

Department:	Duchy of Cornwall	Date of assessment: 26/06/2020 (version 1.2)	Next review date: 21/07/2020 or if new guidance is issued by the Government
Activity/Task:	Working in Duchy offices. Scope: This is a generic risk assessment, and specific risk assessments have also been carried out for each office	Assessor's name(s): Rob Hudgell, Matthew Morris	
Who can be harmed by this activity:	<input checked="" type="checkbox"/> Employee <input checked="" type="checkbox"/> Contractors <input checked="" type="checkbox"/> Members of the Public <input checked="" type="checkbox"/> Tenants <input checked="" type="checkbox"/> Young Persons <input checked="" type="checkbox"/> Disabled Person <input checked="" type="checkbox"/> New/Expectant Mothers <input type="checkbox"/> The environment		

No	Hazards	Initial Risk Rating	Control measures	Residual Risk Rating	Additional Control Measures
1.	<p>Potential contact with a member of the public or employee who has Covid-19, or potential contact with a contaminated surface.</p> <p>Covid-19 is a disease that spreads easily between people and can lead to serious respiratory illness and in some cases death.</p>	HIGH	<p><u>General</u></p> <ol style="list-style-type: none"> Senior Managers and the Health and Safety Officer will monitor government guidance and advice, including from Public Health England (PHE) Procedures have been produced to cover working in each of the Duchy offices to provide guidance on how to work while the current Covid-19 situation is still ongoing The Government Covid-19 poster for workplaces is displayed at all work premises: https://assets.publishing.service.gov.uk/media/5eb959f5e90e0708370f97f9/staying-covid-19-secure.pdf. PPE: DoC will follow government guidance on the use of PPE. At the time of writing, PPE in the workplace [including face masks, gloves and eye protection] are only required if an employee has to have close contact with somebody who is known or suspected of having Covid-19 	LOW	

		<p><u>Avoiding contact</u></p> <ol style="list-style-type: none"> 5. Employees will work at home if it is possible for them to do so 6. Line Managers have assessed if their direct reports are in a group that is more vulnerable to Covid-19, or if they live with a person who is in a vulnerable group, and have made suitable arrangements for working <p><u>Reducing risk of transmission, where working together is essential</u></p> <ol style="list-style-type: none"> 7. Managers have assessed all shared workplaces to ensure that all people attending can work within government workplace guidelines. 8. Managers have assessed all tasks carried out by their direct reports to ensure that they can be performed in line with the social distancing guidelines 9. Managers have ensured that their direct reports are aware of, and follow, the key PHE guidance. To help communicate this, free posters are available from https://coronavirusresources.phe.gov.uk 10. Managers have considered rota systems and different shift times to control numbers of people in indoor areas, such as offices and canteens, in order to meet social distancing guidelines 11. All employees have been instructed to follow the DoC ‘Covid-19 - Offices’ Procedure and the wider PHE guidance, and follow good hygiene practices. Key PHE guidance for individuals includes; <ul style="list-style-type: none"> • Employees should maintain adequate social distancing [2m, or 1m with risk mitigation where 2m is not viable, is acceptable] from others • regular handwashing for 20 seconds 		
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		<p>the office. PPE must not be shared, and single use PPE must be disposed of promptly</p> <p>20. If an employee develops a new continuous cough, high temperature or experiences a loss of taste or smell, they will be sent home and advised to self-isolate. Employees with symptoms are encouraged to apply for a government test</p> <p>21. If a manager is advised that a member of staff or public has developed Covid-19 and that person was recently on our premises, this information must be shared with senior management, and anybody known to have been on the premises at the time. The office is likely to require a deep clean.</p> <p>22. The number of people permitted into shared areas such as the staff kitchen is restricted to ensure social distancing can be maintained whilst accessing facilities and equipment</p> <p>23. Employees will be encouraged where possible to bring in their own food</p> <p>24. As more people return to work in the office, breaks may be staggered to reduce the number of people accessing the kitchen areas at any one time so that social distancing can be maintained</p> <p>25. Where lifts are present, maximum occupancy will be reduced. Hand sanitiser will be provided close to lift controls if the lifts are to be used. Staff are encouraged to the use stairs wherever possible</p> <p>26. Hot-desking is kept to a minimum. If an individual requires a hot-desk then the area is thoroughly cleaned before use</p> <p>27. Only absolutely necessary participants should attend face-to-face meetings. Outdoor face-to-face meetings are preferable to indoor meetings</p> <p>28. Managers will work collaboratively with other organisations</p>		
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		<p>and individuals (e.g. residential tenants) if there are any shared areas within the building</p> <p>29. Outside spaces will be made available for meal/ rest breaks where practical</p> <p>30. Third party visitors are discouraged from visiting offices. Where visitors are required to visit, their movements within buildings will be limited to essential rooms (e.g. a meeting room) and the rest of these guidelines will be followed, to include hand hygiene, minimising time present, social distancing etc.)</p> <p>31. Arrangements are in place to ensure that all deliveries will be 'contactless'. Pick up and collection points have been designated, with clear signage and markings where required. Deliveries are placed in designated locations so that deliverer and receiver maintain 2m distance.</p> <p><u>Work-related travel and visits to other sites</u></p> <p>32. Only essential visits to third party premises will take place</p> <p>33. Non-essential travel will be minimised, with remote options always considered first before off-site visits are considered</p> <p>34. The number of people travelling in one vehicle will be minimised</p> <p>35. Any shared vehicle will be thoroughly cleaned before being used by a different driver</p> <p>36. Any overnight accommodation will be assessed to check that the stay will meet social distancing guidelines</p> <p>37. Separate risk assessments cover visits to third party sites (occupied and unoccupied properties) in more detail</p> <p>38. Employees are discouraged from using public transport</p>		
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