

Assessment

Date: 19/05/2020		JOB/TASK: Coronavirus			
Assessor: Tim Evans					
RA Ref: RA-022	Rev No: 02	Persons Affected, Employees <input checked="" type="checkbox"/>	Contractors <input checked="" type="checkbox"/>	Client Employees <input checked="" type="checkbox"/>	Public <input type="checkbox"/>
Project Address: Unit 11, Chancerygate Tallon Road Hutton CM13 1TE		Project Number TBA	Management Systems Required – Permit to Work Reference Numbers N/A		

Risk Assessment Matrix

X	5	4	3	2	1
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

Low 1-6 Medium 8-12 High 15-25

Without controls

Residual Risk

No	Hazard	Risk	S	L	R	Control	S	L	R
1	Person(s) identified who are suspected of having been infected with coronavirus (i.e. showing recognised symptoms)	Spread of infection	5	4	20	Arrangements made for all who can to continue work from home Individuals identified to be sent home to self-isolate Contacts in office to be advised of risk of infection and symptoms to watch out for. Continue monitoring Checks carried out and enquiries made of employees to ensure none have recently travelled to or been in contact with family or friends from high risk areas. Any who have to be advised to self-isolate in accordance with government guidelines and sent home Regular cleaning of equipment hard surfaces. Shared use of PC's and equipment to be avoided wherever possible Working near to others be eliminated and safe distance 2m to be maintained from others, particularly in communal areas (e.g. kitchen and meeting rooms) All non-essential meetings to be cancelled and visitors discouraged from visiting office Face to face working and skin to skin contact to be avoided Face coverings as defined in government advice may be worn but are not mandatory as limited effectiveness Personal hygiene arrangements around hand washing to be reinforced at regular briefings highlighting <ul style="list-style-type: none"> Requirement to wash hands immediately following touching of door handles when arriving and leaving the office Before smoking or eating 	5	2	10

		Health implications for those in at risk demographic groups	5	4	20	<ul style="list-style-type: none"> Regularly throughout the day Immediately on arriving home <p>Update employees regularly by way of toolbox talk as more information from HSE and GOV.UK and other public health bodies become available</p> <p>Use of kitchen to be controlled in conjunction with recommendations on social distancing are maintained to reduce possibility of infection</p> <p>No operatives in at risk demographic group in office at present; further investigation to be carried out by way of questionnaire to staff</p> <p>Subsequent actions to be determined by results but employees at risk will be encouraged to work from home</p>	5	1	5
		Fatality	5	4	20	Application of controls outlined above to prevent spread of infection	5	2	10
2	Person(s) in office who are infected but not confirmed or showing symptoms	Spread of infection	5	3	15	<p>RPE only to be used as identified in task risk assessments.</p> <p>Working near to others be avoided and safe distance 2m to be maintained from others, particularly in communal areas (e.g. kitchen)</p> <p>Where this is not possible tasks to be performed either back to back or side by side</p> <p>Face to face working and skin to skin contact to be avoided,</p> <p>Face coverings as defined in government advice may be worn but are not mandatory</p> <p>Personal hygiene arrangements around hand washing to be reinforced at regular briefings</p> <p>Continue monitoring</p> <p>Checks carried out and enquiries made of employees to ensure none have recently travelled to or been in contact with family or friends from high risk areas.</p> <p>Any who have to be advised to self-isolate in accordance with government guidelines and sent home</p> <p>Regular cleaning of equipment hard surfaces before issue. Shared use of PC's and equipment to be avoided wherever possible</p> <p>Update employees regularly by way of toolbox talk as more information from HSE and GOV.UK becomes available</p> <p>Working arrangements to be altered to incorporate social distancing rules for the work area</p> <p>Use of kitchen to be controlled to ensure latest government requirements on social distancing are maintained to reduce possibility of infection</p> <p>Additional hand sanitising points to be installed at entrance to building and offices</p>	5	2	12
3	Use of public transport	Risk of infection	5	4	20	<p>Avoid public transport where possible and consider other forms of transport e.g. cycle or work in conjunction with additional parking spaces available near offices</p> <p>Working hours to be staggered to avoid peak travel times and crowded trains</p> <p>Avoid touching handrails and other hard surfaces if safety is not compromised</p> <p>Wash hands in accordance with issued guidelines on arriving at work or at home if using public transport</p> <p>If driving, make journeys alone as social distancing cannot be maintained in vehicles</p>	5	2	10
		Spread of infection							

S	Severity
L	Likelihood
R	Result

SEVERITY		LIKELIHOOD
No Injury	1	Almost Never
Minor Injury	2	Seldom
>7-day Injury	3	Possible
Major Injury	4	Probable
Death	5	Frequently