2m social distancing rule • New entry's/exits to be formed. 			8	<p>4. Wash their hands for 20 seconds using soap and water or hand sanitiser if soap and water are not available before entering and after getting out of the vehicle</p> <p>5. Regularly clean the vehicle using gloves and standard cleaning products, with particular emphasis on handles and other surfaces which may be touched during the journey.</p>
Office hygiene and welfare conditions	All employees Other Contractors	Spread of COVID-19	5	4	20	<p>Wash or sanitise hands immediately after entering the office</p> <p>Wash your hands more often - with soap and water for at least 20 seconds or use a hand sanitiser when,</p> <ul style="list-style-type: none"> • You get home or into work • When you blow your nose, sneeze or cough • Before/after you eat or handle food. • If you have touched door handles, bannisters or other items you feel others would have touched prior. <p>Avoid touching your,</p> <ul style="list-style-type: none"> • Face, eyes, nose, and mouth with unwashed hands. • Door handles & hand bannisters where possible and use you elbow/shoulder/foot to open. 	2	4	8	<p>AOC will maintain the highest level of cleanliness should employ a full-time cleaner who will clean all surfaces throughout the welfare area regularly such as tables and chairs used at break times as well as other 'touch points' (handrails, doors, handles, microwaves, kettles, fridges, etc).</p> <p>The office is cleaned daily by our external contractors.</p>

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					20	<p>Cover your cough/sneeze with a tissue or into the bend of your elbow area, throw the tissue's in a bin and wash your hands.</p> <p>Toilets will have a regular supply of hot and cold water. Hand towels not to be used, hand dryers or disposable paper towels only. Toilet area will be restricted to 1 person at any one time.</p> <p>where possible, do your part and clean and disinfect frequently touched objects and surfaces.</p> <p>Try and avoid canteens and smoking areas. Do not use if social distancing cannot be adhered to. Bring in a homemade lunch or if required only purchased pre-made and wrapped food. Bring in kitchen utensils and cups and take them home daily to wash.</p> <p>Toilets, kitchen area and general surfaces (such as door handles, tables, bannisters, keyboards, desks etc.) will be regularly cleaned by both a cleaner and staff.</p>		8		
Carrying out works office tasks and interacting with other parties	All employees Other Contractors	Spread of COVID-19	5	4	20	<p>Ensure you are not at risk of encroaching within the 2m social distancing within area and traveling around the office route.</p> <p>Supervision will monitor the working conditions to ensure that personnel are maintaining social distancing.</p> <p>Avoid physical contact with other persons.</p> <p>Ensure social distancing is adhered to (minimum of 2 metres) whilst carrying out activities at all times unless unavoidable if this is the case then stop work immediately and contact your manager/supervisor to re-assess.</p> <p>Restrictions on desk use have been introduced</p> <p>Traffic route markings and social distancing requirements introduced.</p> <p>"Pinch Points" controlled</p>	2	4	8	<p>AOC Ltd Director/Supervisor will brief all personnel on the RAMS for works and the risk assessment and site social distancing measures which have been developed for the control of COVID-19. These will be adhered to at all times. The task RAMS to be revised to detail the methodology for works completed during social distancing guidelines.</p> <p>All activities will be monitored at all times by AOC Supervisor. If all control measures implemented cannot be adhered to, works will cease immediately. Works will be reassessed and if a safe system of work cannot be implemented</p>

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					20			8	<p>Away from other workers where possible</p> <p>Control Where face to face working is essential to carry out a task when working within 2 metres:</p> <p>Keep this to 15 minutes or less where possible</p> <p>Consider introducing an enhanced authorisation process for these activities</p> <p>PPE Sites should not use RPE for Coronavirus (Covid-19) where the two metre social distancing guidelines are met.</p> <p>Where it is not possible to maintain a two-metre distance, each activity should be risk assessed using the hierarchy of controls and against any sector-specific guidance, mindful that masks (RPE) are the last resort in the hierarchy</p> <p>Behaviours</p> <p>The measures necessary to minimise the risk of spread of infection rely on everyone in the industry taking responsibility for their actions and behaviours.</p> <p>Please encourage an open and collaborative approach between workers and employers on site where any issues can be openly discussed and addressed.</p>	
If an employee/person becomes unwell	All employees	Spread of COVID-19	5	4	20	<p>Avoid contact with someone who is displaying symptoms of coronavirus (COVID-19).</p> <p>Anyone who has a new persistent cough or high temperature should self-isolate for 7 days if they live by themselves. You can return to work if you feel well and</p>	2	4	8	<p>AOC operations maybe affected due to self-isolations, sickness, travel disruptions and furlough. We will endeavour to maintain operations in these events but</p>

<p>Additional through dynamic risk assessment</p>					<p>Guidance: Look at how you are limiting the amount of people working in the office. Continuing arrangements for some staff to work from home. Traffic Routes. Control of "Pinch Points" Lab works Meetings etc</p>			<p>Any input in this section is to be agreed/approved with AOC Ltd supervision</p>
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Protect yourself and others, do the following,



Wash hands frequently with soap and water or use a sanitiser gel



Catch coughs and sneezes with **disposable tissues**



Throw away used tissues (then wash hands)



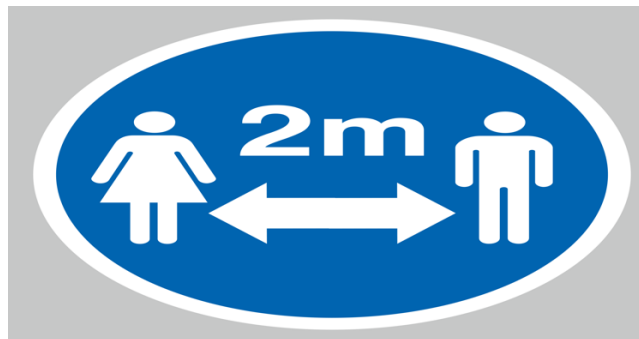
If you don't have a tissue **use your sleeve**



Avoid touching your eyes, nose and mouth with unwashed hands



Avoid close contact with people who are unwell



By signing this form, you confirm that you have read and understood the risk assessments outlined and associated safe methods of work, are competent to undertake the work, and that you agree to comply with the safe working procedures in place to minimize the hazards present for the activities undertaken.

Date	Print Name	Signature	Date	Print Name	Signature

Risk Assessment completed by:		Signature:		Date:	
Email Address:		Mobile:		Reviewed By:	
Revision:		By:		Approved by:	
Revision:		By:		Approved by:	