



RISK ASSESSMENT

FOR002

PROJECT / PREMISES: All office premises	WORK AREA: All
TASK / ACTIVITY: Covid 19 (Corona virus)	Job no: N/A
PERSON / GROUP AT RISK: Operatives, Contractors, Members of Public, Visitors	

Hazard	Risk? Fatal/Major/Minor	Initial Risk H/M/L	Risk Control Measures (Identify measures to eliminate, reduce or control hazard or as requested by others)	Residual Risk H/M/L
Persons bringing the Corona virus into the workplace	Fatal/Major infection of self and others	H	<p>All employees are to follow Government and Public Health advice regarding prevention of spread of the virus. www.gov.uk/coronavirus</p> <p>This includes:</p> <ul style="list-style-type: none"> Do not travel to work unless absolutely necessary. Work from home if at all possible. Consider shielding elderly workers or those with an underlying illness e.g. Diabetes, certain cancer treatments, those receiving immunosuppression treatment or respiratory illnesses etc (see government guidance https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19) Do not congregate in areas (no more than 2 persons) and maintain 2m rule. Stay at home (self-isolation) if you have symptoms of the virus (high temperature and/or new continuous cough) Avoid touching eyes, mouth and nose Wash hands frequently with soap and water or alcohol-based hand wash. 	L
Employees/persons falling ill at work with symptoms of Covid-19	Major infection of others	M	<p>Symptoms of the Covid-19 disease include High fever and new continuous coughing. If this occurs:</p> <ul style="list-style-type: none"> Isolate the person away from all other persons preferably in a room with ventilation. Provide the person with a face mask, Inform the person not to touch any surfaces where possible, 	L

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			<p>If the person requires the toilet facilities, they are to use a designated facility which is to be cordoned off from all other staff members.</p> <p>The symptomatic person will be required to contact NHS 111 to discuss their symptoms and next steps.</p> <p>Once the person has left the premises, all surfaces, objects and potentially contaminated high contact areas, such as toilets, door handles and telephones, will be cleaned using disposable cloths and household detergents, according to current recommended workplace legislation and practice.</p> <p>The symptomatic person is to self-isolate themselves at home and follow Government guidance on isolation.</p>	
Visitors to offices	Fatal/Major infection of self and others	H	<p>Wherever possible, visitors are to be discouraged from visiting any offices.</p> <p>Meetings are to be held using the conference call facilities. Contact the Office Manager for details.</p> <p>If a meeting is to be held in a conference room, a 2m separation must be observed.</p> <p>Employees are to be encouraged to work from home whenever possible.</p> <p>Employees working at office locations are to maintain a 2m separation.</p> <p>Employees and visitors to office locations are to be reminded and encouraged to clean hands regularly</p>	L
Travelling to work using private vehicles	Fatal/Major infection of self and others	H	<p>Travelling to work in private vehicles may contribute to the spread of the Covid-19 virus due to poor cleanliness of surfaces in the vehicle. Therefore:</p> <p>Consider working from home where possible,</p> <p>Consider conference call facilities,</p> <p>Use medicated wipes to clean all surfaces regularly in contact with breath condensation or touch especially before commencing your journey and when completing your journey. This includes steering wheel, controls, handbrake, windscreen and side windows, door handles, gear stick, glove box, rear view mirror, boot opening handles, passenger door handles, seat belt components, internal light switches etc.</p>	L

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			<p>Do not carry passengers wherever possible.</p> <p>If you must carry passengers, ensure they use medicated handwash before they touch any surfaces.</p> <p>Consider passengers using face masks to prevent transmission of the virus through breath, coughing or sneezing.</p>	
Travelling to work using public transport	Fatal/Major infection of self and others	H	<p>Travelling on public transport must be discouraged due to the high risk of passing the virus between passengers.</p> <p>If you must travel on public transport, consider using transport in non-peak hour times.</p> <p>Plan your journeys to minimise public transport. Using bicycles or walk.</p> <p>Carry medicated handwash and use regularly</p> <p>Consider use of face masks.</p> <p>Wherever possible, do not touch surfaces</p>	L
Contaminated surfaces	Fatal/Major infection of self and others	H	<p>All surfaces such as tables in offices and welfare areas, chair seats and legs, sinks, taps, door handles, fridge doors, microwaves etc are to be regularly thoroughly washed with warm water and soap.</p> <p>All shared tools are to be washed daily with warm soapy water and wiped down using medicated wipes by each user before use.</p> <p>All employees should wipe down internal surfaces in their private vehicles especially steering wheels, controls and handbrake.</p> <p>All plant operators are to carry out a clean of all regularly touched surfaces and controls on equipment before use and regularly during the working day.</p>	L
Deliveries of materials	Fatal/Major infection of self and others	H	<p>Delivery of materials from suppliers come from multiple sources and there is no knowledge of the personal cleanliness of previous handlers so particular caution is to be applied to this:</p> <p>Request that delivery drivers maintain a 2m distance from others when delivering packages.</p> <p>If a package requires an electronic signature, the delivery driver should wear a face mask to reduce contamination of others. Attempt to sign for the delivery using only the stylus. Do not touch the pad if possible. Clean hands immediately after taking delivery.</p>	

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			Employees handling fresh deliveries are to wear disposable gloves and a mask. Where possible, wipe down surfaces with a spray detergent or medicated wipes. Try to hold packages etc away from the body to prevent contamination of clothing. Receivers of packages should take precautions such as cutting wrapping rather than tearing wrapping.	

COMPLETED BY:	DATE:
SIGNATURE:	REVIEW DATE: