



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> <p>Do not travel to work unless absolutely necessary. Work from home if at all possible.</p> <p>Those persons classed as Clinically Extremely Vulnerable (those informed by Doctor, those with underlying medical conditions, those from a BAME background and those over 70 years old) are to take note of their local area COVID alert levels and take precautions as advised. If that person must travel between areas i.e. for work purposes, then the higher level of alerts must apply. Refer to: https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</p> <p>Do not congregate in areas (no more than 2 persons) and maintain social distancing of 2m, or 1m with risk mitigation if 2m not viable.</p> <p>Stay at home (self-isolation) if you have symptoms of the virus (high temperature and/or new continuous cough or loss of or change in your sense of taste or smell)</p> <p>Avoid touching eyes, mouth and nose (an average person can touch their face up to 16 times/hour)</p> <p>Wash hands frequently with medicated soap and hot water or a minimum of 60% alcohol-based hand sanitiser.</p> <p>Follow the 3 simple actions: Hands – Face – Space</p> <p>Download the local NHS Covid-19 App to record where you have been and follow advice shown.</p>	L

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
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 or a loss of or change in your sense of taste or smell. If this occurs:</p> <p>Isolate the person away from all other persons.</p> <p>The affected person is to be sent directly home, immediately.</p> <p>Provide the person with a face covering if they do not already have one.</p> <p>Inform the person not to touch any surfaces where possible when they leave or travel home.</p> <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 should, where possible, travel home alone in a private vehicle. If the symptomatic person must travel on public transport, they MUST wear a face covering, cough or sneeze into a tissue or into the crook of their arm, avoid touching surfaces and use hand sanitiser often.</p> <p>Once home, the symptomatic person will be required to contact NHS 111 to discuss their symptoms and next steps. They will be requested to visit a test centre, or they will have a test kit sent to their home</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 following current Government guidance on isolation which is a minimum of 10 days.</p> <p>All offices are to maintain a register of contact details of all persons who come to the office/premises in the event of being contacted by the track and trace team.</p>	L
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 such as Microsoft Teams or Zoom. Contact the Office Manager for details.</p>	L

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			<p>If a meeting is to be held in a conference room, a 2m separation must be observed at all times with risk mitigation such as ventilation, sitting shoulder to shoulder, and where required, to wear face coverings. Observe maximum occupancy signs.</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, or 1m with risk mitigation if 2m not viable.</p> <p>Employees and visitors to office locations are to be reminded and encouraged to clean hands regularly using the medicated hand wash available in the toilets or hand sanitiser available at entrances to offices.</p>	
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> <ul style="list-style-type: none"> ➤ Consider working from home where possible, ➤ Consider conference call facilities, ➤ 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. ➤ Where possible, do not carry passengers. ➤ If you must carry passengers, ensure they use medicated hand sanitiser before they touch any surfaces and maintain social distancing with risk mitigation such as opening windows to encourage ventilation, face away from each other and wear face coverings. 	L
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 travelling in non-peak hour times.</p> <p>Plan your journeys to minimise public transport. Using bicycles or walk where possible.</p> <p>Carry medicated handwash and use regularly</p> <p>You must use face coverings when travelling on public transport.</p>	L

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			Wherever possible, do not touch surfaces and make use of sanitising points on public transport.	
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 or approved medicated cleaning materials.</p> <p>All shared equipment such as printers, monitors etc are to be wiped down using medicated wipes by each user before and after use.</p> <p>All employees should wipe down internal surfaces in their private vehicles especially steering wheels, controls and handbrake.</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> <p>Employees handling fresh deliveries are to wear disposable gloves and a mask.</p> <p>Where possible, wipe down surfaces with a spray detergent or medicated wipes.</p> <p>Try to hold packages etc away from the body to prevent contamination of clothing.</p> <p>Receivers of packages should take precautions such as cutting wrapping rather than tearing wrapping.</p>	

COMPLETED BY: K Abrehart	DATE: 24.03.20
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