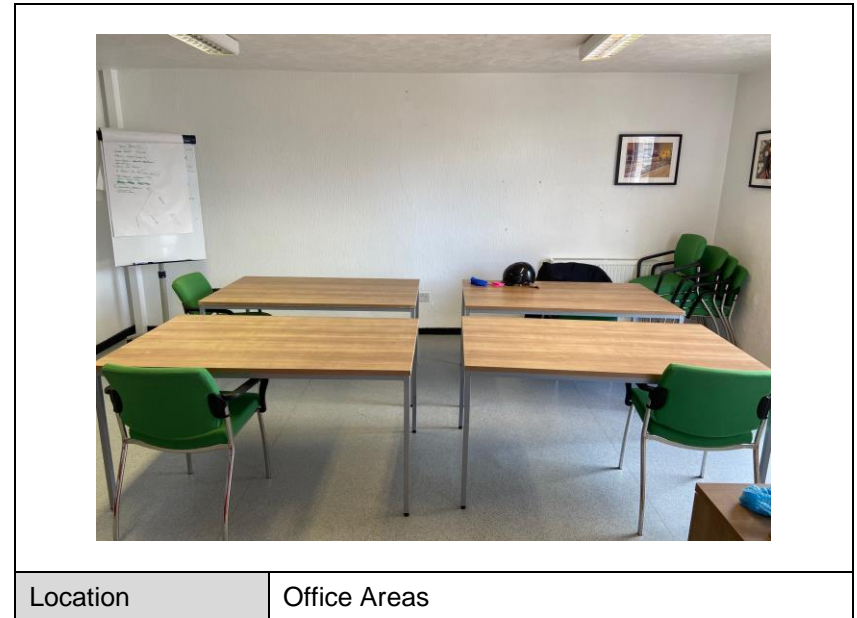




RISK ASSESSMENT

Assessment	CP1v1 3.6.20 Covid-19 O1			
Assessment team:	Gavin Astley			
Location	O1 (Offices)			
Assessment Date	3/6/20			
Review date	3/9/20			
Linked Assessment(s)	"CP1v1 2.6.20 Covid-19 B1"			
Persons affected	Employees	X	Young Persons	
	Contractors	X	Visitors	X
	Customers		Pregnant workers	X
	Members of the public		Other	
Assessment process	Visual review, canvassing and C-19 HOT system			



Location

Office Areas

Stage 1. Hazard Identification														
Hazards														
1	Entanglement		10	Impact		19	Perimeter Security		28	Noise		37	Lighting	
2	Friction / Abrasion		11	Crushing		20	Stability		29	Vibration		38	Controls & System	
3	Cutting		12	Drawing in / Trap		21	Handling/ lifting		30	Temperature		39	Ergonomics	
4	Shearing		13	HP air / fluid		22	Electrical		31	Inspections		40	Human Error	
5	Stabbing / Puncture		14	Access Controls		23	Haz Substances		32	Slips/ Trips		41	Assault / Violence	
6	Falling from Height		15	Burns & Scalds		24	Lone working		33	Dust / Fumes		42	Explosion	
7	Struck by moving obj		16	Adverse weather		25	Confined spaces		34	Fire		43	Pressurised systems	
8	Falling objects		17	Difficult access		26	Portable equipment		35	Spills		44	Overhead working	
9	Ionising radiation		18	Bacteria / virus	X	27	Excavations / pits		36	Driving		45	Other	



RISK ASSESSMENT

Stage 2. Hazard Description – for each hazard identified in stage one						
Hazard No.	Hazard Description	Current Control Measures	Risk			Details of further control measures to reduce residual risk to a tolerable level
			L	S	RR	
1	Covid 19 infection risk overall	C-19 HOT system to continually identify risks and opportunities to reduce those risks	1	4	4	Instigate safety team committee, to meet regularly and review safety systems
2	Poor desk hygiene, risk of spreading infection	Cleaner coming in wc11th May	3	4	12	Draw up a clean desk OPL for use and to set the standard Close empty desks
3	Sanitisation of desks	Anti-bac wipes / sanitiser on all desks	2	4	8	Implement no "hot desking" and no shared equipment
4	Contact points on door handles spreading contamination	Remove doors where possible Remove non-fire resistant doors Fit "Step N Pull" systems	2	4	8	
5	High Numbers of staff in office spaces	Staff furloughed to control risk, and taken off furlough when safe to do so, staff to work from home where possible	3	4	12	Draw up one page lesson for all staff to receive when taken off furlough, and issue when conducting welcome back to work meeting
6	Key pad at front entrance is a high risk contact point	Remove key pad and change for a contactless fob system	2	4	8	
7	Confined office spaces creating increased risk of spreading infection	Limit number of staff in all office areas – with signs to denote maximum numbers in each area	2	4	8	Lone worker system to be implemented
8	Access to hand sanitiser is limited in office areas (well spread in corridors)	Hand sanitiser issued to all desks	2	4	8	
9	Hand washing facilities	There are hand washing facilities local to all office areas, all are kept to a good standard	1	4	4	Install a system to ensure soap, hand sanitiser and paper towels are always available at all sink areas



RISK ASSESSMENT

10	Handling of cash an invoices	Cash is currently not being accepted, to eliminate risk	1	4	4	Invoices should be quarantined for 7 days before processing
11	Personal hygiene, specifically hand washing	Signs for "cicle of protection" on all mirrors across the site	2	4	8	Instigate more frequent cycle of swab testing, to ensure infection control measures are being effective, to self audit

Stage 3. Assessment and RR (average) with current control measures applied	Adequately Controlled		Further controls needed	7.63	Unacceptable	
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RISK ASSESSMENT

Stage 4. Recommendation Action – identify agreed recommended further control measure(s), who is to action and date of completion					
Hazard No		Action by	Due Date	L / S reduction	Date Completed
1	Instigate safety team committee, to meet regularly and review safety systems	Gavin A	12/6/20	L -1	
2	Draw up a clean desk OPL for use and to set the standard Also close empty desks, and sign as such	Gavin A	8/6/20	L -2	
3	Implement no "hot desking" and no shared equipment	Donna R	10/6/20	L -1	
5	Draw up one page lesson for all staff to receive when taken off furlough, and issue when conducting welcome back to work meeting	Gavin A	5/6/20	L -1	
7	Lone worker system to be implemented	Donna R	12/6/20	L -1	
9	Install a system to ensure soap, hand sanitiser and paper towels are always available at all sink areas in office areas	Donna R	10/6/20	L -1	
10	Invoices / delivery notes should be quarantined for 7 days before processing	Judith	12/6/20	L -1	
11	Instigate more frequent cycle of swab testing, to ensure infection control measures are being effective, to self audit	Gavin A	30/6/20	L -1	

Stage 5. Assessment and RR (average) of Risk on completion of further control measures	Adequately Controlled	4.72	Further controls needed	Unacceptable
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RISK ASSESSMENT

Risk Rating Table

		Severity of the potential injury/damage				
		Insignificant damage to Property, Equipment or Minor Injury	Non-Reportable Injury, minor loss of Process or slight damage to Property	Reportable Injury moderate loss of Process or limited damage to Property	Major Injury, Single Fatality critical loss of Process/damage to Property	Multiple Fatalities Catastrophic Loss of Business
0 – 5 = Low Risk		1	2	3	4	5
6 – 10 = Moderate Risk						
11 – 15 = High Risk						
16 – 25 = extremely high unacceptable risk						
Likelihood of the hazard happening	Almost Certain 5	5	10	15	20	25
	Will probably occur 4	4	8	12	16	20
	Possible occur 3	3	6	9	12	15
	Remote possibility 2	2	4	6	8	10
	Extremely Unlikely 1	1	2	3	4	5

Notes:

1. If possible avoid the risk altogether
2. Where possible combat the risk at source
3. Give priority to measures which protect the whole workplace
4. Wherever possible, adapt the workplace to the individual
5. Take advantage of technological and technical progress
6. If in doubt stop what you are doing and report the issue
7. Think and Behave Safely

Personal protective equipment (PPE) should only be used to minimise risk as a last resort

RISK ASSESSMENT

Detailed Assessment	Yes	No	N/A
Suitability			
Is machine / area / site / equipment suitable for purpose?	X		
Is there a suitable working environment?	X		
Is the machine / equipment / site in a suitable location?	X		
Are any signs easy to read and unobstructed?	X		
Specific hazards (Have the following hazards been prevented or controlled?)	Yes	No	N/A
See Risk Assessment recommendations	X		

Lighting	Yes	No	N/A
Is sufficient lighting provided?	X		
Specific risks	Yes	No	N/A
Are there specific risks?	X		
Identify:- This Risk Assessment is specifically targeted at identifying Covid 19 infection risks, and measures to eliminate, or reduce that risk			
If specific risks exist are controls in place including restricting use?	X		
Inspection	Yes	No	N/A
Is the machine / equipment / area / site regularly inspected?		X	
Are inspections recorded?		X	
Are records kept up to date?			X
Information , Instruction & Training	Yes	No	N/A
Are records maintained to demonstrate information & training provided?	X		

Summary of findings:			
Good level of control following review of government and other official bodies published support guides, and the successful integration of C-19 HOT system, providing a constant assessment of hazard observations and subsequent actions for improvement. The office areas would benefit from an inspection schedule, leveraged via Shield			
Have findings and actions been discussed and agreed with person responsible for the area?	Yes	No	

Assessor Name:	Gavin A	Date	3/6/20
Responsible Person		Review date	3/9/20

RISK ASSESSMENT

I have read and understood this risk assessment and agree to comply with the procedures and arrangements described here.

Name	Signature	Date