

Office Risk Assessment	Version 1.3
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Lothian Valuation Joint Board	Reason for Review	Return to work
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Assessor Name	M Wilkie	Date of Review	7 th November 2022
Person(s) at Risk	Employees and Visitors		

Item No	Hazards	Risk/Harm Potential	Pre mitigation RAG	Control measures in place	Post mitigation RAG
1	Employee returning to work	Increased risk of exposure to Covid-19 and impact on mental wellbeing arising from easing of lockdown measures.		<ol style="list-style-type: none"> 1. Staff who wish to wear face coverings at all times may do so. 2. Increased level of office cleaning undertaken with focus on touch points. 3. Staff may wish to undertake a personal assessment in terms of Covid safety. https://www.gov.scot/publications/coronavirus-covid-19-guidance-on-individual-risk-assessment-for-the-workplace/ 	
2	Offices attributes	Physical office attributes.		<ol style="list-style-type: none"> 1. The office is easily accessed and located in a low-density area. 2. Car parking facilities are available to all those attending by car. 3. The office is not shared with other occupiers. 4. An increased level of office cleaning is in place with focus on touch points and communal areas. 	
3	Cleaning – infection control	A risk exists of virus transfer through contact with surfaces etc.		<ol style="list-style-type: none"> 1. A cleaner shall be in attendance Monday to Thursday for 5 hours each day. The focus shall be on touch points and communal facilities. 2. This shall be enhanced by further contracted cleaning each day. 3. There shall be a deeper clean undertaken each week. 4. Hand sanitising points have been installed. 5. Hand hygiene involving regular hand washing with soap and water shall be encouraged. 	
4	Office capacity	High density office occupation increases the risk to contraction of Covid-19		<ol style="list-style-type: none"> 1. A staff attendance rota has been introduced. 2. Coffee, tea, and water shall not be provided during meetings. 3. Reception area shall not be staffed permanently. 	

5	Office culture	Breakdown in procedures, employee weariness, leading to lack of awareness may give rise to increased risk.		<ol style="list-style-type: none"> 1. Information shall be available on staff intranet. 	
6	Workstations	Surface contamination risks the transfer of Covid-19 virus		<ol style="list-style-type: none"> 1. Workstation areas shall be subject to daily cleaning. 2. A weekly deeper clean shall be carried out. 	
7	High contact areas	Communal touch points present areas for higher risk of virus transfer.		<ol style="list-style-type: none"> 1. Sanitiser locations shall support hand hygiene at touch points. 2. Within communal facilities such as toilets and kitchenettes anti-bacterial wipes shall be available for staff to use. 3. A weekly deeper clean shall be carried out. 	
8	Cleaning – infection control	A risk exists of virus transfer through contact with surfaces etc.		<ol style="list-style-type: none"> 1. A cleaner shall be in attendance Monday to Thursday for 5 hours each day. The focus shall be on touch points and communal facilities. 2. Suitable cleaning fluids and materials are available for use. 	
9	Canteen	High use area – higher risk of social distancing breaches and contaminated surfaces		<ol style="list-style-type: none"> 1. All communal facilities are subject to daily touch point cleaning, and further daily contracted cleaning. 2. Anti-bacterial wipes shall be available in these areas for staff use. 	
10	Food and beverages hygiene	Risk of cross infection from contaminated food items in fridge or store cupboards		<ol style="list-style-type: none"> 1. Fridge to be cleaned daily and unsealed items removed. 2. Hygiene notices to be displayed in the kitchenettes. 	
11	Toilets and showers	Risk of infection from contaminated surface, and reduced social distancing		<ol style="list-style-type: none"> 1. All touch points shall be subject to cleaning throughout the day. 2. Anti-bacterial wipes shall be available for staff to wipe down all touch points. 3. Hygiene signage to be placed within toilet areas. 	

12	Emergency procedures	Social distancing procedures may break down increasing risk.		<ol style="list-style-type: none">1. All fire emergency evacuation procedures must stay in place throughout office occupation.2. All fire doors must remain operational.	
13	Stress and wellbeing	Mental health wellbeing, feelings of isolation, concerns over pandemic		<ol style="list-style-type: none">1. A high level of staff communication shall be maintained.2. Staff health and wellbeing shall be maintained with support and guidance made available.	
14	Office Cars	Risk of infection from contaminated surfaces.		<ol style="list-style-type: none">1. Only essential travel in the office car shall be permitted.	