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| **No:**  | **Office**  | **Date** | **Review:**  |
| **POSSIBLE HAZARD**  | **PERSONS AT RISK**  | **CONTROLS**  | **Comments**  |
| COVID-19 infectionDanger to health and Safety of staff | * Adults
 | * Office-isolation place for a suspected COVID-19 case
* New cleaning procedures in operation
* Staff members are not allowed to use the office before proper cleaning (see dealing with suspectedCOVID-19 cases Plan)
* Ensure that display screen equipment (DSE) workstations assessed in accordance with Health and Safety (Display Screen Equipment) Regulations
* Office furniture, equipment and electrical appliances to be arranged in order to obtain maximum safety and use of the facilities
* Desks, file cabinets etc, to be arranged as far as possible, so the drawers do not open into circulation space
* File cabinet drawers to be closed after each use and only one drawer at a time to be opened to prevent toppling
* The weight of documents etc, in the file cabinets to be evenly distributed
* Free standing cabinets, bookcases, and shelving units to be secured to the walls/floors where necessary
* Photocopiers to be located in well-ventilated areas
 | Staff members works only an hour weekly in the office |
| **FINAL ASSESSMENT**  | **OVERALL RISK: LOW - all ‘Actions’ are in place** |

The risk assessment sheet above indicates **low risk** if all controls are in place (see risk rating sheet in this pack). This should be changed to Medium or High if the relevant controls are not in place and action taken to address the non-compliances. This should be noted in the Comments box.

Low: Indicates risks, which either give rise to a minor injury or the likelihood of its occurrence is low.

Medium: Indicates a medium risk due to either increased potential severity of injury or to a likelihood or more frequent occurrence.

High: Indicates that a high risk (severe injury) is associated with that hazard and the likelihood of its occurrence is not so low as to be

 ignored.

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| **Reviewed** | **Date:** | **By whom:** | **Final assessment/overall risk**  |
| Reviewed | 22/08/2019 | Lidia Glowka | Low-all actions are in place |
| Reviewed and updated –the changes are marked in green | 28/02/2020 | Lidia Glowka | Low- all actions are in place |
| Reviewed and updated – due to COVIC-19 pandemic – the changes are marked in red | June 2020  | Lidia Glowka | Low-all actions are in place |
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