The COVID-19 Workplace Safety Plan is to be completed for the workplace and any local controls recorded in the table below. The plan should be dynamic and be reviewed and updated as changes occur.

Please consult with your workers, HSR/WHS Committee Members, and HRBP/District WHS teams, corporate citizens (e.g. wardens, first aiders, etc.) as required.

A copy of the completed plan is to be: 1) sent to [coronavirus.questions@justice.nsw.gov.au](mailto:coronavirus.questions@justice.nsw.gov.au)

2) retained at the workplace (e.g. local TRIM file)

3) provided the HRBP/District WHS teams for their awareness

The [COVID-19 Workplace Blueprint](https://www.coronavirus.dcj.nsw.gov.au/__data/assets/pdf_file/0011/784595/Workplace-Blueprint.pdf) has been developed to assist with the completion of the COVID-Safe Workplace Safety Plan. [Link to be added]  This provides a visual guide for the hygiene controls, including signage, decals and sanitiser dispenser requirements for each space type in the workplace.

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| **Title** | **COVID-19 Workplace Safety Plan** | | | **Location** |  | | | **Date** |  |
| **Business Unit** |  | | | | | | | | |
| **Scope** | The attached plan covers the activities to support workplaces at a local level through the phases of the pandemic – ensuring reducing potential exposure to COVID-19 in the workplace.  Useful links: [DCJ COVID-19 Response](https://www.coronavirus.dcj.nsw.gov.au/) / [Safe Work NSW](https://www.safework.nsw.gov.au/resource-library/COVID-19-Coronavirus) / [NSW Health](https://www.health.nsw.gov.au/Infectious/covid-19/Pages/default.aspx) / [Legislation NSW](https://www.legislation.nsw.gov.au/#/) / [Health NSW Infection Statistics](https://www.health.nsw.gov.au/Infectious/covid-19/Pages/stats-local.aspx) / Divisional specific corona virus information. | | | | | | | | |
| **Completed by** |  | **Role** |  | | | **Signature** |  | **Date** |  |
| **Endorsed by** |  | **Role** |  | | | **Signature** |  | **Date** |  |

| **Section 1. Safe People** | | | | | | |  | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Please note:** The risk ratings included in the table below have been provided as a guide only. Please review local arrangements and controls and adjust ratings as required. | | | | | | | **Please note:** The following controls have been included as a guide. Please ensure any local controls are included in the plan. Additional rows can be added/removed, as required. **Please note** | | | |
| **RISK ASSESSMENT** | | | | | | | **RISK ACTION PLAN** | | | |
| **HAZARD SOURCE** | **Potential CAUSES** | | **Likelihood** | **Consequence** | **RISK RATING** | **Guidance** | **Controls** | **Status**  **(e.g. Completed/In place, Ongoing, To be completed)** | **Actioner** | **Due Date** |
| 1. **Workers traveling to and from the office** | | * Utilising public transport * Contact with general public * Unable to maintain a physical distance of 1.5m from others or to avoid crowded places | C  Poss | 3  Mod | 13  MED | * [COVID-19 Vehicles and Parking](https://www.coronavirus.dcj.nsw.gov.au/coronavirus-information-for-staff/fleet-vehicles-and-parking) | Regularly remind workers of hygiene practices – handwashing, not touching face, use of hand sanitiser |  |  |  |
| Regularly remind workers to:   * Workers travelling by private car where possible. * Workers to avoid peak travel time where possible * Plan travel and allow plenty of time for delays in case of delays on public transport or congested roads |  |  |  |
| Staff to work from home where possible or working remotely at another DCJ office closer to home |  |  |  |
|  |  |  |  |
| 1. **Potentially infectious persons attending the workplace –**  * **Workers** | | * Workers attending workplace when unwell * Biological – infection - Workers or others catching COVID-19 * Workers not advising of potential contact with CV19 (Contact Tracing or being tested) | C  Poss | 3  Mod | 13  MED | * [DCJ COVID-19 Leave entitlements](https://www.coronavirus.dcj.nsw.gov.au/coronavirus-information-for-staff/leave-entitlements) * [COVID-19 Workplace signage](https://intranet.dcj.nsw.gov.au/covid-19-resource-hub/working-safely/covid-safe-workplace-signage) * [COVID-19 Resources](https://www.coronavirus.dcj.nsw.gov.au/coronavirus-information-for-staff/resources) – includes signage and hygiene posters * [COVID-19 Response to Positive Tests](https://www.coronavirus.dcj.nsw.gov.au/__data/assets/pdf_file/0004/777658/DCJ-COVID-19-Positive-test-protocol-factsheet.pdf) | Regularly communicate to workers obligation to stay home when unwell. |  |  |  |
| Discuss arrangements with workers who are unwell |  |  |  |
| Display conditions of entry signage at entry points |  |  |  |
| Where workers attend the workplace and begin to feel unwell, they will be directed to leave the workplace and to seek medical assistance. If symptoms appear to be respiratory in nature, to protect yourself and others whilst you travel from the workplace to your GP, you may be provided with a mask. (Please note: additional masks for personal use will need to be sourced by the worker.) |  |  |  |
| Sign in register / attendance logs (contact tracing) |  |  |  |
| 1. **Potentially infectious persons attending the workplace - Others in the workplace inc. clients, visitors, contractors** | | * Others attending workplace when unwell * Biological – infection - Workers or others catching COVID-19 |  |  |  | * [COVID-19 Response to Positive Tests](https://www.coronavirus.dcj.nsw.gov.au/__data/assets/pdf_file/0004/777658/DCJ-COVID-19-Positive-test-protocol-factsheet.pdf) | Messaging and posters in offices encouraging clients to firstly try and lodge their query electronically or by phone |  |  |  |
| Display conditions of entry signage at entry points |  |  |  |
| Sign in register / attendance logs (contact tracing) |  |  |  |
|  |  |  |  |
| 1. **Positive COVID-19 cases within the workplace** | | * Biological – infection - Workers or others catching COVID-19 | C  Poss | 3  Mod | 13  MED | * [COVID-19 Response to Positive Tests](https://www.coronavirus.dcj.nsw.gov.au/__data/assets/pdf_file/0004/777658/DCJ-COVID-19-Positive-test-protocol-factsheet.pdf) | Manager and directors to familiarise themselves with the Covid-19 response to positive tests |  |  |  |
| Manage positive tests in line with DCJ guidance where potential exposure in the workplace has occurred |  |  |  |
| Consult with Infrastructure and Assets, where required, for additional cleaning or deep cleaning post a positive case |  |  |  |
|  |  |  |  |
| 1. **Work from home** | | * Ergonomic arrangements * Working remotely * Potential increase in adverse effects of WFH such a mental health, isolation, etc. * Pre-existing injuries * Work environment * Reduced activity * Workers who wish to remain working from home * Operational need / * Potential cyber bullying * Manager expectations | D  Likely | 3  Mod | 19  HIGH | * [COVID-19 Work from Home Checklist](https://coronavirus.dcj.nsw.gov.au/__data/assets/word_doc/0005/776255/COVID-19-work-from-home-checklist.docx) * [COVID-19 Managing Dispersed Teams](https://www.coronavirus.dcj.nsw.gov.au/coronavirus-information-for-staff/working-arrangements-during-covid-19/managing-dispersed-teams) * [COVID-19 Remote Working Technology](https://www.coronavirus.dcj.nsw.gov.au/coronavirus-information-for-staff/working-arrangements-during-covid-19/remote-working-technology) * [COVID-19 Working Remotely](https://www.coronavirus.dcj.nsw.gov.au/coronavirus-information-for-staff/working-arrangements-during-covid-19/working-remotely) * DCJ Flexible Working Hours Agreements * [COVID-19 Health and Wellbeing](https://www.coronavirus.dcj.nsw.gov.au/coronavirus-information-for-staff/mental-health-and-wellbeing)    + [Get Healthy at Work – 10 tips to work well from home](https://www.coronavirus.dcj.nsw.gov.au/__data/assets/pdf_file/0003/780447/10-Tips-to-Work-Well-from-Home.pdf)   + [Being healthy while working from home](https://www.coronavirus.dcj.nsw.gov.au/__data/assets/pdf_file/0010/780445/Being-Healthy-while-Working-from-Home.pdf)   + [Healthy eating while working from home](https://www.coronavirus.dcj.nsw.gov.au/__data/assets/pdf_file/0011/780446/Healthy-Eating-while-Working-from-Home.pdf)   + [Tips to reduce your alcohol consumption while working from home](https://www.coronavirus.dcj.nsw.gov.au/__data/assets/pdf_file/0009/780444/Alcohol-Consumption-while-Working-from-Home-Workers.pdf)   + [Quitting smoking while working from home](https://www.coronavirus.dcj.nsw.gov.au/__data/assets/pdf_file/0008/780443/Quitting-Smoking-while-Working-from-Home.pdf) | Ensure those who working from home have completed the Work from Home Checklist |  |  |  |
| Consult with workers to determine arrangements that meet worker and operational need – e.g. when to return to the office |  |  |  |
| Ensure workers have access to necessary IT equipment to support work from home |  |  |  |
| Ensure ongoing communication with and monitoring of workers working from home |  |  |  |
| Ensure any incidents are reported via DCJ Incident reporting processes |  |  |  |
| Encourage virtual meetings or include a Microsoft Teams link to all meetings to allow remote attendance |  |  |  |
| Ensure consultation with workers to determine arrangements, this may include, workplace HSRs/WHS Committees, and HRBP/District WHS teams |  |  |  |
| Regularly remind workers of access to health and wellbeing supports, including EAP |  |  |  |
| Remind workers to support their health and wellbeing – take regular breaks, stretch and keep hydrated |  |  |  |
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| 1. **Persons who are classed as vulnerable** | | * Workers who are, or support persons within their personal residence, who are classed as vulnerable | C  Poss | 3  Mod | 13  MED | * [NSW Health Information – Advice for people at risk of coronavirus (COVID-19)](https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert/advice-for-people-at-risk-of-coronavirus-covid-19) | Workplace Manager to identify workers who are or support persons within their personal residence who are classed as vulnerable and develop a documented plan to support the worker |  |  |  |
| Develop a plan to address safety risks specific to their role e.g. partial or full work from home, staggered start/finish to avoid travel at peak times on transport, variation to office layout to reduce exposure risks or use of appropriate barriers, variation to duties or specific controls that address medical advice, provision of PPE |  |  |  |
| Coach and support staff in the use of PPE as a protective measure |  |  |  |
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| 1. **Environmental cleaning** | | * Workplaces not implementing environmental cleaning controls | B  Unlike | 2  Minor | 5  LOW | * [COVID-19 Workplace Cleaning Arrangements](https://www.coronavirus.dcj.nsw.gov.au/coronavirus-information-for-staff/workplace-cleaning-arrangements) * Additional cleaning arrangements can be facilitated by Infrastructure and Assets * Deep clean – post positive case – specialist cleaners (contractors) * Waste can be disposed of by standard waste streams – not considered clinical waste. | Review workplace cleaning arrangements |  |  |  |
| Consult with Infrastructure and Assets, where required, for additional cleaning or deep cleaning post a positive case |  |  |  |
| Ensure the persons handling products are provided with information and instruction on safe use (e.g. contractors installing, replacing/refilling, etc.) |  |  |  |
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| 1. **Physical distancing** | | * Workplaces unable to implement physical distancing controls due to need to minimise other safety and serious operational risks * Potential workplace aggression * Workplaces not adhering to physical distancing requirements | B  Unlikely | 3  Mod | 10  MED | * [COVID-19 Workplace signage](https://intranet.dcj.nsw.gov.au/covid-19-resource-hub/working-safely/covid-safe-workplace-signage) * [COVID-19 Resources](https://www.coronavirus.dcj.nsw.gov.au/coronavirus-information-for-staff/resources) – includes signage and hygiene posters * [COVID-19 Social Distancing](https://www.coronavirus.dcj.nsw.gov.au/coronavirus-information-for-staff/advice-about-coming-to-work) * [COVID-19 Workplace Safety Guide](https://www.coronavirus.dcj.nsw.gov.au/__data/assets/pdf_file/0010/779905/COVID-19-Workplace-Safety-Guide.pdf) * Signage – [capacity for spaces](https://www.coronavirus.dcj.nsw.gov.au/__data/assets/pdf_file/0007/779722/Poster-English-number-of-people-allowed-in-space.pdf) (meeting rooms, lifts, shared spaces) * DCJ issue resolution and hazard reporting processes | Review rostering arrangements to minimise large numbers of workers attending the workplace together (e.g. shift rotation, etc.) |  |  |  |
| Display/implement signage and decals to advise of physical distancing requirements |  |  |  |
| Consultation with Infrastructure and Assets to identify area that require physical barriers (screens, etc.) such as security/reception desks |  |  |  |
| Modify workplace arrangements (e.g. removal of extra chairs in meeting rooms, etc.) and display [maximum capacity posters](https://www.coronavirus.dcj.nsw.gov.au/__data/assets/pdf_file/0007/779722/Poster-English-number-of-people-allowed-in-space.pdf) in shared spaces |  |  |  |
| Assign workstations that meet physical distancing requirements, where reasonably practicable – Hot desking to be avoided |  |  |  |
| Identify lift capacities and display/implement signage and decals to advise of physical distancing requirements |  |  |  |
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| 1. **Workplace hygiene** | | * Workplaces not implementing workplace hygiene controls * Use of shared items * Increased use of soap and handtowels | B  Unlikely | 3  Mod | 10  MED | * [COVID-19 Resources](https://www.coronavirus.dcj.nsw.gov.au/coronavirus-information-for-staff/resources/_recache) (including downloadable signage – handwashing, hand rub, protect yourself from viruses, etc.) * [COVID-19 Emergency Procurement](https://www.coronavirus.dcj.nsw.gov.au/coronavirus-information-for-staff/emergency-procurement) | Arrange for signage to be displayed within the office and shared areas |  |  |  |
| Arrange for additional hygiene equipment (hand sanitiser, dispensers, etc.) (where possible to be touch free dispensers – e.g. wall mounted or independent stand |  |  |  |
| Remind workers of good hygiene practices (e.g. staff meetings, email, etc.) |  |  |  |
| Regularly review cleaning products levels (e.g. soap and handtowel ) and ensure stock refilled as needed |  |  |  |
| Remind workers to clean shared items before and after use (e.g. desks, keyboards, etc.) |  |  |  |
| Kitchen areas –   * Workers should not use common eating utensils and cutlery * Workers to wash and remove own utensils and cutlery * Office dishwasher not to be stacked or used |  |  |  |
|  |  |  |  |
|  |  |  |  |
| 1. **Work activities**  * **Client contact** * **Field work** * **Construction activities** | | * Workplaces not reviewing work activities and tasks to include COVID-19 arrangements | D  Likely | 3  Mod | 19  HIGH | * [COVID-19 Work arrangements during COVID-19](https://www.coronavirus.dcj.nsw.gov.au/coronavirus-information-for-staff/working-arrangements-during-covid-19) * [COVID-19 Frequently Asked Questions](https://www.coronavirus.dcj.nsw.gov.au/coronavirus-information-for-staff/frequently-asked-questions) (includes conducting home visits, vests in the community, traveling for work, etc.) * [COVID-19 Resources](https://www.coronavirus.dcj.nsw.gov.au/coronavirus-information-for-staff/resources/_recache) * [COVID-19 When to wear PPE guide](https://www.coronavirus.dcj.nsw.gov.au/__data/assets/pdf_file/0004/779116/DCJ-PPE-Guide-Portrait-1.pdf) * [PPE for combined contact, droplet and airborne precautions video](https://www.youtube.com/watch?v=tfITL694UAQ) (Clinical Excellence Commission) | Workplace Manager to identify and review activities and tasks, in consultation with workers, to identify increased controls during COVID response |  |  |  |
| Instruct workers on changes to local procedures (e.g. contact prior to attending site, social distancing, PPE, etc.) |  |  |  |
| Provision of PPE, where required |  |  |  |
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| 1. **Work activities**  * **Vehicle / Fleet use** | | * Biological – infection - Workers or others catching COVID-19 | B  Unlikely | 3  Mod | 10  MED | * [COVID-19 Vehicles and Parking](https://www.coronavirus.dcj.nsw.gov.au/coronavirus-information-for-staff/fleet-vehicles-and-parking) | Workplace Manager to identify and review activities and tasks, in consultation with workers |  |  |  |
| Remind workers of good hygiene practices (e.g. workers meetings, email, etc.) |  |  |  |
| Provision of hygiene equipment for vehicle – hand sanitiser, alcohol wipes etc. |  |  |  |
|  |  |  |  |
| 1. **Health and Wellbeing, including mental health** | | * Supports not communicated to workplace * Perceived fear of exposure * Isolation | C  Poss | 3  Mod | 13  MED | * [Employee Assistance Provider: Converge International](https://www.convergeinternational.com.au/) * [Employee Assistance Provider: Benestar resources](https://www.benestar.com/) * [NSW Health tips for you and your family to help cope with home isolation](https://www.health.nsw.gov.au/Infectious/factsheets/Pages/advice-for-suspected.aspx) * [How to take care of your mental health](https://cdn-facs.intelligencebank.com/au/share/vkyW/lVKA/apw7/mp4/Mental+health+well-being+video+DPC+26032020) * [Building personal resilience through COVID-19](https://coronavirus.dcj.nsw.gov.au/__data/assets/pdf_file/0008/777374/Resilience-through-COVID-19.pdf) * [Get Healthy at Work: 10 tips to work well from home](https://www.coronavirus.dcj.nsw.gov.au/__data/assets/pdf_file/0003/780447/10-Tips-to-Work-Well-from-Home.pdf) * Access to EAP : * Help for former Family and Community Services staff Call Converge on [1300 687 327](mailto:1300%20687%20327%20) or email [eap@convergeintl.com.au](mailto:eap@convergeintl.com.au%20) * Help for former Justice staff Call Benestar on [1300 360 364](mailto:1300%20360%20364) or email [eapcentre@benestar.com](mailto:eapcentre@benestar.com%20) | Communicate to workers EAP and other tools |  |  |  |
| Arrange regular catch-up with workers to check in on their health and wellbeing |  |  |  |
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| 1. **Workplace emergency arrangements** | | * Emergency arrangements not meeting current conditions * Modified workplace arrangements (decrease in workers within the workplace – reduced numbers of Wardens/first aiders) | B  Unlikely | 3  Mod | 10  MED | In the event your workplace has reduced staff, the workplace may have limited wardens to oversee an evacuation. Therefore, it is important for occupants understand and still adhere to the alarm tones should an emergency arise.  At a minimum, staff should reminded that:   * Upon hearing the"Alert" tone (Beep, Beep, Beep) prepare to evacuate should the direction be given. Staff should not assume it is a "false alarm" even though there is no evidence of fire on your area/floor. * If there is no warden available, all persons should, for their own safety, evacuate their area/floor when the "Evacuation" tone (Whoop, Whoop, Whoop) is sounded and make their way to the designated evacuation point and await instruction from the Emergency Services before re-entering the building.   To assist workers who may have a disability or mobility issues (such as pregnant, injured) during times when wardens are not available, alternate Personal Emergency Evacuations Plans should be implemented. Managers should consult with workers have a disability or mobility issues to identify suitable alternate arrangements. For example, relocation of workers to the lower or ground floor to ensure their capability of safely exiting the building during an evacuation, implementing a buddy system, etc. | Review arrangements and identify alternate arrangements in consultation with first aiders, wardens, etc. |  |  |  |
| Update workplace signage to reflect current arrangements |  |  |  |
| Review Personal Emergency Evacuation Plans (PEEPS) to support those who have a disability or mobility issues, in consult with worker, workplace wardens and first aiders |  |  |  |
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| 1. **INSERT HAZARD** | |  |  |  |  |  |  |  |  |  |
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| **Section 2. Safe Spaces** | | | | | |  | | | |
| **Please note:** The risk ratings included in the table below have been provided as a guide only. Please review local arrangements and controls and adjust ratings as required. | | | | | | **Please note:** The following controls have been included as a guide. Please ensure any local controls are included in the plan. Additional rows can be added/removed, as required. **Please note** | | | |
| **RISK ASSESSMENT** | | | | | | **RISK ACTION PLAN** | | | |
| **HAZARD SOURCE** | **Potential CAUSES** | **Likelihood** | **Consequence** | **RISK RATING** | **Guidance** | **Controls** | **Status**  **(e.g. Completed/In place, Ongoing, To be completed)** | **Actioner** | **Due Date** |
| 1. **Entry and Exit points** | Congestion in points of egress due to 1.5m distancing  **Issue Examples** - Service Centres - Booths and counters - Reception and lobby - Waiting areas | C  Possible | 3  Moderate | 14  Medium |  | Floors marked with decals to indicate physical distancing and traffic direction |  |  |  |
| Signage displayed indicating hygiene controls and physical distancing |  |  |  |
| Queue distance markers on/near waiting areas, counters, speed stiles and lifts |  |  |  |
| Roped areas and tape for pathways for queuing |  |  |  |
| Seating meeting 1.5m physical distancing requirements identified in waiting areas, unsuitable seating removed / marked as out of use |  |  |  |
| Fixed hand sanitiser dispensers available |  |  |  |
| Stagger start and finish times to ease congestion on paths of travel and on-site presence |  |  |  |
| Automate high traffic doors or leave open where possible (note base building and security permissions to be considered)  Internal secondary doors propped open – Secure Swipe Access assured at Primary Doors |  |  |  |
| 1. **Lifts** | * Physical access to floors will be backed up / restricted due to 1.5M distancing in small lifts areas – additional time will need to be allowed for entry and exit | E  Almost certain | 3  Moderate | 21  High |  | Floors marked with decals to indicate safe distancing and direction to stand within lifts   * Maximum lift capacity ensures 1.5m physical distance between all occupants * Decals or tape indicating standing area |  |  |  |
| Signage installed to display hygiene controls and physical distancing |  |  |  |
| Stagger start and finish times to ease congestion on paths of travel and on-site presence |  |  |  |
| Fire stair access made available where possible (building owner discretion)   * Can be accessible between floors only, or to exit the building. Not for entry. * Increased cleaning and safety checks arranged |  |  |  |
| Increased cleaning of high touch areas (e.g. lift button, hand rails) |  |  |  |
| Provide sanitising stations in close proximity upon entering/exiting lifts |  |  |  |
| 1. **Desks / Workstations** | * Reduced capacity within existing workplace configurations due to1.5m distancing  **Issue Examples:** - Desks - Dividers - Cubicles - Booths and counters * Workstations are cluttered with personal belongings and do not allow for regular thorough cleaning **Issue Examples:** - Reception desks - Counters - Workstations/desks | E  Almost Certain | 3  Moderate | 21  High |  | Assess workstations and display signage indicating desks that meet 1.5m physical distancing and can be used within a designated area |  |  |  |
| Reconfigure available workstations to allow for safe and flexible desks   * Fixed WHS & ergonomic desks to be identified and surrounding workspaces configured accordingly |  |  |  |
| Enable office space decluttering to keep desks hygienic, clear and ready for daily cleaning |  |  |  |
| Increase cleaning frequency and scope to ensure shared spaces are cleaned daily |  |  |  |
| Provide fixed sanitiser dispensers with desk wipes for staff use in addition to daily cleaning.   * Provide loose wipes where fixed is not allowed/ possible. |  |  |  |
| 1. **Confined Areas** | * Space availability limited due to reduced capacity / Occupancy limited due to 1.5m social distancing   **Issue Examples** - Meeting rooms - Interview rooms - Mediation rooms - Kitchenettes - Collaboration spaces | E  Almost Certain | 3  Moderate | 21  High |  | Seating meeting 1.5m physical distancing requirements identified in waiting areas, unsuitable seating removed / marked as out of use |  |  |  |
| Signage indicating hygiene controls and physical distancing |  |  |  |
| Remove furniture from rooms to ensure safe physical distancing |  |  |  |
| Clear signage indicates room capacity   * 1.5m between persons |  |  |  |
| Provide sanitiser pumps, desk wipes and tissues in the area |  |  |  |
| Digital First - Virtual meetings/interviews remain in place where possible |  |  |  |
| 1. **Service desks / Counters / Self service areas** | * Front line staff are at greater risk of infection due to contact with public | D  Likely | 3  Moderate | 19  High |  | Install plexi-glass screens to provide a protective barrier |  |  |  |
| Provide sanitiser pump and tissues at each counter / self service area |  |  |  |
| Enable pens to be used once and collected for sanitisation |  |  |  |
| Display signage and provide visual markers on the floor to indicate 1.5m from front line staff members |  |  |  |
| 1. **Doors and handles** | * Multiple touch points at door handles increase risk of infections | D  Likely | 3  Moderate | 19  High |  | Provide fixed sanitiser equipment in common areas |  |  |  |
| Keep doors open during business hours where possible (note security, fire doors to be maintained) |  |  |  |
| 1. **Workplace capacity** | * Some workplace designs cannot support 100% occupancy, due to 1.5M distancing | D  Likely | 3  Moderate | 19  High |  | Coordinate and monitor occupancy through desk booking tool / business workplace capacity plan |  |  |  |
| Clear signage displayed to indicate safe working arrangements with 1.5m physical distancing |  |  |  |
| Staff have been communicated with and understand their teams plans to manage workplace occupancy |  |  |  |
| 1. **Bathrooms** | * Bathrooms have multiple touch points, doors and handles * Bathroom size could be problematic when adhering to 1.5m distancing | E  Almost Certain | 3  Moderate | 21  High |  | Keep air lock doors open to reduce a touch point   * Where possible |  |  |  |
| Install non touch foot-controlled handles for bathroom doors   * Where not possible, provide waste bins to enable paper towels to be used by staff to manage opening doors |  |  |  |
| Install touchless sanitiser equipment outside of bathroom doors |  |  |  |
| Display clear signage on handwashing protocols and physical distancing requirements |  |  |  |
| 1. **Kitchens** | * Seating in kitchen areas restricted * Zip taps, fridges, tea and coffee canisters etc. create multiple touch points | E  Almost Certain | 1  Insignificant | 10  Low |  | Seating meeting 1.5m physical distancing requirements identified in waiting areas, unsuitable seating removed / marked as out of use |  |  |  |
| Excess furniture removed and stored |  |  |  |
| Signage reminding staff to wash hands thoroughly and physical distancing requirements |  |  |  |
| Increase cleaning regimes with focus on high touch areas |  |  |  |
| 1. **Stationery & Printer Rooms** | * Shared printers, staplers etc. increase multiple touch points for staff | D  Likely | 3  Moderate | 19  High |  | Use electronic documents wherever possible |  |  |  |
| Provide additional sanitiser equipment in common areas e.g. loose wipes |  |  |  |
| Display 1.5m physical distancing markers around print areas to ensure requirements are maintained |  |  |  |
| Centralise stationery in single storage area for access by all as required |  |  |  |
| 1. **Waste Management** | * Personal waste bins at desks take up considerable cleaning resources | E  Almost Certain | 3  Moderate | 21  High |  | Centralise waste management in kitchen areas (non-touch where possible) or with accompanying hand sanitiser |  |  |  |
| Remove personal bins at desks and around office areas |  |  |  |
| 1. **Storage** | * Safe and Flexible desks practice will increase the need for secure storage for information management | D  Likely | 1  Insignificant | 10  Low |  | Identify storage requirements and relocate to suitable secure options |  |  |  |
| 1. **INSERT HAZARD** |  |  |  |  |  |  |  |  |  |
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| --- | --- | --- | --- | --- | --- | --- |
| **Risk Matrix** | | **CONSEQUENCE** | | | | |
| **1. Insignificant** (Minor injuries, first aid treatment required) | **2. Minor** (Injuries involving medical treatment with no time lost) | **3. Moderate**  (Medical treatment required and time off work) | **4. Major** (Injuries requiring hospitalisation, extended time off work, long term disabilities) | **5. Extreme**  (Fatalities, extensive injuries requiring widespread medical attention) |
| **LIKELIHOOD** | **E. Almost Certain**  (Risk event is expected to occur) | **Low (act this month\*)**  **8** | **Medium (act this week\*)**  **15** | **High  (act today\*)**  **22** | **Critical (act immediately\*)**  **24** | **Critical (act immediately\*)**  **25** |
| **D. Likely** (Risk event will probably occur) | **Low (act this month\*)**  **7** | **Medium (act this week\*)**  **14** | **High  (act today\*)**  **19** | **High  (act today\*)**  **21** | **Critical  (act immediately\*)**  **23** |
| **C. Possible** (Risk event may occur, but considered more likely not to occur) | **Low (act this month\*)**  **6** | **Medium**  **(act this week\*)**  **11** | **Medium (act this week\*)**  **13** | **High  (act today\*)**  **18** | **High  (act today\*)**  **20** |
| **B. Unlikely**  (Risk event probably won’t occur, but it still could happen, especially over a longer time frame) | **Low (act this month\*)**  **3** | **Low (act this month\*)**  **5** | **Medium**  **(act this week\*)**  **10** | **Medium (act this week\*)**  **12** | **High  (act today\*)**  **17** |
| **A. Rare** (Risk event is very unlikely to occur in this context, but still a remote possibility) | **Low (act this month\*)**  **1** | **Low (act this month\*)**  **2** | **Low (act this month\*)**  **4** | **Medium (act this week\*)**  **9** | **High**  **(act today\*)**  **16** |

\* Where controls are not implemented

**CONSEQUENCE**