

Risk Assessment

The law requires a ‘suitable & sufficient’ risk assessment.
 When completing this risk assessment please ensure you have considered all foreseeable hazards.

		Risk / Likelihood				
		1	2	3	4	5
Severity	1	Acceptable risk area other controls should still be considered				
	2				Further control measures needed	
	3					
	4			Cease work until further control measures are implemented		
	5					

		Risk / Likelihood				
		1	2	3	4	5
Severity	1	1	2	3	4	5
	2	2	4	6	8	10
	3	3	6	9	12	15
	4	4	8	12	16	20
	5	5	10	15	20	25

Likelihood of Occurrence	Level of Severity
1. Very Low	1. Zero
2. Low	2. Negligible
3. Significant	3. Marginal
4. High	4. Critical
5. Very High	5. Catastrophic

Persons at Risk	
General = employee, contractor, public and visitor	
Consider = new/expectant mother, young persons, trainees, cleaners & maintenance	
Control Measure Objectives	
1. Elimination	4. Use of procedures
2. Substitution	5. Warning systems
3. Use of barriers	6. PPE – this is the last control to be considered

Record No:	RDC CRA HSMS – C-19
Description of task / activity:	Coronavirus COVID-19 – Current use of South Street Offices
Frequency of activity:	Daily
Assessment by:	Robert French
Assessment date:	12.05.20

To be continually reviewed in line with changing circumstances and HM Government guidance.

Hazard	Persons at risk	Severity	Likelihood	Risk rating	Current precautions	Residual risk	Additional actions
Work related travel	Individual at risk of infection and further spread of virus.	3	3	9	<ul style="list-style-type: none"> ➤ Postpone travel if possible (can you WFH). ➤ Limit all travel to a minimum where possible. ➤ Alternative methods e.g. walk, cycle or car. ➤ Avoid car sharing wherever possible. ➤ Avoid public transport wherever possible, if you must travel on public transport, wear a face covering and avoid travelling during peak times. ➤ Maintain social distancing. ➤ Employees must maintain good personal hygiene as per government guidance. ➤ Frequently clean hands with appropriate sanitiser, or soap and water. ➤ Avoid touching your eyes, nose or mouth. ➤ Wash your hands immediately when arriving at the office. ➤ Guidance on handwashing and infection control measures placed in toilets. ➤ If experiencing symptoms of the virus, do not travel, self-isolate at home. 	3	Additional car parking available to rear of reception and at 19

Hazard	Persons at risk	Severity	Likelihood	Risk rating	Current precautions	Residual risk	Additional actions
Meetings	Individual at risk of infection and further spread of virus.	3	2	6	<ul style="list-style-type: none"> ➤ Minimise requirement for face to face meetings, where Microsoft Teams and other virtual platforms can be used. ➤ If face to face meetings cannot be avoided, ensure only minimal/essential employees attend. ➤ Weather permitting, have meeting outdoors. ➤ If internal, all employees to use sanitiser upon entering the room. ➤ Avoid hand shaking and any other contact. ➤ Maintain social distancing. ➤ Open windows to ensure suitable circulation of fresh air. ➤ Try and limit meeting to 15minutes maximum. 	3	
Use of offices and workstations	Individual at risk of infection and further spread of virus.	3	3	9	<ul style="list-style-type: none"> ➤ Only officers with work deemed essential, and with the authorisation of their relevant Assistant Director can attend. ➤ Employees encouraged to stay in the office once they have entered it and consider government guidance. ➤ Maintain social distancing. ➤ All vulnerable or pregnant employees to continue to work from home. ➤ Multiple entry/exit points to site available. ➤ Various posters on display throughout building to build awareness of good hygiene. ➤ Operate a strict clear desk policy, only monitor, keyboard, phone and mouse. ➤ Do not 'Hot Desk'. ➤ workstation surfaces kept clear and wiped with disinfectant wipes regularly by users. ➤ Regular hand washing. ➤ Keep the activity time involved as short as possible. ➤ Using back-to-back or side-to-side working (rather than face-to-face) whenever possible. ➤ Hand sanitisers available at entry and exit points for use. 	3	

Hazard	Persons at risk	Severity	Likelihood	Risk rating	Current precautions	Residual risk	Additional actions
					<ul style="list-style-type: none"> ➤ Minimise movement within the office and use phones to avoid face to face discussions. ➤ Keep doors open where possible to reduce contact with handles etc. ➤ Open windows to ensure circulation of fresh air. ➤ Enhanced cleaning regimes to include wipe down with disinfectant of door handles, stair handrails, light switches, photocopiers/printers at regular intervals throughout the day. ➤ Agree delivery protocols with suppliers. Deliveries should be planned, wherever possible make arrangement for paperless confirmation. ➤ Disinfectant wipes will be available to clean equipment on a regular basis. ➤ Officers to clean area before/after use. 		
Reception Area	Individual at risk of infection and further spread of virus.	4	3	12	<ul style="list-style-type: none"> ➤ Currently reception areas to our corporate buildings remain closed to the public. 	2	
Procedure for serious and imminent danger	Individual at risk of infection and further spread of virus.	3	2	6	<ul style="list-style-type: none"> ➤ Fire safety awareness training completed by all staff. ➤ Fire policy and evacuation procedures in place. ➤ Review of building FRA. ➤ Automatic fire detection installed throughout premise. ➤ Fire marshals to assist with building clearance ➤ Evacuation plans displayed on H&S noticeboards throughout the building. ➤ Social distancing to be maintained where possible during evacuation and at assembly point. ➤ Equipment such as fire extinguishers, evac chair etc to be replaced/thoroughly cleaned if used. ➤ Fire exit routes and exit doors to be thoroughly cleaned upon re-entry to building if safe to do so. 	3	

Hazard	Persons at risk	Severity	Likelihood	Risk rating	Current precautions	Residual risk	Additional actions
First Aid Provision	Individual at risk of infection and further spread of virus.	3	4	12	<ul style="list-style-type: none"> ➤ Certificated first aid personnel on site. ➤ Contact details on noticeboards, intranet and within new Covid-19 guidance issued to staff. ➤ First aiders advised of Covid-19 symptoms and guidance around infection control of covid-19. ➤ Correct personal protective equipment usage to be observed. ➤ Adequate supply of first aid equipment available. ➤ Safe and appropriate disposal of clinical or suspected Covid-19 waste. ➤ Hand washing with water and soap is imperative after removing all PPE. 	3	First aid responders to perform a 'dynamic risk assessment' based on the scenario they are presented with.
Use of toilet facilities	Individual at risk of infection and further spread of virus.	3	3	9	<ul style="list-style-type: none"> ➤ Ensure there is a social distance of 2m maintained wherever possible while using the toilet facility. ➤ Where possible operate one in one out protocol, knock and wait for a response before entering. ➤ Cleaners to follow appropriate COVID-19 hygiene regime in line with PHE advice. ➤ Ensure soap and hand washing pictorial guides are provided for washing hands are clearly visible. ➤ Maintain robust cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush handle and seat. ➤ Flush toilets with lid down. ➤ Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal. ➤ Daily removal of waste items by cleaners. 	3	Foot bins to avoid need to touch bin lid.
Use of kitchen/rest areas.	Individual at risk of infection and further spread of virus.	3	3	9	<ul style="list-style-type: none"> ➤ wash hands regularly using soap and water for 20 seconds before and after eating. ➤ Maintain social distancing. ➤ Outside garden available for break use. ➤ Notices promoting hand hygiene and social distancing should be placed visibly in the areas. ➤ Rubbish and waste materials must be safely disposed of by cleaners. 	3	

Hazard	Persons at risk	Severity	Likelihood	Risk rating	Current precautions	Residual risk	Additional actions
					<ul style="list-style-type: none"> ➤ Employees encourage to bring in own food, refillable drinking bottles, and remain on site during breaks. ➤ Do not share food or drink. ➤ Officers and cleaners to frequently clean and disinfect surfaces and items that are touched regularly. ➤ Hand sanitiser gel and antiseptics wipes will be made available within all communal areas. 		
Contractors and deliveries	Individual at risk of infection and further spread of virus.	3	3	9	<ul style="list-style-type: none"> ➤ Site guidance on social distancing and hygiene explained before or on arrival. ➤ Contractors to submit their risk assessments for review prior to arrival. ➤ Signage on social distancing and hygiene requirements in place. ➤ Hand sanitiser and soap and water available for staff receiving goods. ➤ Business only essential deliveries to site. ➤ Site visits or deliveries to be pre-arranged at an appointed time to prevent congestion. ➤ Specified drop off points. ➤ Drivers access to welfare facilities ➤ Delivery frequencies reduce where possible by ordering larger volume less often. ➤ Incoming goods to be appropriately cleaned by departments receiving them. ➤ Only essential works to be carried out. ➤ Where possible repairs and maintenance activities restricted to alternative times when no or minimal staff on site. 	3	
Cleaning the workplace	Individual at risk of infection and further spread of virus.	3	3	9	<ul style="list-style-type: none"> ➤ Comprehensive cleaning schedule in operation in line with government guidance. ➤ Service and adjustment of air conditioning systems where applicable. ➤ Daily removal of waste items from the building. 	3	

Hazard	Persons at risk	Severity	Likelihood	Risk rating	Current precautions	Residual risk	Additional actions
					➤ Specific cleaning guidance to be followed after known or suspected case of COVID-19.		
Use of workplace equipment.	Individual at risk of infection and further spread of virus.	3	3	9	<ul style="list-style-type: none"> ➤ Regular cleaning schedule in place. ➤ Antiseptic wipes, hand sanitiser and cleaning products available throughout the workplace. ➤ Staff encouraged not to share equipment wherever possible. ➤ All tools, machinery and equipment controls to be wiped down before and after use, inclusive of surfaces, telephones, workstations, photocopiers, water machines and printers. 	6	
Information, instruction, and training (Communication)	Individual at risk of infection and further spread of virus.	3	4	12	<ul style="list-style-type: none"> ➤ Clear corporate guidance developed and regular engagement with employees. ➤ Regular communications regarding Covid-19 approach and reminders for social distancing and hygiene requirements. ➤ Clear signage on display throughout the building ➤ Dedicated Live well team sharing key information to staff around healthy eating, exercise, and mental health support. ➤ Departments required to review all risk assessments and operating procedures to control risks from Covid-19. 	3	
Mental health and wellbeing	Individual at risk of infection and further spread of virus.	2	2	4	<ul style="list-style-type: none"> ➤ Trained mental health first aiders contact details shared with all staff and on intranet and displayed throughout the building. ➤ Regular communication with line managers and team colleagues ➤ Occupational Stress Policy available on Intranet. ➤ Stress management training carried out. ➤ Dedicated employee assistance programme in place. ➤ External resource and support shared. ➤ Live Well team regularly sharing information on healthy eating, exercise, staying connected. 	2	

Hazard	Persons at risk	Severity	Likelihood	Risk rating	Current precautions	Residual risk	Additional actions
					<ul style="list-style-type: none"> ➤ Employees will be encouraged to report any signs of stress or anxiety to their line manager. 		