


## Staying COVID-19 Secure in 2020 Risk Assessment

### DETAILS OF HAZARD IDENTIFICATION AND EVALUATION

Project Title:	Office Working	Work Area:	
Contract No:		Risk Assessment No:	1
Carried Out By:	Angela Price	Position:	HS&E Manager
Responsible Person:		Start Date:	
		Date of Assessment:	13/05/2020
		Review Date:	03/06/2020
		Approx. Duration:	

 **First Aid Provisions**  
*to be reviewed sooner if Government Advice Changes within the 3 week review period*

Description of Activity: *Working outdoors on construction sites*

### PPE Required for Task (tick/complete as appropriate)

Employees are to report any defective or damaged equipment to their supervisor for repair or replacement	PPE Item:	✓ if Required	PPE Item:	✓ if Required	PPE Item:	✓ if Required	PPE Item:	✓ if Required	Additional PPE Requirements
		 Hard Hat		 Overalls		 Gloves		 Ear Protection	
	 Eye Protection		 Hi-Vis Vest		 Safety Boots		 Face Mask		

Supporting Documents	Yes	No	Document Number	Supporting Documents	Yes	No	Document Number
Method Statements		✓		Drawings	✓		
Lifting Plan		✓					
Safety Procedures	✓		<i>Contained within this risk assessment</i>	Others			

If you are unsure or do not understand any part of this Risk Assessment consult your supervisor

## Risk Assessment

Description of Activity: Office Working

Ref. Number	Activity/Hazard	Who could be hurt?	How can the HAZARDS cause harm	Risk Evaluation		
				Likelihood	Severity	Risk Rating
44	Coronavirus (Covid 19) Office	All Persons	respiratory illness caused by a novel coronavirus (SARS coronavirus-2 (SARS-CoV-2)) that can affect the lungs and airways. Symptoms include a fever, shortness of breath, breathing difficulties, muscle pain, tiredness, dry cough, dyspnoea (laboured breathing), sore throat, diarrhoea, anosmia (loss of smell), dysgeusia (loss of taste), conjunctival hyperaemia (sore/bloodshot/dry eyes). The virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing. The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature). If it is passed from one person to another, while many survive infection, some may die from the disease.	4	4	High

### RISK EVALUATION

Low	Satisfactory: Monitor & maintain controls	Medium	Caution: Monitor & maintain strict controls	High	Danger: Stop work and introduce further control measures
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Before and after ratings must be completed to demonstrate that the control measures reduce the risk of injury as far as is reasonably practicable.	Likelihood	Severity				
		x	1. No Injury, damage or Environmental Impact	2. Minor Injury or Environmental Impact	3. Moderate Injury or Environmental Impact	4. Serious Injury or Environmental Impact
		1. Unlikely	Low	Low	Low	Low
		2. Small Probability	Low	Low	Medium	High
		3. High Probability	Low	Medium	High	High
4. Almost Certain	Low	High	High	High		

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## Risk Assessment

Description of Activity: Office Working

DETAILS OF CONTROL MEASURES				
Hazard / Activity	Workplace Precautions to be applied	Residual Risk		
		Likelihood	Severity	Risk Rating
Coronavirus (Covid 19) Office	<ul style="list-style-type: none"> <li>• Everyone must work from home where they can work from home.</li> <li>• No-one should come to work with a temperature or a new continuous cough.</li> <li>• Where employees cannot work from home we must redesign the workplace to maintain social distancing ensuring there is 2m distances between work stations</li> <li>• Repurpose meeting rooms to spread employees out. Use Hazard tape to eliminate usage of seats to ensure 2m distancing is in place</li> <li>• Reduce space pressure by reducing the number of employees required to work in an area (e.g. a proportion remains working from home)</li> <li>• Ensure there is a one way system on stairs where possible, place signs to advise workers only one person on the stairs at any one time where passing is required.</li> <li>• No use of lifts if possible.</li> <li>• Ensure breaks are staggered to eliminate number of workers in the canteen at any one time. Ensure there is adequate cleaning products to wipe down after each use.</li> <li>• If toilet space is limited - only one person per time in the toilets - signs will be placed outside advising of this.</li> <li>• There will be no hot desking allowed.</li> <li>• Hand washing signs to remind all of the government advice will be placed around the business and hand sanitiser will be placed on all desks, entrances and exits to all buildings and welfare facilities.</li> <li>• Additional cleaning will be in place to ensure all commonly touch areas (e.g. equipment control panels, handles, handrails, kettles, hot desk surfaces) are cleaned daily.</li> <li>• Face masks will be issued where a 2m distance is not able to be maintained and only can be in place for up to 15 minutes.</li> <li>• Do not make cups of tea or coffee for anyone other than yourself.</li> <li>• Cutlery/plates and cups to be brought from home and used by one person and kept separate.</li> <li>• All doors with key fobs or security button release to have hand sanitiser by them.</li> <li>• Government Staying COVID-19 Secure in 2020 poster to be displayed and signed by Senior Management</li> </ul>	2	2	Low

## Risk Assessment

**Description of Activity:** Working outdoors on construction sites

**ACCEPTANCE & REVIEW - TOOLBOX TALK ATTENDANCE REGISTER, MAY BE USED FOR RECORDING PURPOSES**

### PERSONS AFFECTED BY THIS RISK ASSESSMENT

#### Employee Declaration

"I have read and understood the Risk Assessment and will follow the procedures detailed in the document.

In addition I will also carry out a Point OF Work Risk Assessment before starting the task to identify any additional hazards"

Print		Sign		Date	
Print		Sign		Date	
Print		Sign		Date	
Print		Sign		Date	
Print		Sign		Date	
Print		Sign		Date	
Print		Sign		Date	

### PERSON SUPERVISING THE WORK

#### Supervisor Declaration

"I will inspect/understand the workplace before setting operatives to work, and continuing to monitor the working environment for hazards.

I will enforce the procedures stated in this document throughout the task"

Print		Sign		Date	
Print		Sign		Date	
Print		Sign		Date	

### REVIEW BY & DATE (WITH NO CHANGE)

Print		Sign		Date	
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Print		Sign		Date	
Print		Sign		Date	

**ADHERENCE TO BUSINESS UK HEALTH & SAFETY WORK INSTRUCTIONS AND GOVERNMENT GUIDANCE NOTES MAY BE ADEQUATE TO CONTROL SOME OF ALL OF THE HAZARDS ; WHERE APPLICABLE RELATE THE PROCEDURE NUMBERS. SEPARATE RISK ASSESSMENTS WILL BE REQUIRED FOR RISK RELATING TO COSHH, VULNERABLE PERSONS AND NOISE, ATTACH TO THIS ASSESSMENT IF REQUIRED.**

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**Employees are subject to a duty to alert and a right to withdraw if they have reasonable cause to think that a work situation poses a serious and imminent threat to their life and/or health**

**Staying COVID-19 Secure in 2020**