

RUSI RISK ASSESSMENT Number 22 – Coronavirus COVID 19 Return to the Office

What are the hazards?	Who might be harmed	Controls Required	Additional Controls	Action by who?	Action by when?	Done
<p>Spread of Covid-19 Coronavirus via contact person and objects</p>	<ul style="list-style-type: none"> • Staff • Visitors to our premises • Cleaners • Contractors • Vulnerable groups – elderly, pregnant workers, those with existing underlying health conditions • Anyone else who physically comes in contact in relation to our business 	<ul style="list-style-type: none"> • Contact HR when using the office, to aid RUSI’s Track & Trace system • Communicate to staff they must not attend the workplace if they are self-isolating as a result of a positive Covid result or being told to do so by Test and Trace. • Set all A/C controls to maximum Air Flow for better ventilation and fresh air supply • Regular cleaning of all meeting room equipment, pods and all kitchen equipment 	<p>Staff will need also need to fill out the RUSI Visitors Form, for all visitors to our domain.</p> <p>Place posters on all entry doors and inside all floors. All staff to register that they have accessed RUSI’s Return to the Office Induction</p> <p>Inform staff not to adjust the Air Flow button on the control panel and turn A/C on when entering floors.</p> <p>Staff to be reminded to use the cleaning wipes provided in each meeting room, pods and staff kitchens areas, to wipe down surfaces and equipment</p>	<p>Constance Ekpenyong</p> <p>Dennis Francis</p> <p>Dennis Francis</p> <p>Dennis Francis</p>	<p>01/09/2021</p> <p>01/09/2021</p> <p>01/09/2021</p> <p>23/05/2020</p>	<p>Ongoing</p>

		<ul style="list-style-type: none"> Supply staff with hand sanitiser, surface wipes and tissues 	<p>Staff need to be reminded on a regular basis to wash their hands for at least 20 seconds with water and soap, use signage.</p> <p>Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace.</p>	Dennis Francis	15/05/2020	Ongoing
		<ul style="list-style-type: none"> Hand Gel Sanitiser dispensers at every exit / entry door to our domain 	<p>Posters to be displayed advising staff on personal hygiene</p>	Dennis Francis	15/05/2020	Ongoing
		<ul style="list-style-type: none"> Review the layout, to limit face to face working and reduce staff numbers in any work area. 	<p>As much as possible, limit meetings to small groups and short times. Hold online meetings wherever possible.</p> <p>Workstations should be assigned to an individual if possible and if they need to be shared, Staff need to clean all equipment and surfaces before and after use</p>	Deborah Pourkarimi	01/09/2021	
		<ul style="list-style-type: none"> Regular cleaning of high contact areas, high contact surfaces, door handles and kitchen surfaces 	<p>Regular checks will be carried out by line managers and Facilities Manager to ensure that the necessary procedures are being followed</p>	Cleaners/ Dennis Francis	06/09/2021	Ongoing
		<ul style="list-style-type: none"> Restrict access to non-employees of RUSI except for RUSI contractors wearing the required PPE for the task 	<p>Contractors will be expected to follow their own risk assessment and comply with the RUSI's hand cleaning procedures</p> <p>Ensure PPE is worn throughout the task and the right PPE is selected</p>	Dennis Francis	15/05/2020	Ongoing
		<ul style="list-style-type: none"> Review starts and finish times to reduce number of staff in the office at any one time 	<p>Staggering arrival and departure time to help staff travel at quiet times, when there is more space on public transport</p>	Line Managers	01/09/2020	

		<ul style="list-style-type: none"> • Suspected COVID-19 outbreak • Management and HR will promote mental health and wellbeing awareness to staff and offer support where they can help 	<p>Refer to RUSI RISK ASSESSMENT Number 23 – Coronavirus COVID 19 Outbreak</p> <p>Internal communication channels through Line Managers should be carried out regularly to support and inform staff of a changing situation. HR to provide support and information on Mental health issues + Employee Assistance Programme</p>	<p>All Staff</p> <p>Constance Ekpenyong</p>	<p>01/09/2021</p> <p>15/05/2020</p>	<p>Ongoing</p>
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