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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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| **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) | | |
| **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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| **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) | | |
| **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. |  |  | 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) | | |
| **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 |