



COVID-19 OFFICE RISK ASSESSMENT

LEVEL 2

RA011

NASSTAR

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1 Scope

Assessment Date	08/09/21	Assessment Approved By	COO
Nasstar office within scope of this risk assessment	Leeds Wakefield Hull Ipswich Norwich Poole Exeter Cyberjaya	People / areas of company affected	Nasstar employees, contractors and visitors
Review Date	31/12/21 (or when guidance changes)	To be reviewed by	Head of Governance, Standards and Assurance

2 Risk Assessment

This risk assessment is applicable to all Nasstar employees, contractors and visitors working at a Nasstar office location.

Please see section 3 below for risk rating explanations.

Those at potentially at risk from infection at work	This is a Public Health issue with the whole population at risk. Employees and visitors are all at potential risk if the precautions listed below are breached.
Number potentially at risk from infection at work	Nasstar employees, contractors and visitors. There a phased return focussed on operational teams. Number therefore vary
Work involved & Specific Activities assessed	Location-based activities associated with role guides

Risk: Source(s) of infection	Possible: contact with contaminated surfaces, direct skin contact, transfer by coughs, sneezes, aerosols, touching surfaces, particularly door handles, chairs, taps and common work amenity controls, opening cupboards, any smooth surfaces.
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3 Summary of key controls

Key Controls	<ol style="list-style-type: none"> 1. Ventilation – keep windows, vents and doors open wherever possible and use mechanical fresh air ventilation where it is available. Smaller rooms in particular are higher risk so ventilation is more important 2. Clean more often – use hand sanitiser and clean hands frequently 3. Reduce contact – where possible particularly in smaller rooms /areas then reduce time spent in them, or use when free 4. Self-isolate – if you have a high temperature, a new continuous cough, or a loss or change to your sense of smell or test. You must also self-isolate if you have tested positive for Covid 19, live in a household with someone who has symptoms, unless they're exempt from self-isolation or have been told to self-isolate by NHS Test and Trace
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Hazard	Risk Rating 1 (L x S)	Control measures	Risk Rating 2 (L x S)	Persons at risk
Exposure from working at an Nasstar site - Employees who are in the Higher Risk Category (see section 5 below)	4 x 5 = 20	These employees are required to discuss the return to the office and understand the risks and controls in place to prevent the risks before a decision is made by HR, management and employees about a return to the office.	1 x 5 = 5	Employees in these categories

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Exposure from working at a Nasstar location – Employees who are not in the above categories	4 x 4 = 16	Directors, Heads and Managers will be responsible for ensuring that the office and their work areas are suitably resourced and organised to enable compliance with POL053 Nasstar Covid-19 Policy, this Risk Assessment and all supporting documents at all times.	1 x 4 = 4	Employees in these categories
Inadequate self-isolation when displaying Covid-19 symptoms or have been told to isolate	4 x 4 = 16	Attendees must not attend the office if they display any Covid-19 symptoms, or if they have been instructed to isolate Covid-19 symptoms list can be accessed here: Main symptoms of coronavirus (COVID-19) - NHS (www.nhs.uk) If you have received both Covid -19 vaccinations you are no longer required to self-isolate (if you have been in contact with someone with Covid-19) but you will need daily testing.	1 x 4 = 4	Employees
Re-opening of a fully closed Nasstar location, prior to health & safety checks being undertaken	4 x 4 = 16	The HSE Management team will carry out a 'Re-opening Assessment' for each location and ensure all identified actions are implemented.	1 x 4 = 4	Employees
Lack of Ventilation	4 x 4 = 16	Use ventilation in all parts of the office wherever possible e.g. open windows, vents, doors and use mechanical fresh air ventilation where available. Work outdoors where practicable. Desk and ceiling fans are not be used.	1 x 4 = 4	Employees and other third parties

Inadequate cleaning	4 x 4 = 16	Each location will be cleaned daily by approved contractors.	1 x 4 = 4	Employees and other third parties
Inadequate hygiene	4 x 4 = 16	Frequent handwashing or use of hand sanitiser (provided at all locations) to be encouraged, especially after touched shared surfaces and objects that are touched by other people	1 x 4 = 4	Employees and other third parties
Reduce social contact	4 x 4 = 16	Sensible behaviours are encouraged such as working side to side rather than face to face, and not overcrowding in smaller areas such as kitchens. This includes where travelling on company business in a vehicle for instance. Building occupancy levels will be monitored and managed, and desk configurations provided to support the above where possible.	1 x 4 = 4	
Smaller rooms / common areas	4 x 4 = 16	Meeting rooms without a source of ventilation are not be used Windows, vents and doors are to be kept open wherever possible. Mechanical fresh air ventilation to be used where available. When scheduling a meeting leave 15 mins between each meeting to allow ventilation time. Limit time spent in smaller rooms such as kitchens and / or where practicable avoid using until contact can be	1 x 4 = 4	Employees and other third parties

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		reduced.		
Legionnaires Disease	4 x 4 = 16	Legionella testing is carried out by competent persons.	1 x 4 = 4	Employees and other third parties
Toilets	4 x 4 = 16	Ventilation to be used where available and contact to be reduced where possible	1 x 4 = 4	Employees and other third parties
Showers and changing rooms	4 x 4 = 16	Ventilation to be used where available and contact to be reduced where possible	1 x 4 = 4	Employees
Smoking Facilities	4 x 4 = 16	Reduce contact where possible.	1 x 4 = 4	Employees
Work related travel	4 x 4 = 16	Ventilation to be used wherever possible. Avoid face to face contact.	1 x 4 = 4	Employees and third parties
Responding to accidents, security and other incidents	4 x 4 = 16	People involved in the provision of assistance to others should pay particular attention to hygiene measures immediately afterwards, including washing hands.	1 x 4 = 4	Employees and other third parties

4 Risk Assessment Scoring & Acceptance Criteria for Risk

The following 1 – 5 scoring and acceptance criteria is used within all Risk Tools

Likelihood (Risk Score)	
1	Very Low
2	Low
3	Medium
4	High
5	Very High.
Significance	
1	Zero personal injury
2	Minor personal injury (non-RIDDOR)
3	Major personal injury (RIDDOR)
4	Fatality
5	Multiple fatalities / Clinically vulnerable group

		Significance				
		1	2	3	4	5
Likelihood	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5

Each risk will be assessed in order of risk level score looking at the existing level of controls. As a guidance:

Score	Risk Rating = Significance x Consequence
16-25	High – Unacceptable risk, stop work, re-examine activities and implement risk controls to reduce risk
6-15	Medium – Tolerable if further mitigation is not reasonably practicable and there is a need to continue the activity with identified controls
1-5	Low – acceptable risk

5 Higher Risk Categories

<https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk>

6 Document Control

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7 Document details and change summary

Document Name:	Covid 19 Office Risk Assessment	
Document Number:	RA011	
Issue:	V5.0	
Owner:	Head of Governance, Standards and Assurance	
Approved by:	Position	/Date
	COO	10/09/21
Release Date:	10/09/2021	
Review Frequency:	Monthly	

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Issue	Change Description	Date	Created By
001	New risk assessment	29/05/20	HR & BMS Teams
002	Data Centres removed and added to a separate risk assessment	05/06/20	HR & BMS Teams
003	Updated to reflect latest government working safely advice	03/08/20	HR & BMS Teams
004	Updated to reflect the government guidance published 06/01/21. Isolation guidance added. Extremely vulnerable category removed	10/02/21	HR & BMS Teams
005	Changes made to reflect government guidance on 17 th August 2021.	08/09/21	HSE Team