

# Supplementary risk assessment form D4-2: Risk of contact with SARS-CoV-2 through multiple occupancy of office space

Version: 2 May 2022

## Risk assessment pursuant to Section 5 of the Arbeitsschutzgesetz (Act on the Implementation of Measures of Occupational Safety and Health)

The risk assessment applies to **offices that are to be used by more than one person at the same time** for tasks involving interpersonal contact (with colleagues, customers, the public) and is intended as a supplement to existing risk assessments.



Risk assessment carried out by: \_\_\_\_\_ Date: \_\_\_\_\_

Building: \_\_\_\_\_

Office number: \_\_\_\_\_

Room size (m<sup>2</sup>): \_\_\_\_\_

Number of occupants planned: \_\_\_\_\_

\_\_\_\_\_  
Signature, Head of organisational unit

### General information

Pursuant to the SARS-CoV-2 occupational safety ordinance (last updated on 20 March 2022), the simultaneous use of offices by more than one person should be limited to those cases where this is absolutely necessary from an operational perspective. Accordingly, home-office arrangements should also be used for office-based work (in accordance with the home-office agreement for City of Hamburg employees) and offices should be used by one person only. If this condition has been met, it is not necessary to complete a separate risk assessment.

### Scope

If a room is to be used by two or more employees at the same time, this risk assessment form must be completed and the measures outlined in sections 1 to 3 must be implemented.

### Objective of the risk assessment and of the action to be taken as a consequence of this risk assessment

Avoiding transmission of SARS-CoV-2 and breaking chains of Covid-19 infection.

### Documentation and storage of risk assessment

Once the risk assessment is conducted and the employee/s have been informed of the action required of them and issued with corresponding instructions, the signed risk assessment form shall be placed on file by the person who carried out the risk assessment. This person shall also send a copy of the form to the responsible Dean's office or the HAW Hamburg central administration (the Executive Board's administrative office).

### Advice and support

You can obtain advice and support with conducting the risk assessment from the occupational health and safety specialists from the Occupational Safety Unit (AKU): ([arbeitsschutz@haw-hamburg.de](mailto:arbeitsschutz@haw-hamburg.de)).

<b>Risk: Contact with SARS-CoV-2</b>				
<b>Risk mitigation measures</b>	<b>Done/applies</b>	<b>n/a</b>	<b>Completed on</b>	
<b>yes</b>	<b>no</b>			
<b>1. Fundamental organisational measures</b>				
The employees are aware of the FAQs on the HAW Hamburg website ( <a href="https://www.haw-hamburg.de/en/university/coronavirus-updates/">https://www.haw-hamburg.de/en/university/coronavirus-updates/</a> ) and have taken these into account.				
The employees have been informed about the necessary hygiene measures:				
<ul style="list-style-type: none"> <li>• Employees must wash their hands thoroughly with soap and then apply a skin protection agent. Hand hygiene using soap and water is preferable to the use of disinfectant or hand sanitiser alone.</li> <li>• Coughing and sneezing etiquette must be observed.</li> <li>• Shaking hands and/or hugging is not permitted.</li> </ul>				
The employees have been informed that they must notify their supervisor and stay home if they suspect that they have been infected with the coronavirus.				
It is recommended that employees take advantage of the offer to carry out free rapid antigen self-tests when they are on campus.				
A separate risk assessment will be carried out for employees who belong to a high-risk group (e.g. with pre-existing conditions) or are pregnant.				
<b>2. Technical and organisational measures</b>				
It is strongly recommended that a medical mask (ideally an FFP2 mask) be worn in all public areas (toilet facilities, entrance areas, corridors).				
The room has windows that open fully to enable complete airing out of the space or has a technical ventilation system.				
If there is no technical ventilation system, the employees have been informed that they must completely air out the room every 20 minutes.				
Office equipment and supplies (pens, headsets, etc.) shall be used by one person only wherever possible.				
Employees who have contact with the public shall be protected via plexiglass dividers.				
<b>3. Measures for employees</b>				
The employees working in the room have agreed to multiple occupancy of the room.				
The routes of movement in the room and to the personal workspaces are organised in such a way that the minimum physical distance of 1.5 m can be observed wherever possible.				
The workspaces are organised in such a way that the minimum physical distance of 1.5 metres between employees can be observed.				
When more than one person is in the room, it is strongly recommended that all those present wear a medical mask (ideally an FFP2 mask) at all times.				