# Risk Assessment

| 1 – 6 LOW | 8 – 12 MEDIUM | 15 – 25 HIGH |
|---|---|---|
| **Project Name / Number** | Offices | |
| **Area/Activity Assessed:** | All Workers and Covid-19 Outbreak controls | |
| **Reference Number** | RA001 | |

| | Remote 1 | Unlikely 2 | Possible 3 | Likely 4 | Certain 5 |
|---|---|---|---|---|---|
| Trivial 1 | 1 | 2 | 3 | 4 | 5 |
| Minor 2 | 2 | 4 | 6 | 8 | 10 |
| Loss Time | 3 | 6 | 9 | 12 | 15 |
| Major 4 | 4 | 8 | 12 | 16 | 20 |
| Fatal 5 | 5 | 10 | 15 | 20 | 25 |

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| **Written By:** | Rory Cathcart |
| **Signed:** | R Cathcart |
| **Assessment Date:** | 08.01.2021 |
| **Review Date: (6M)** | 07.07.2021 |

| Hazard / Risk Description | Who Could be harmed | Risk Rating (L x S = R) | | | Controls | Residual Risk Rating | | |
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| | | L | S | R | | L | S | R |
| Eliminate | Persons visitors employee | | | | ➢ Workers who are unwell with symptoms of Coronavirus (Covid-19) should not travel to or attend the workplace<br>➢ Rearrange tasks to enable them to be done by one person, or in a way that maintains current social distancing requirements<br>➢ Avoid skin to skin contact and face to face working. Seats should be arranges side by side<br>➢ Allow enough space in passing for people to walk through narrow areas of the office<br>➢ Only absolutely necessary meeting participants should attend. Encourage meetings to be conducing via means of group calling<br>➢ Attendees should maintain current social distancing requirements<br>➢ Rooms should be well ventilated / windows opened to allow fresh air circulation<br>➢ Hold meetings in open areas where possible | | | |
| Reduce | Persons visitors Employees | | | | ➢ Risk mitigation, where current social distancing requirements cannot be maintained, could include the following:<br>➢ Minimise the frequency and time workers are working together<br>➢ Minimise the number of workers involved in tasks. Space workers seating areas where possible<br>➢ Workers should work side by side, or facing away from each other, rather than face to face<br>➢ Regularly clean common touchpoints, doors, buttons, handles, vehicle cabs, tools, equipment etc. First person in the office each day must carry out this task. It is advised that this person regularly cleans these surface through the course of the day.<br>➢ Increase ventilation in enclosed spaces • Workers should wash their hands before and after using any equipment<br>➢ Workers to wipe down and sanitize work areas before starting and when finishing<br>➢ Regularly sanitize your hands, sanitize your hands when entering the building<br>➢ Temperature must be taken before entering the building. This will be recorded | | | |

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| Isolate | Persons<br>visitors<br>employees | | | | ➢ Keep groups of workers:<br>➢ Together in teams e.g. do not change workers within teams. Try, where possible stay in your work area.<br>➢ As small as possible<br>➢ Away from other workers where possible | | | |
| Control | Persons<br>visitors<br>employees | | | | ➢ Consider introducing an enhanced authorisation process<br>➢ Provide additional supervision to monitor and manage compliance | | | |
| PPE | Persons<br>visitors<br>employees | | | | ➢ Coronavirus (COVID-19) needs to be managed through social distancing, hygiene and the hierarchy of control and not through the use of PPE<br>➢ Workplaces should not encourage the precautionary use of extra PPE to protect against Coronavirus (COVID-19) | | | |
| Behaviours | Persons<br>visitors<br>employees | | | | ➢ The measures necessary to minimise the risk of spread of infection rely on everyone in the industry taking responsibility for their actions and behaviours<br>➢ Encourage an open and collaborative approach between employees where any issues can be openly discussed and addressed | | | |
| consider | Persons<br>visitors<br>employees | | | | ✓ Parking arrangements for additional vehicles if possible<br>✓ Avoid public transport and vehicle sharing<br>✓ Provide hand cleaning facilities to at entrances and exits, this should be soap and water wherever possible or hand sanitiser if soap isn't available. | | | |
| Travel | | | | | Travel to Work<br>Public transport (Buses, tubes, trains, coaches, taxis)<br>✓ Change and stagger site hours to reduce congestion on Public Transport<br>✓ Avoid using public transport during peak times (05.45 -8.15 and 16.00 – 17.30)<br>✓ Workers must wear face coverings on public transport.<br>Private Vehicles<br>✓ Avoid vehicle sharing where possible. If this is required minimise the number of people in this vehicle and try to keep this group the same.<br>Driving at Work<br>When travelling at work or between site locations, workers should travel alone. If workers have no option but to share a vehicle, then they should follow the Government guidance on Working Safely during Covid-19 in or from a vehicle. | | | |

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| | | | | | Workers should maintain a distance of two metres, or one metre with risk mitigation where two metres is not viable. Risk mitigations include:<br>✓ Share with the same individuals and with the minimum number of people at any one time<br>✓ Maintain good ventilation (i.e. keeping the windows open) and face away from each other during the journey<br>✓ 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<br>✓ Avoid touching their faces<br>✓ 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. | | | |
| access points | | | | | ✓ Stop all non-essential visitors<br>✓ Consider introducing staggered start and finish times to reduce congestion and contact at all times<br>✓ Plan access and egress points to enable social distancing<br>✓ Introduce one-way systems where possible<br>✓ Allow plenty of space between people waiting to enter work areas<br>✓ Use signage:<br>✓ such as floor markings, to ensure two metre distance, or one metre with risk mitigation where two metres is not viable, is maintained between people when queuing<br>✓ reminding workers not to attend if they have symptoms of Coronavirus (Covid-19) and to follow guidelines<br>✓ Require all workers to wash their hands for 20 seconds using soap and water when entering and leaving the site<br>✓ Regularly clean common contact surfaces in reception, office, access control and delivery areas e.g. entry systems, scanners, screens, telephone handsets and desks, particularly during peak flow times<br>✓ Reduce the number of people in attendance encourage people to work from home if possible.<br>✓ Consider arrangements for monitoring compliance. | | | |
| Distancing | Operatives | | | | ✓ Do not sign for deliveries, or thumb in /thumb out<br>✓ Plan works to maintain as much distancing as possible.<br>✓ 2 metres should be attempted to be maintained between people, however where this is not possible look at additional controls. Face mask etc, additional ventilation. | | | |
| Hygiene | Employee and Staff | 5 | 3 | 15 | Handwashing<br>✓ Allow regular breaks to wash hands<br>✓ Provide additional hand washing facilities if possible<br>✓ Ensure adequate supplies of soap and fresh water are readily available and kept topped up at all times<br>✓ Provide hand sanitiser (minimum 60% alcohol based) where hand washing facilities are unavailable ● Regularly clean the hand washing facilities<br>✓ Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal. Toilet Facilities<br>✓ Restrict the number of people using toilet facilities at any one time (e.g. use a welfare attendant) and use signage, such as floor markings, to ensure two metre distance, or one metre with risk mitigation where two metres is not viable, is maintained between people when queuing | 2 | 3 | 6 |

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| | | | | | ✓ Wash or sanitise hands before and after using the facilities<br>✓ Enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush<br>✓ Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.<br>✓ Do not share, phones, cups, cutlery, pens, plant and hand tools (any object where potential spread could happen)<br>✓ Wipe clean common use items that are shared, i.e. kettle handle mugs, worksurfaces, door handles etc | | | |
| Canteens and Rest areas | | | | | ✓ The capacity of each canteen or rest area should be clearly identified at the entry to each facility, and where necessary attendants provided to supervise compliance with social distancing measures. Employees are encouraged to eat their lunch at their work areas.<br>✓ Break times should be staggered to reduce congestion and contact at all times<br>✓ Drinking water should be provided with enhanced cleaning measures of the tap mechanism introduced<br>✓ Frequently clean surfaces that are touched regularly, using standard cleaning products e.g. kettles, refrigerators, microwaves<br>✓ Hand cleaning facilities or hand sanitiser should be available at the entrance to any room where people eat and should be used by workers when entering and leaving the area<br>✓ A distance of two metres, or one metre with risk mitigation where two metres is not viable, should be maintained between users. Seating and tables should be reconfigured to reduce face to face interactions<br>✓ All rubbish should be put straight in the bin and not left for someone else to clear up<br>✓ Tables should be cleaned between each use<br>✓ Crockery, eating utensils, cups etc. should not be used unless they are disposable or washed and dried between use<br>✓ Consider arrangements for monitoring compliance. | | | |
| Touching eyes and nose | Everyone | 4 | 3 | 12 | ✓ Try and avoid touch your face with your hands at all | 2 | 3 | 6 |

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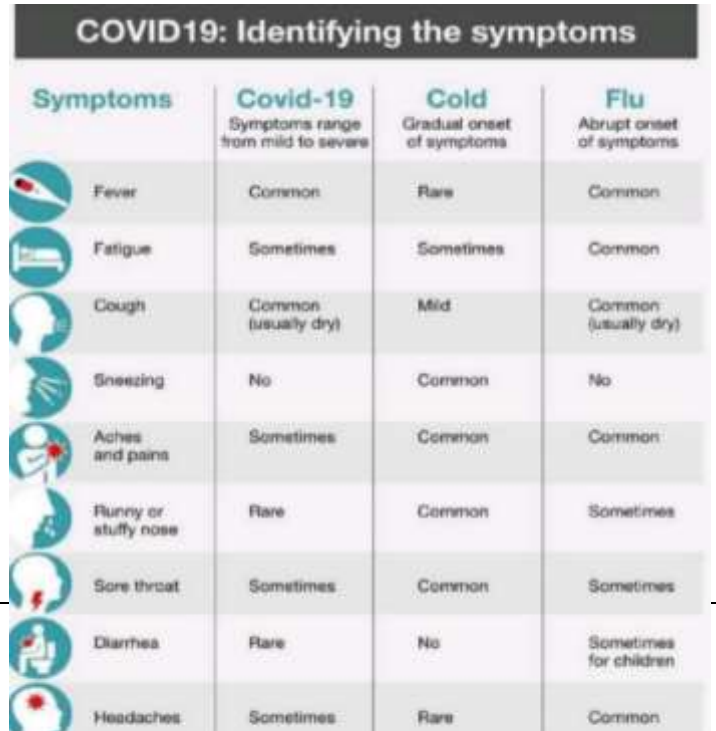
| Coughing and sneezing | Everyone | 3 | 3 | 9 | ✓ If you sneeze or cough cover your nose and mouth<br>✓ Ideally into a tissue and bin it<br>✓ If unable to int the inner elbow<br>✓ If operative shows symptoms they should have a plan on how they are to be collected and taken home to isolate.<br> <br> | 2 | 3 | 6 |
| Self isolation | Everyone | 3 | 4 | 12 | ✓ Check your symptoms against the chart below<br>✓ If your concerned or appear to have the symptoms self isolate and contact 111<br>✓ If operative shows symptoms they should have a plan on how they are to be collected and taken home to isolate.<br>✓<br>  | 3 | 3 | 9 |

**COVID19: Identifying the symptoms**

| Symptoms | Covid-19<br>Symptoms range from mild to severe | Cold<br>Gradual onset of symptoms | Flu<br>Abrupt onset of symptoms |
|---|---|---|---|
| Fever | Common | Rare | Common |
| Fatigue | Sometimes | Sometimes | Common |
| Cough | Common (usually dry) | Mild | Common (usually dry) |
| Sneezing | No | Common | No |
| Aches and pains | Sometimes | Common | Common |
| Runny or stuffy nose | Rare | Common | Sometimes |
| Sore throat | Sometimes | Common | Sometimes |
| Diarrhea | Rare | No | Sometimes for children |
| Headaches | Sometimes | Rare | Common |

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| Communication | all | 2 | 3 | 6 | ✓ As more information is received from government agency's etc this will be distributed to all employees.<br>✓ Keep repeating the key messages to all the team regarding the contents of these rams | 2 | 3 | 6 |
| First Aid and Emergency Services | Everyone | | | | First Aid and Emergency Service Response<br>The primary responsibility is to preserve life and first aid should be administered if required and until the emergency services attend.<br>✓ When planning site activities, the provision of adequate first aid resources must be agreed between the relevant parties on site<br>✓ Emergency plans including contact details should be kept up to date<br>✓ Consideration must also be given to potential delays in emergency services response, due to the current pressure on resources<br>✓ Consider preventing or rescheduling high-risk work or providing additional competent first aid or trauma resources. | | | |
| Cleaning | Everyone | | | | Cleaning<br>Enhanced cleaning procedures should be in place across the site, particularly in communal areas and at touch points including:<br>✓ Taps and washing facilities<br>✓ Toilet flush and seats<br>✓ Door handles and push plates<br>✓ Hand rails on staircases and corridors<br>✓ Machinery and equipment controls<br>✓ All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles. | | | |

# WHAT TO DO IF A WORKER HAS COVID-19 OR HAS TO SELF-ISOLATE

5 January 2021

This information applies in England; other information may apply in Scotland, Wales and Northern Ireland

**Worker reports COVID-19 symptoms**

Is the worker currently at work?

YES → **Send the worker home immediately**

NO → **Advise the worker to stay at home**

**Clean** the space and any surfaces the worker had come into contact with

Ask the worker who they have been in **close contact** with at work in the last 48 hours

Without naming the worker, alert anyone that they have been in close contact with at work in the last 48 hours that they should avoid contact with people who are high risk and take extra care in practising social distancing and good hygiene

They do **not** need to self-isolate unless they are contacted by NHS Test and Trace or start displaying symptoms

The worker must **get a test** and self-isolate whilst they wait for the result

Confirm the result of the worker's test

POSITIVE → **Worker notifies positive COVID-19 test result**

NEGATIVE → Worker notifies **negative COVID-19 test result**

**Worker is able to return to work, provided they are no longer unwell**

**Worker notifies positive COVID-19 test result**

The worker must continue to **self-isolate** for 10 days from when their symptoms started

Employers who force or allow workers to come to work when they should be self-isolating could be **liable for a fine** of up to £10,000

Employers who have identified five or more cases in their workplace **within 14 days** will need to contact their local **Public Health England protection team**

Any workers that were in close contact will be **contacted** by NHS Test and Trace

**Worker notifies they have to self-isolate**

- They have been contacted by **NHS Test and Trace**
- Someone in their **household or support bubble** has COVID-19 symptoms or has tested positive

The worker must **self-isolate** for 10 days from the day they were last in contact with the person who tested positive or when the person in their household or support bubble started having symptoms, even if the worker gets a test and it is negative

If the person in their household or support bubble receives a negative test result, then the worker can stop self-isolating

A worker on a lower income who cannot work from home whilst self-isolating may be eligible for a £500 **Test & Trace Support Payment**

Worker must complete self-isolation period

Employers with fewer than 250 employees can use the **Coronavirus Statutory Sick Pay Rebate Scheme** to claim back any coronavirus-related Statutory Sick Pay paid to employees