

# COVID-19 RISK ASSESSMENTS

<b>Project Title:</b>	Arrangement for Operation during COVID-19 Pandemic	<b>Risk Assess. No.:</b>	COV-19 #3							
<b>Task/Activity:</b>	Normal office work with controls to reduce exposure to COVID-19	<b>Date Prepared:</b>	05/05/20							
HAZARDS		Likelihood			Severity					Risk Score
Ref.	Key hazards associated with the above task/activity. Without Control Measures	Probable	Occasional	Remote	Catastrophic	Critical	Serious	Marginal	Negligible	Likelihood x Severity
		3	2	1	5	4	3	2	1	
1	Exposure to COVID-19	X			X					15
2										
Ref.	Key hazards associated with the above task/activity. With Control Measures	Probable	Occasional	Remote	Catastrophic	Critical	Serious	Marginal	Negligible	Likelihood x Severity
		3	2	1	5	4	3	2	1	
1	Exposure to COVID-19			X	X					5
2										
<b>Risk Assessment Scores:</b>		<b>10+ High Risk</b>			<b>5-9 Medium Risk</b>			<b>1-4 Low Risk</b>		

PERSONS AFFECTED					
Operatives	X	Members of Public		Site Visitors	X
Other Workers	X	Managers	X	Young Persons	
Office staff	X				

PPE REQUIREMENTS					
Harness & Lanyard		Hi-Viz Clothing		Respiratory Protection	X
Hearing Protection		Eye Protection	X	Head Protection	
Gloves	X	Boots		Approved Overalls	X

CONTROL MEASURES	
Information/Instruction/Training	Managerial Controls
1 - Access and Egress	Staggered start/finish times, 3 times offset by 15 min
	Shifts not to come to work earlier than 15 minutes before Start time
	Door handles cleaned by staff on a rota
	Hand sanitiser provided at entrance
	2M Spacing to be marked on floor

2 - Maintain 2 metre distancing rule at all times	Managers to ensure that regular checks are made throughout each shift
	Managers to ensure 2-metre distancing rules are followed at all times during breaks.
	Canteen to be set up so the 2 metre distancing rule is adhered too
	Do not congregate in one area during break times, space yourself away from other employees
	Mark floor to designate safe distance
	Re-allocate use of toilets
	Maintain 2 meter distance when using any shared office equipment (printer, copiers, franking m/c, etc)
	Staff to work from home where possible / instructed
3 - Ensure Good Hygiene handwashing for 20 secs	Ensure handwashing for 20 secs
	Hand wash facilities are provided at all times
	Posters are displayed around site
	Hand Sanitisers are supplied around site
	Managers to remind all staff to wash their hands before and after break times
4 - Minimising contact with contaminated surfaces	Doors that can be propped open are so
	Doors that cannot be propped open will be cleaned throughout day on a rota
	Transferring of paperwork is kept to an absolute minimum, scan, email, and if absolutely necessary please use hand sanitiser before and after
	Supply paper roll/disinfectant spray/hand sanitiser in area for employees to use
	Ensure hand sanitiser/paper roll are supplied for telephones or passing of paperwork.
	After each shared office equipment (printer, copier, fanking m/c) has been used, operator must clean down including surrounding area and touch points disinfected.
	Restrict access to employees between offices - use phone/email where possible
5 - Control of Visitors	No unnecessary visitors to site
	Post collection not to enter office
	Essential visitors to review Covid-19 policy and adhere to controls
	Display Covid-19 Policy and Dos & Don'ts in reception by signing-in book
	Staff member hosting the visitor to complete signing-in book with own pen
6 - First Aid and Illness	All reported or signs of COVID-19 symptoms MUST be taken seriously Suspected signs of COVID-19 or reports of symptoms from employees (High Temperature, Continuous cough, Shortness of breath)

	Employee to be evaluated by trained first aider maintaining 2 metre distance where possible; wear clean gloves mask and apron if treatment is required. First aiders to notify managers immediately
	Suspected symptoms - Take temperature. Employee to contact NHS 111 for advice using his or her own phone if required advice is required. Take appropriate advice and measures depending on the outcome
	Clean the evaluation area & employee working area using disinfectant, if employee is advised to self-isolate
	First Aider to dispose of Apron and gloves in specified bin and immediately wash hands
	Double bag the waste and store for 72 hours before disposal in designated wheelie bin marked.
7 - Cleaning Regime	Cleaning staff to be briefed before starting work when site re opens
	Canteen and toilets to be cleaned frequently
	Canteen to be cleaned between sittings
	Cleaning duties to be specified
	Check soap / sanitiser containers are full
8 - Waste	Waste of paper roll/gloves to be bagged then bagged again, following suspected contamination
	Store waste in non-communal area for 72hrs, following suspected contamination
9 - Information, Instruction, Training, Supervision	COVID-19 Risk assessment given to all staff on site
	RA Controls briefed to all staff
	TBT to be given to all staff upon return to work
	Posters around site
	COVID-19 Policy to be given to all staff, with read & receipt
10 - PPE	Face covering to be used in situations of working within 2 metre rule for short quick periods

## Residual Risk Rating

Considering the above control measures

# MED

**Assessment Prepared by:**

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**Date:** 5<sup>th</sup> May 2020