

RISK ASSESSMENT

Subject of Assessment	Coronavirus (COVID-19)	RA No.	Covid-19 RA 1.2
Task/Activity	Managing the risk of Coronavirus (COVID-19) exposure whilst undertaking office based activities.		
Assessor	Laura Catchesides	Location of Assessment	73 Cornhill

Risk Rating Matrix (RR)	Likelihood (L)		
Severity (S)	Certain or near certain to occur (High)	Reasonably likely to occur (Medium)	Unlikely to occur (Low)
Fatality; major injury or illness causing long term disability (High)	HIGH (H)	HIGH (H)	MEDIUM (M)
Injury or illness causing short term disability (Medium)	HIGH (H)	MEDIUM (M)	LOW (L)
Other injury or illness (Low)	MEDIUM (M)	LOW (L)	LOW (L)

RISK ASSESSMENT

Hazard Ref	Hazards (Unsafe Condition)	Who is at risk? (and how)	Controls in place	L	S	RR	Adequately controlled?
1	COVID-19 (Someone infected entering the workplace)	Employees & contractors (an employee enters the workplace and passes the virus onto employees)	<ul style="list-style-type: none"> An information poster highlighting the symptoms and the risk of COVID-19 is placed on entry/sign in point. Symptomatic individuals will not be allowed entry. COVID-19 information posters are placed in designated locations within the workplace (toilets, notice boards etc.) for all employees Best practice Hygiene requirements (handwashing etc.) are being enforced and included in all inductions. Employees have been instructed to wash their hands frequently for at least 20 seconds duration. No handshaking. All employees have undertaken the Coronavirus and Pandemic e-Learning on Mentor Live. 	M	M	M	Yes
2	COVID-19 (Someone becomes ill in the workplace)	Employees & contractors (Contract COVID-19 in workplace)	<ul style="list-style-type: none"> UK Government guidance to be followed A designated safe area has been identified away from other staff. Persons showing signs of COVID-19 infection will be removed from the workplace to the designated area, away from other staff and sent home with support required. The person will be advised to follow NHS Guidance online. If the person is a visitor their organisation will be informed. The workplace will be decontaminated following governmental guidance. Best practice Hygiene requirements (handwashing etc.) are being enforced and included in all inductions. Employees have been instructed to wash their hands frequently for at least 20 seconds duration. No handshaking. This information has been passed onto all employees. Visitors are not permitted until further notice. 	M	M	M	Yes

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3	Handwashing and Hygiene	Employees & contractors (Contract COVID-19 in workplace)	<ul style="list-style-type: none"> UK Government guidance is being followed. Hand sanitisers have been placed in the workplace and employees are encouraged to carry their own sanitary wipes. Extra hygiene requirement (handwashing etc.) in place. Multi-use handtowels are not used to dry hands. Employees are encouraged to implement increased cleaning regime. Equipment such as keyboards, work surfaces etc. to be regularly cleaned. This information has been passed onto all employees. 	M	M	M	Yes
4	Social Distancing Measures	Employees & contractors (A person catches COVID-19 due to working closely with an infected person)	<ul style="list-style-type: none"> UK Government guidance to be followed. A social distancing policy has been implemented. <ul style="list-style-type: none"> All employees have been asked to work from home where possible. Only business critical face to face meetings to be undertaken on agreement with all involved. Customer meetings to be undertaken remotely by phone or video where possible. No handshaking or attendance at large meetings. PPE – face and hand protection to be worn when completing certain tasks As an interim measure gloves should be disposed of in general waste. This information has been passed onto all employees. 	M	M	M	Yes
5	Transport to and from office	Employees & contractors (A person catches COVID-19 whilst travelling)	<ul style="list-style-type: none"> UK Government guidance to be followed Please refer to controls on Vulnerable Persons Staff/Contractors should only travel to office if they cannot work from home Travel should be completed with minimum interaction with others and should avoid public transport where possible Start and finish times to be flexible to avoid any travelling peaks 	M	M	M	Yes

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6	Arrival at office	Employees & contractors (cleaners & security)	<ul style="list-style-type: none"> All employees and contractors to implement social distancing while accessing the office and or offices Staff to use anti-bacterial gel at staff entrance Staff to have temperatures taken on arrival 	M	M	M	Yes
7	Job Design and allocation	Employees	<ul style="list-style-type: none"> No face to face seating positions Desks only at the appropriate social distance to be used All other desks to be marked 'DO NOT USE' Communicate to staff (via email/phone) their allocated work station prior to coming to the office No hot desking Keyboard and telephone sanitiser available in that office 	M	M	M	Yes
8	Work Equipment	Employees & contractors (cleaners)	<ul style="list-style-type: none"> Do not use another person's stationery items e.g. pens, scissors, notebooks If you are going to use piece of communal equipment such as a printer, staff must ensure that they clean such equipment before and after use to mitigate spreading any infection. Staff will be supplied with suitable anti-viral wipes Wipes & hand gel are not as effective in limiting the spread of the virus as hand washing with hot water and soap, please ensure that this is done at suitable intervals throughout the day following government guidance. 	M	M	M	Yes
9	Welfare Facilities – Staff Kitchens	Employees & contractors (security)	<ul style="list-style-type: none"> Break times will be staggered between teams depending on the amount of people that are working at any one time. Staff kitchens items such as communal kettles, microwaves, shared tea and coffee supplies and fridges are to be cleaned after use. Staff to bring in their own crockery/cutlery/water bottles and take them home with them. Staff will be allowed to eat at their allotted (socially distanced) desk Any rubbish should be placed in the kitchen bin 	M	M	M	Yes

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10	Welfare Facilities – Staff Bathrooms	Employees & contractors (cleaners & security)	<ul style="list-style-type: none"> Social distancing markings in place Hand washing signage in place Each staff member must clean each toilet before and after use and ensure they wash their hands thoroughly after use 	M	M	M	Yes
11	COVID-19 (Information failure)	Employees & visitors (Escalation/de-escalation of Pandemic)	<ul style="list-style-type: none"> The company has a designated COVID-19 Appointed Person whose responsibilities include; <ul style="list-style-type: none"> - Signing up to relevant websites to receive timely updates - Monitoring relevant websites & news outlets 	M	M	M	Yes

Additional Site Specific Arrangements

Hazard Ref	Additional control	Assigned to	Date Completed	L	S	RR
12	Ensure that risk assessment is circulated to all employees and contractors	Laura Catchesides	23.09.2020			
13	Display government risk assessment (Covid-19 secure) poster	Laura Catchesides	23.09.2020			

Risk Assessment References – Notes

RISK ASSESSMENT

HSE Workplace health, safety and welfare Workplace (Health, Safety and Welfare) Regulations 1992
The Management of Health and Safety at work Regulations 1999
HSE Managing the Causes of Work Related Stress HSG218 2007
HSE Books 1998 Lighting at Work HSG38
HSE INDG244 Workplace health, safety and welfare: A short guide for Managers
GOV.UK information on Coronavirus (COVID-19):
<https://www.gov.uk/guidance/social-distancing-in-the-workplace-during-coronavirus-covid-19-sector-guidance>
HSE information on Coronavirus:
<https://www.hse.gov.uk/news/coronavirus.htm>

Date of Assessment	23/09/2020	Signature	Laura Catchesides
Reviewed Date		Reviewed By	