

	<h2>Risk Assessment (RA) Form</h2>	RA No:	RA-O-003	Rev:	02
		RA By:	M. Simpson	Date:	12.07.2020
		Next Review		12.07.2023	

Contract	Customer	Job No.

Subject / Activity / Task	Location	Associated Documents
<p>This assessment is not task-specific.</p> <p>Its purpose is to address the risks posed by Coronavirus (COVID-19). Whilst this is not a hazardous agent in the customary sense i.e. one likely to be present as a result of work activity, it is a risk to health which should be addressed. The assessment is designed to ensure people engaged in our undertakings are able to do so in line with latest current guidance.</p>	Office	

LIKELIHOOD (L)	
1	Rare
2	Unlikely
3	Possible
4	Likely
5	Certain

SEVERITY (S)	
1	No lost time minor injury
2	Lost time minor injury
3	Major injury
4	Multiple major injury
5	Fatality / Catastrophic

RISK RATING (R)		
(When assessing / scoring risk if in doubt seek further advice)		
A	Critical Risk	Activity may not continue and should be assessed by HSEQ Manager
B	High Risk	Activity may continue with supervision by a competent person
C	Medium Risk	Activity can continue with supervision oversight
D	Low Risk	Activity can continue without supervision

		Risk Rating (R)				
Likelihood (L)	5	B	A	A	A	A
	4	C	B	B	A	A
	3	D	C	B	B	A
	2	D	D	C	C	B
	1	D	D	D	C	C
		1	2	3	4	5
		Severity (S)				

IMPORTANT NOTE

This assessment will be updated as further guidance is issued by the UK Government, Public Health England, the Construction Leadership Council, or any other relevant body.

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		Likelihood	Severity	Risk Rating		Likelihood	Severity	Risk Rating
Something that has the potential to cause harm.	Who is potentially at risk.	(L x S = R)			CONTROL BY: Training / Supervision / Safety Equipment / Health Monitoring / Safe Working Procedures / etc.	(L x S = R)		
Covid-19 transmission. Transmittal of infection from person to person, usually after close contact with an infected individual in the workplace.	Everyone but particularly older people and people with pre-existing medical conditions.	5	5	A	<ul style="list-style-type: none"> Stay 2m apart, or 1m with risk mitigation where 2m is not viable, is acceptable. Wash hands frequently with an alcohol-based hand sanitiser or soap and water. Follow the guidance in the most recent updated information from the UK Government. People identified as high risk <u>must</u> be away from their workplace and will work from home where possible. This includes those who live with vulnerable individuals. If you feel unwell contact your line manager and do not attend work. 	2	5	B
Travel to work. When traveling to work there is a clear risk of being unable to maintain social distancing.	Everyone but particularly older people and people with pre-existing medical conditions.	5	5	A	<ul style="list-style-type: none"> Enable working from home for those who can. Wherever possible travel alone using your own transport. Provide hand cleaning facilities at entrances and exits and other high traffic areas. If possible walk or cycle to and from work. 	2	5	B
Access and egress points. Access and egress into the office there is the potential of people touching surfaces that are potentially contaminated.	Everyone but particularly older people and people with pre-existing medical conditions.	5	5	A	<ul style="list-style-type: none"> All employees to use hand sanitiser when entering or leaving the premises. Regularly clean common contact surfaces such as door handles and frames, both internally and externally. Avoid un-necessarily people traffic. 	2	5	B
Use of changing facilities. Risk of being unable to sufficiently maintain facilities.	Everyone but particularly older people and people	5	5	A	<ul style="list-style-type: none"> Introduce enhanced cleaning of all facilities. Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal. 	2	5	B

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Something that has the potential to cause harm.	Who is potentially at risk.	(L x S = R)			CONTROL BY: Training / Supervision / Safety Equipment / Health Monitoring / Safe Working Procedures / etc.	(L x S = R)		
Social distancing. Risk of being unable to maintain social distancing as directed by the Government.	Everyone but particularly older people and people with pre-existing medical conditions.	5	5	A	<ul style="list-style-type: none"> Maintain a 2m distance or 1m with risk mitigations where 2m is not viable. Mitigating actions include: <ul style="list-style-type: none"> Further increasing the frequency of hand washing and surface cleaning. Keeping the activity time involved as short as possible. Using screens or barriers to separate people from each other. Using back-to-back or side-to-side working (rather than face-to-face) whenever possible. Reducing the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others). 	2	5	B
Moving around the work place. Maintain social distancing.	Everyone but particularly older people and people with pre-existing medical conditions.	5	5	A	<ul style="list-style-type: none"> Follow all signage and instructions. Do not use the lift unless absolutely necessary, if necessary, maintain single occupancy. Avoid hot desking. Avoid common areas whenever possible. 	2	5	B
Hand washing facilities. Risk of being unable to sufficiently maintain hand washing supplies and the risk of managing waste hand towels etc.	Everyone but particularly older people and people with pre-existing medical conditions.	5	5	A	<ul style="list-style-type: none"> Ensure soap and fresh water is readily available. Provide hand sanitiser where hand washing facilities are unavailable. Regularly clean hand washing facilities and check soap and sanitiser levels, top up as required. Provide signage encouraging increased frequency of hand washing for a minimum 20 seconds. 	2	5	B

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Something that has the potential to cause harm.	Who is potentially at risk.	(L x S = R)			CONTROL BY: Training / Supervision / Safety Equipment / Health Monitoring / Safe Working Procedures / etc.	(L x S = R)		
Use of the toilet facilities. Risk of being unable to sufficiently maintain the facilities and the risk of managing waste hand towels etc.	Everyone but particularly older people and people with pre-existing medical conditions.	5	5	A	<ul style="list-style-type: none"> Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal. Stay 2 meters away from other people. 	2	5	B
Use of kitchen and eating areas. Risk of being unable to sufficiently maintain the canteen or eating facilities and the risk of managing waste hand towels etc.	Everyone but particularly older people and people with pre-existing medical conditions.	5	5	A	<ul style="list-style-type: none"> Display signage restricting the number of people using facilities at any one time. Wash hands before and after using the facilities. Enhance the cleaning regimes particularly door handles, locks and the toilet flush. Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal. 	2	5	B
Cleaning. As viruses can be transmitted on touchable surfaces it is essential to maintain suitable cleaning regimes to reduce the potential risk of cross contamination.	Everyone but particularly older people and people with pre-existing medical conditions.	5	5	A	<ul style="list-style-type: none"> Staggered breaks to reduce congestion. Hand sanitiser available at the entrance of any area where people eat. Bring pre-prepared meals and refillable drinking bottles from home. Sit 2M apart from each other whilst eating. Tables should be cleaned between use. All rubbish should be put straight in the bin and not left for someone else to clear up. 			B
					<ul style="list-style-type: none"> Enhanced cleaning procedures in place, particularly in communal areas including: <ul style="list-style-type: none"> Taps and washing facilities. Toilet flush and seats. Door handles, frames and handrails. Food preparation and eating surfaces. Telephones, keyboards, photocopiers and other office equipment. 			

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		(L x S = R)				(L x S = R)		
<p>COVID-19 Out Break. Steps to take should such an event occur should be planned so they are effective in minimising the impact.</p>	<p>Everyone but particularly older people and people with pre-existing medical conditions.</p>	5	5	A	<ul style="list-style-type: none"> Rubbish collection and storage points should be emptied throughout and at the end of each day. 	2	5	B
<p>COVID-19 Out Break. Steps to take should such an event occur should be planned so they are effective in minimising the impact.</p>	<p>Everyone but particularly older people and people with pre-existing medical conditions.</p>	5	5	A	<ul style="list-style-type: none"> As far as possible, where workers are split into teams or shift, fixing these teams or shift so that where contact is unavoidable, this happens between the same people. Identifying areas where people have to directly pass things to each other, find ways to remove direct contact, such as through the use of drop-off points. Keep records of attendance for 21 days to assist NHS track and trace. Mark Simpson is the nominated single point of contact (SPOC) who will lead on contacting local Public Health teams. If there is more than one case of COVID-19 in the workplace, contact your local PHE health protection team to report the suspected outbreak. If the local PHE health protection team declares an outbreak, we will be asked to record details of symptomatic staff and assist with identifying contacts. We will be provided with information about the outbreak management process, which will help us to implement control measures, assist with communications. If any employee stays away from home during the course of their work records must be maintained. 	2	5	B

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