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| **Contract** | **Customer** | **Job No.** |
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| **Subject / Activity / Task** | **Location** | **Associated Documents** |
| **This assessment is not task-specific.** 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. | Office  |  |
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| **LIKELIHOOD (L)** |  | **SEVERITY (S)** |  | **RISK RATING (R)**(When assessing / scoring risk if in doubt seek further advice) |  |  | **Risk Rating (R)** |
| 1 | Rare | 1 | No lost time minor injury | **Likelihood (L)** | **5** | **B** | **A** | **A** | **A** | **A** |
| 2 | Unlikely | 2 | Lost time minor injury | A | Critical Risk | Activity may not continue and should be assessed by HSEQ Manager | **4** | **C** | **B** | **B** | **A** | **A** |
| 3 | Possible | 3 | Major injury | B | High Risk | Activity may continue with supervision by a competent person | **3** | **D** | **C** | **B** | **B** | **A** |
| 4 | Likely | 4 | Multiple major injury | C | Medium Risk | Activity can continue with supervision oversight | **2** | **D** | **D** | **C** | **C** | **B** |
| 5 | Certain | 5 | Fatality / Catastrophic | D | Low Risk | Activity can continue without supervision | **1** | **D** | **D** | **D** | **C** | **C** |
|  | **1** | **2** | **3** | **4** | **5** |
| **Severity (S)** |
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| **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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| **HAZARD** | **AT RISK** | **RISK SCORE****(before controls)** | **CONTROL MEASURES** | **RISK SCORE****(after controls)** |
| Something that has the potential to cause harm. | Who is potentially at risk. | Likelihood | Severity | Risk Rating | CONTROL BY: Training / Supervision / Safety Equipment / Health Monitoring / Safe Working Procedures / etc. | Likelihood | Severity | Risk Rating |
| (L x S = R) | (L x S = R) |
| **Covid-19 transmission.**Transmittal of virus from person to person, usually after close contact with an infected individual.  | Everyone but particularly older people and people with pre-existing medical conditions. | 5 | 5 | A | * Stay 2m apart, or 1m with risk mitigation.
* 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.
* If you feel unwell contact your line manager and do not attend work.
* Temperature checks of all employees on arrival.
* Lateral Flow Device (LFD) testing of all employees on a regular basis.
 | 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 | * Wherever possible travel alone using your own transport.
* Use public transport and follow any specific guidance from the travel company.
* 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 | * All employees to use hand sanitiser when entering or leaving the premises.
* Enhance cleaning regime implemented focussing on all common contact surfaces such as door handles, taps, hand rails, etc..
* Avoid un-necessarily people traffic.
 | 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 | * Follow all signage especially one-way systems and instructions.
* Do not use the lift unless absolutely necessary, if necessary, maintain single occupancy.
* Avoid hot desking.
* Avoid common areas whenever possible especially at break times.
 | 2 | 5 | B |

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| Something that has the potential to cause harm. | Who is potentially at risk. | Likelihood | Severity | Risk Rating | CONTROL BY: Training / Supervision / Safety Equipment / Health Monitoring / Safe Working Procedures / etc. | Likelihood | Severity | Risk Rating |
| (L x S = R) | (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 | * Maintain a 2m distance or 1m with risk mitigations where 2m is not viable. Mitigating actions include:
* Further increasing the frequency of hand washing and surface cleaning.
* Keeping the activity time involved as short as possible.
* Only use every other desk. Closed desks will be clearly identified.
* Using back-to-back or side-to-side working (rather than face-to-face) whenever possible.
* Attendance rota in place to manage numbers in the office at an agreed level.
* Conduct meetings online whenever possible.
 | 2 | 5 | B |
| **Hand washing facilities.**Risk of spreading the virus by not washing hands frequently or adequately.  | Everyone but particularly older people and people with pre-existing medical conditions. | 5 | 5 | A | * Ensure soap, fresh water, paper towels or hand dryers are 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.
* Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.
* Access to be provided to delivery drivers who must follow the same controls.
 | 2 | 5 | B |

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| (L x S = R) | (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 | * 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.
* Access to be provided to delivery drivers who must follow the same controls.
 | 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 | * 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.
 | 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 | * Enhanced cleaning procedures in place, particularly in common areas including:
* 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.
* Rubbish collection and storage points should be emptied throughout each day.
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| (L x S = R) | (L x S = R) |
| **COVID-19 Out Break.**Steps to take should such an event occur should be planned so they are effective in minimising the impact. | Everyone but particularly older people and people with pre-existing medical conditions. | 5 | 5 | A | * 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.
 | 2 | 5 | B |