

COVID 19 RISK ASSESSMENT

Operation:	Office / Admin operations during the COVID-19 pandemic.	Actions controlled by:			Operations Manager			
R/A No:	COVID-19 R/A 001 (V1).	Assessed by:			Jason Cox			
Reviewed by:	Jason Cox / Sonia Webster - Operations Manager	Date :	9 th June 2020.		Review Date: Ongoing.			
HAZARDS	RISK(S)	Risk Rating			CONTROL MEASURES	Residual Risk		
		S	L	RF		S	L	RF
1: Coronavirus – (COVID19)	Potential for serious respiratory illness and in worst case scenario loss of life	5	4	20	All staff, sub-contract instructors, and other visitors to comply fully with requirements based on current Government (29 th May 2020) and industry guidance (CLC Safe Operating procedures V4 18 th May 2020) with regards to social distancing and enhanced welfare and hygiene arrangements - Anyone who either has a high temperature or a new persistent cough or is within 14 days of the day when the first member of their household showed symptoms of Covid-19 should not come to site, but must follow the guidance on self-isolation. Anyone who is at increased risk of severe illness from Covid-19 will be advised to work at home and should be particularly stringent about following social distancing measures. Anyone living with a person who is at increased risk of severe illness, or an extremely vulnerable person who is shielding from Covid-19, should stringently follow the guidance on social distancing and minimise contact outside the home. Delegate joining instructions updated to request that persons with or living with persons displaying symptoms to refrain from visiting site. In event that any individual refuses or fails to follow any of the identified control measures in this risk assessment the Company reserves it's right to ask the individual to leave site immediately and (where applicable) disciplinary action may be taken.	5	1	5
2: Travelling to and from site:	Potential for cross contamination – between drivers / passengers in	5	4	20	When travelling to work or between site locations, workers should travel alone. If workers have no option but to share a vehicle, then they should: <ul style="list-style-type: none"> Share with the same individuals and with the minimum number of people at 	5	1	5

	vehicles				<p>any one time</p> <ul style="list-style-type: none"> • Wherever possible maintain a distance of 2 metres and avoid touching their faces • Maintain good ventilation (i.e. keeping the windows open) and face away from each other during the journey • Wash their hands for 20 seconds using soap and water or hand sanitiser if soap and water are not available before entering and after getting out of the vehicle • Regularly clean the vehicle using gloves and standard cleaning products, with particular emphasis on handles and other surfaces which may be touched during the journey. 			
3: Site parking:	Potential for cross contamination – between drivers / passengers	5	3	15	Staff and visitors to park in allocated spaces at allocated times – staggering arrival and departure times where required to reduce potential for contact – additional parking areas opened up to reduce congestion where required.	5	1	5
4: Site access and egress points:	Potential for cross contamination – between persons on site	5	3	15	Only essential persons permitted on site. Where required starting times will be staggered start to reduce congestion and potential contact. Site inductions and signing in (for visitors) completed to explain local COVID 19 arrangements. All access and egress points will be clearly signed with regards to specific controls particularly with regards to 2m social distancing. Where possible doors will be opened to reduce hand contact. All staff and visitors to wash their hands for 20 seconds using soap and water and disposable hand towels immediately upon arrival following signage directing them to handwashing facilities. Enhanced cleaning regime in place for common contact surfaces in reception, office and delivery areas. Where loading and offloading arrangements on site will allow it, drivers should remain in their vehicles. If drivers are required to exit their vehicle, they should wash or sanitise their hands before handling any materials leaving in designated safe area to avoid close contact.	5	1	5
5: Hand washing:	Potential for contamination from insufficiently cleaned hands	5	4	20	All staff and visitors to wash their hands for 20 seconds using soap and water and disposable hand towels immediately upon arrival following signage directing them to handwashing facilities. Towels removed from handwashing areas and replaced with paper towel to be placed in a lidded bin and emptied (with tied bag) regularly throughout the day. Additional hand sanitiser	5	1	5

					dispensers (minimum 60% alcohol based) to be made available in communal welfare facilities and offices and must be used by all persons entering and leaving the room.			
6: Toilet facilities:	Potential for contamination from insufficiently cleaned or maintained toilet facilities	5	4	20	Number of persons using toilet facilities at any one time to be restricted to one person at a time. 2m distance will be maintained between people when queuing. All persons to Wash or sanitise hands before and after using the facilities. Enhanced (documented) cleaning regime in place for toilet facilities, particularly door handles, locks and the toilet flush. Towels removed from handwashing areas and replaced with paper towels placed in a lidded bin and emptied (with tied bag) regularly throughout the day.	5	1	5
7: Canteen and rest areas:	Potential for cross contamination from surfaces and or other persons	5	4	20	All staff and visitors will be required to bring their own food and should stay on site once they have entered it and avoid using local shops. Break times will be staggered to reduce congestion and contact at all times. Drinking water will be provided with enhanced cleaning measures of the tap and or/dispenser. Staff to use their cups and cutlery etc. and take personal responsibility for cleaning own items. Alternatively disposable cups etc. may be used providing they are safely disposed of after use. Frequently touched regularly, using standard cleaning products e.g. kettles, refrigerators etc. will be subject to enhanced cleaning regime. Hand cleaning facilities or hand sanitiser will be available at entrance to any room where people eat and must be used by all persons entering and leaving the area. 2m should be maintained between users.	5	1	5
8: Close working (Office & admin staff)	Potential for cross contamination from surfaces and or other persons	5	4	20	Offices and admin work will be planned and organised to avoid crowding. Rooms should be well ventilated / windows opened to allow fresh air circulation. All staff will be briefed of the specific control measures necessary to protect them and their colleagues. Desks and workstations will be positioned at distances exceeding 2m, work stations and desks will not face each other. All admin staff will only use their own equipment (telephones, keyboards, stationary etc.) – Where possible doors will be wedged open to reduce common touch points. Controls on shared equipment such as photocopiers must be wiped with antibacterial wipes before and after use. Visitors to offices will be strictly limited to one person (in addition to 3 members of staff) at any one time and 2m distancing must be observed at all times. Hand cleaning facilities or	5	1	5

					hand sanitiser will be available at entrance to offices must be used by all persons entering and leaving the area.			
9: Use of PPE/RPE	Potential for cross contamination	5	4	20	In accordance with current government and industry guidance where 2m social distancing and enhanced cleaning/hygiene measures are in place it is not mandatory for RPE/PPE to be used and where used may only be of limited benefit in protecting against COVID 19. However the company recognises that the potential benefit of peace of mind that face coverings may provide and will provide free of charge disposable face coverings to customers upon request. Single use PPE (including gloves) must be disposed of so that it cannot be reused. Staff will be offered re-usable face coverings on the basis that they will be thoroughly cleaned at the end of each day or before next use and not shared between workers.	5	1	5
10: First aid and emergency service response:	Potential for cross contamination from surfaces and or other persons	5	4	20	The primary responsibility is to preserve life and first aid should be administered if required and until emergency services attend. Provision of adequate first aid resources must be agreed on site. Emergency plans including contact details should be kept up to date. Consideration must also be given to potential delays in emergency services response, due to the current pressure on resources. If a person develops a high temperature or a persistent cough while at work, they should: <ul style="list-style-type: none"> • Ensure their manager or supervisor is informed • Thoroughly wash their hands and Return home immediately • Avoid touching anything • Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow. They must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed. 	5	1	5
11: Cleaning:	Potential for cross contamination from surfaces and or other persons	5	4	20	Enhanced cleaning procedures will be in place across site, particularly in communal areas and touch points including: <ul style="list-style-type: none"> • Taps and washing facilities • Toilet flush and seats • Door handles, push plates and hand rails on staircases and corridors • Machinery, equipment, lift and hoist controls 	5	1	5

				20	<ul style="list-style-type: none"> All areas used for eating must be thoroughly cleaned at the end of each break and shift, including tables, chairs and door handles Telephone equipment, key boards, photocopiers and other office equipment Rubbish collection and storage points should be increased and emptied regularly throughout and at end of each day.			5
12: Communication	Potential for contamination due to lack of understanding or knowledge	5	4	20	Visual signage will be displayed throughout the site. All visitors will receive a full verbal induction and COVID briefing on arrival. Operations Manager to implement arrangements for monitoring compliance. The measures necessary to minimise the risk of spread of infection rely on everyone in the industry taking responsibility for their actions and behaviours. The company actively encourages an open and collaborative approach between workers and employers on site where any issues can be openly discussed and addressed.	5	1	5

NB - Attached Sign off sheet must be completed and returned to office

Severity x Likelihood = Risk Factor (RF) Score of 15 or more = High risk Score of 8 - 15 = Medium Risk Score below 8 = Low risk		PROBABILITY (LIKELIHOOD)					Probability (Likelihood of event) 5 - Almost certain 4 - Probable 3 - Occasional 2 - Remote 1 - Improbable <u>Severity (Most likely result of accident)</u> 5 - Catastrophic - death 4 - Severe incapacity 3 - Critical 2 - Marginal 1 - Negligible
		5	4	3	2	1	
SEVERITY	5	25	20	15	10	5	
	4	20	16	12	8	4	
	3	15	12	9	6	3	
	2	10	8	6	4	2	
	1	5	4	3	2	1	

<i>Please sign below confirming you have had this risk assessment explained to you and that you fully understand its contents, will comply fully with controls in place and will report any additional hazards to line Manager.</i>			<i>Please sign below confirming you have delivered and explained the risk assessment fully in accordance with company policy.</i>		
Name (Print)	Signature	Date	Name (Print)	Signature	Date