

## COVID-19 – Stable Block Offices Risk assessment

Example points of customer contact	What is the risk?	Level (High, Medium, Low)	Controls already in place that would manage Coronavirus risk	Additional control measures to manage Coronavirus risk	Who will action?
Entry into office	Contamination from contact point door handle	High	Hand sanitiser available at entry point. Leave Non fire doors open to prevent amount of contact with doors and potentially improve workplace ventilation.	Office cleaned and contact points wiped down at the end of the day.	Bou
Opening windows	Contamination from contact point window handle	High	Office cleaned and contact points wiped down regularly	Wipes could be left available on windowsill for this purpose	Bou
Seating meeting area	Contamination by close proximity to fellow colleagues	Medium	Limit numbers of people in the office at one time.  One person per sofa 2mtrs apart.	Social distancing signs up as a reminder to adhere	Bou

Example points of customer contact	What is the risk?	Level (High, Medium, Low)	Controls already in place that would manage Coronavirus risk	Additional control measures to manage Coronavirus risk	Who will action?
Office stalls/cubicles	Contamination by use of desk by more than one staff member	High	Advise no shared desk. Provide wipes to wipe down keyboard telephone and mouse etc after use by alternate people and at the end of every shift.	Share the rule, let everyone know.	All staff
Coffee station	Contamination from contact points, kettle, shared cutlery, fridge handle etc.	High	Advise each member of staff has his/her own cup and crockery. Provide spray cleaner and kitchen towel for wiping down after use of the facility.	Make sign up at Coffee station inform staff. “please use your own cup and wipe these facilities down after each use.	All staff
General/communal areas	Getting and spreading the virus in common use high traffic areas		Advise all staff to carry their own alcohol in the office to use as needed. Advise staff leave belongings in their cars so potentially contaminated belongings from home are kept to a minimum in communal spaces	Make signs to remind staff	All staff

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Public toilet areas	Contamination from shared facilities. Getting or spreading coronavirus by not washing hands or not washing them adequately.	High	Implement cleaning rota for enhanced cleaning of shared bathroom. Bathroom should be cleaned at regular intervals throughout the day and at the end of each day. Provide information on how to wash hands properly and display posters.	Paper towels should be provided for hand drying.	Zdenka