

RISK ASSESSMENT

Activity	Control of COVID-19		
Description	Control of COVID-19 at office locations for colleagues		
Sites	All sites	Area(s) Affected	All
Risk Assessor	Rachel Palmer/Paul Woodcock	Department/Department Manager	All
Date of Assessment	04/06/2020	RA Reference Number	RA-CV01
Relevant Documentation	Office Safety Handbook - COVID-19 Government Guidelines - COVID-19	Related Risk Assessments	N/A

Hazard	Consequences	Persons Affected	Risk Factor without Control Measures			Control Measures	Risk Factor with Control Measures		
			Likelihood	Severity	Risk Rating		Likelihood	Severity	Risk Rating
Spread of Coronavirus COVID-19	COVID-19 is an illness that can affect your lungs and airways. Harm can range from mild symptoms to life threatening. The most at risk groups are persons 60 years of age and over or those who have a long-term medical condition – for example, heart disease, lung disease, diabetes, cancer or high blood pressure.	Colleagues, Contractors and Visitors	5	4	20	<ul style="list-style-type: none"> Colleagues have been provided with information on Coronavirus and how to prevent catching the virus. Colleagues to follow guidance by adhering to the social distancing rules and washing hands frequently. Handwashing stations set up to allow people to wash their hands when entering the office. NHS Handwashing guideline posters put up by all handbasins. Hand sanitiser gel provided in areas where soap and water not available. Cleaning supplies provided in offices, meeting rooms and communal areas to allow colleagues to wipe down areas before use. High-use areas to be frequently disinfected, with logs placed on key doors to show cleaning schedule. 	2	4	8

					<ul style="list-style-type: none"> • Line Managers to agree team rota system to ensure social distancing is maintained between colleagues at desks, and to reduce congestion by staggering break times. • Colleagues encouraged to eat at their own desks or outside of the office to avoid congregation of people in break out/kitchen areas. • Self-isolating rules enforced - If colleagues develop any symptoms, they should inform their line manager and self-isolate at home for 7 days. If colleagues live with anyone who shows symptoms, they should inform their line manager and self-isolate for 14 days. • Where possible (weather permitting) windows to be opened to increase ventilation. • Colleagues encouraged not to use public transport to attend site and to travel independently of each other. If public transport is used and social distancing cannot be observed, colleagues encouraged to follow Government guidance and wear a face covering if able to. • Reduce non-essential site attendance; No external visitors to enter the offices excluding essential maintenance/contractors, and no personal post/parcels to be delivered to the office. • Lifts restricted to 1 person maximum. • Internal doors (Excluding fire doors) to be propped open where possible. • Colleagues to make drinks/food only for themselves and food preparation restricted to use of microwaves only. Vending Machines have been turned off. • Engineers visiting customer sites will be provided with masks, gloves, hand sanitiser and antibacterial wipes. • Where manual handling/working at height with two or more people is required and social distancing cannot be maintained, filter masks of a FFP2 standard or higher to be used by all persons involved in the lifting/working at height operation. 			
--	--	--	--	--	---	--	--	--

Risk Rating Matrix

Likelihood: 1. Rare - Will probably never happen / recur 2. Unlikely - Unlikely to happen / recur, but it is possible it may do so 3. Possible - Will possibly happen or recur occasionally 4. Likely - Is likely to happen / recur persistently 5. Almost Certain - Will undoubtedly happen/ recur, possibly frequently	Severity: 1. Negligible – Injury not requiring medical treatment 2. Minor – Moderate injury/ill health requiring medical treatment beyond first aid. 3. Moderate - Moderate injury/ill health resulting in >Seven day absence 4. Major - Major injury/ill health which could be life threatening 5. Catastrophic – Significant disability or death
Risk = Likelihood x Severity	

Likelihood					
Almost Certain - 5	5	10	15	20	25
Likely – 4	4	8	12	16	20
Possible – 3	3	6	9	12	15
Unlikely – 2	2	4	6	8	10
Rare – 1	1	2	3	4	5
	Negligible – 1	Minor – 2	Moderate – 3	Major – 4	Catastrophic – 5
	Severity				

Risk Rating	
1 - 6	Low Risk – Maintain current controls, no action required.
7–14	Medium Risk – Maintain current controls, review, and determine if further controls are required
15–25	High Risk – Stop operations and rectify immediately. Senior management decision required to accept or reject risk