

Risk Assessment

Area/Activity Assessed	Spread of Covid-19 Coronavirus– Attend Office	Date	7 th October 2020
Assessment Completed By	Paul Heys	Person(s) Consulted	Marc Kelly/Paul Moore

Persons Exposed	Operatives <input checked="" type="checkbox"/>	Contractors <input checked="" type="checkbox"/>	Young Person <input checked="" type="checkbox"/>	Expectant Mother <input checked="" type="checkbox"/>	Visitors and/or Public <input checked="" type="checkbox"/>	Office Staff <input checked="" type="checkbox"/>
Frequency of Exposure	Continually <input type="checkbox"/>	Hourly <input type="checkbox"/>	Daily <input checked="" type="checkbox"/>	Weekly <input type="checkbox"/>	Monthly <input type="checkbox"/>	Yearly <input type="checkbox"/>
Duration of Exposure	Less than 1hr <input type="checkbox"/>	1-2 hrs <input type="checkbox"/>	3-4 hrs <input type="checkbox"/>	5-6 hrs <input type="checkbox"/>	7-8 hrs <input type="checkbox"/>	More than 8 hrs <input checked="" type="checkbox"/>

Probability - (5=Very Likely, 4= Likely, 3= Quite Possible, 2= Possible, 1= Unlikely)
 Severity - (5=Catastrophic, 4=Major, 3=Moderate, 2=Minor, 1=Insignificant)

0-8 - Low risk No Action Required.
 9-15 - Medium risk Ensure adequate controls are in use.
 16-25 - High Risk Stop operation and implement adequate control measures

No	Hazard	Initial			Existing Control Measures	Residual			Additional Controls
		Severity	Probability	Risk		Severity	Probability	Risk	
1	Hand Washing	4	3	12	<ul style="list-style-type: none"> Hand washing facilities with soap and water in place. Stringent hand washing taking place. See hand washing guidance. https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ Drying of hands with disposable paper towels. <i>Paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers</i> Employees to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, and Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace Posters, leaflets and other materials are available for display. 	4	2	8	

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		Severity	Probability	Risk		Severity	Probability	Risk	
2	Cleaning	4	3	12	<ul style="list-style-type: none"> Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed. No 'hot desking' is to take place in offices to reduce the need for deep cleaning on a frequent basis. Staff will be provided with cleaning product to clean their own work stations on a frequent basis or as desired. 	4	2	8	

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		Severity	Probability	Risk		Severity	Probability	Risk	
3	Social Distancing	4	3	12	<ul style="list-style-type: none"> Social Distancing -Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency, less than this requires additional controls. Desks positioned to be at least 2m apart for office based workers. Taking steps to review work schedules including start & finish times/shift patterns, working from home etc. to reduce number of workers on site at any one time. Also relocating workers to other tasks. Redesigning processes to ensure social distancing in place. Conference calls to be used instead of face to face meetings. Ensuring sufficient rest breaks for staff. Social distancing also to be adhered to in canteen area and smoking area and staggered break times to be considered. Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it. Management checks to ensure this is adhered to. Signage present. 	4	2	8	
4	Wearing of Gloves	4	3	12	<ul style="list-style-type: none"> Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely Staff to be reminded that wearing of gloves is not a substitute for good hand washing. 	4	2	8	
5	RPE	4	3	12	<ul style="list-style-type: none"> Face coverings to be worn when entering hallways and other offices/work areas. 	4	2	8	

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		Severity	Probability	Risk		Severity	Probability	Risk	
6	Symptoms of Covid-19	4	3	12	<ul style="list-style-type: none"> If anyone becomes unwell with a new continuous cough, loss of taste or smell or a high temperature in the workplace they will be sent home and advised to follow the stay at home guidance. Line managers will maintain regular contact with staff members during this time. If advised that a member of staff or public has developed Covid-19 and were recently on our premises (including where a member of staff has visited other work place premises such as domestic premises), the management team of the workplace will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken. Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a fast changing situation. Line managers will offer support to staff who are affected by Coronavirus or has a family member affected. 	4	2	8	
7	Mental Health	4	3	12	<ul style="list-style-type: none"> Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help Reference - https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing HR have set up a country wide call facility where staff can access counselling and advice. 	4	2	8	

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9	Site Closure	3	2	6	<ul style="list-style-type: none"> As a last resort if the above measures cannot be maintained or on the advice from Public Health England/Agency the site will close. The company will put into action their Business Continuity Plan. 	3	1	3	

ACTION ARISING FROM RISK ASSESSMENT					
No	Risk Rating	Action Required:	Person (s) Responsible	Target Date	Date Completed
		Ensure that all control measures are in place ahead of attend office	Management	At all times during pandemic	