

Covid-19 Risk Assessment: One Stop Working in the Office.



Scope		Commentary
Areas Included / Not Included	Included: All offices under control of One Stop Stores	<p>Our approach to managing risk throughout the COVID19 response is aligned with our organisational commitment that "Nothing is more important than the safety of our customers and colleagues". Our focus has been to align with the developing guidelines from Public Health England, the devolved governments and the Department for Business, Energy & Industrial Strategy (BEIS). The control measures in place will be subject to ongoing assurance activities and are supported by detailed Instruction, Information, Training and Supervision. Our controls centre around the principles of maintaining good hygiene standards for our visitors and colleagues. In line with our safety management system and our duty as an employer, the aim has been to reduce workplace risk to the lowest reasonably practicable level. We have achieved this by implementing preventative measures to minimise any potential residual risk based on the scientific guidance and advice available as the situation develops. Colleague representatives have been consulted on this risk assessment.</p> <p>Note: Additional information provided within the One Stop Stores Ltd Covid-19 Risk Assessment – General Channels</p> <p>Excluded: Third party cleaning arrangements</p>
Format	One Stop Stores Ltd	
Last Reviewed and Updated	04.03.2022	

Activity	Hazard	People at Risk	Controls	Assurance	Relevant Training / Supporting Information
Planning to return to the office	Spread of Covid-19 from person to person if people are not aware of the required behaviour	Colleagues	<ul style="list-style-type: none"> Colleagues permitted to return to the office 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> Welcoming you back to the office – January 2022
Entering the office environment	Spread of Covid-19 through presence and survival of the virus on hand touch points	Colleagues / visitors	<ul style="list-style-type: none"> Provision of Alcohol Hand Gel station at every entrance and on all floors (to reduce introduction/prevalence of Covid-19), with signage. Cleaning and disinfection (as outlined in Cleaning schedule) in place of all regular touch points (e.g. door handles / lift buttons, taps, etc.) Provision of signage reminding colleagues to wash their hands regularly Masks and gloves available in reception areas for colleagues and visitors who wish to use them Colleagues and visitors encouraged to wear face coverings 	<ul style="list-style-type: none"> Quarterly review conducted by Group People Safety to confirm processes and practices from issued guidance. 	<ul style="list-style-type: none"> Cleaning schedule Handwashing poster Welcoming you back to the office – February 2022
Using the lift, meeting rooms, break out areas and shared equipment	Spread of Covid-19 through presence and survival of the virus on hand touch points	Colleagues / visitors	<ul style="list-style-type: none"> Alcohol Hand Gel and cleaning equipment is available across all floor areas Colleagues and visitors encouraged to wear face coverings 	<ul style="list-style-type: none"> Quarterly review conducted by Group People Safety to confirm processes and practices from issued guidance. 	<ul style="list-style-type: none"> Welcoming you back to the office – January 2022
Using communal areas such as toilets, kitchen areas, restaurants	Spread of Covid-19 through presence and survival of the virus on hand touch points	Colleagues	<ul style="list-style-type: none"> Alcohol hand gel and cleaning equipment is available across all floor areas for use in communal areas and to further disinfect hands after contact with further communal touch points e.g. fridges, taps 	<ul style="list-style-type: none"> Quarterly review conducted by Group People Safety to confirm processes and practices from issued guidance. 	<ul style="list-style-type: none"> Welcoming you back to the office – January 2022
Working from home	Working with display screen equipment at home	Colleagues	<ul style="list-style-type: none"> Guidance available to assist with setting up work areas at home safely 	<ul style="list-style-type: none"> NA 	<ul style="list-style-type: none"> Guide to working from home
Emergency Arrangements	In sufficient resource due to absence to manage fire Safety and first Aid Provisions	Colleagues, visitors, contractors	<ul style="list-style-type: none"> Office rota developed identifying designated colleagues for fire safety and first aid along with emergency contact information Fire Assembly point information reviewed and communicated DC Fire Marshal and First Aid provisions apply Monday-Friday after 4pm, weekends and bank holidays 	<ul style="list-style-type: none"> NA 	<ul style="list-style-type: none"> SSC key safety information
Wearing of face coverings and face masks	Spread of Covid-19	Colleagues, contractors, visitors	<ul style="list-style-type: none"> Colleagues are encouraged to wear a face covering Face coverings are available at the hygiene stations on each floor 	<ul style="list-style-type: none"> NA 	<ul style="list-style-type: none"> Welcoming you back to the office – January 2022

