

RISK ASSESSMENT

Project Title / Location:		Prepared by:	JH	Date:	23/05/2020
Activity / Operation:	COVID 19 - OFFICE & WAREHOUSE WORKS	Revision No:		Revision Date:	
Type of Assessment (tick as appropriate):		Site Specific:	<input type="checkbox"/>	Generic Assessment:	<input checked="" type="checkbox"/>
		Routine Operation:	<input type="checkbox"/>		

Who may be harmed:

Employees	<input type="checkbox"/>	Sub-contractors	<input type="checkbox"/>	Residents / Tenants	<input type="checkbox"/>	General Public	<input type="checkbox"/>	Visitors	<input type="checkbox"/>	Others	<input type="checkbox"/>
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Assessed Risk Levels

The likely severity of the harm caused by the hazard can be used as a guide to the risk potential.

Hazard - is the potential to cause harm

Risk - is the likelihood of that harm being realised.

Likelihood:

1. Unlikely
2. Possible
3. Likely
4. Probable
5. Imminent

Severity:

1. Slight (minor injury, first aid required).
2. Moderate (minor injury, first aid/medical attention).
3. Serious (injury, medical attention, hospitalisation (7 day)).
4. Major (serious injury/death).
5. Catastrophic (number of casualties/deaths).

Multiply the **LIKELIHOOD** by the **SEVERITY** to determine the **RISK RATING**.

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

1- 4 May be ignored (LOW)
5- 9 Control measures required (MED)
10 & above Design out if possible (HIGH)

Hazard	Risk	Assessment			Control Measures	Residual Rating		
		L	S	R		L	S	R
Sitting near others while travelling to work.	Ill-health due to contracting Covid-19	4	4	High	<ul style="list-style-type: none"> • Personnel not on essential works to remain at home. • If working is unavoidable, avoid using public transport. • Do not vehicle share. Use own vehicle or Company vehicle and travel alone unless members of the same household. • Wash hands before leaving site to drive home. • If unable to avoid vehicle sharing: <ul style="list-style-type: none"> ○ Keep the number of people in the vehicle to a minimum max 2 per van/car ○ Passenger to sit in the back of the car or as far as possible away from the driver and wear a face mask. ○ Ensure that the same people share the journey each day. 	2	4	Med

COMPANY LOGO

					<ul style="list-style-type: none"> ○ Ensure good ventilation by keeping windows open and facing away from each other. ○ Vehicle to be cleaned regularly with particular emphasis on handles and other surfaces touched. ○ Vehicles must not park in ways likely to cause concern or nuisance to customers and the local businesses. ○ Parking – ensure vehicles are parked safely and at least two metres from an occupied plot. ● Wash hands before leaving office/warehouse and sanitise after getting into the car/van. ● If any symptoms are experienced then do not travel to work, self-isolate in accordance with government guidelines. 			
Entering office/warehouse areas	Exposure to infected people and/or surfaces, etc.	4	4	High	<ul style="list-style-type: none"> ● Office rules as displayed on the front doors to the main building to be read before entering the office/warehouse ● Office rota to be completed and checked before coming into office to work as 4 person max allowed into office. ● Office buzzer to be used to warn of entry to the main office area in case another person is using stairs on way out of the office. ● After entry through main door sanitise hands before entering the main office. ● Main office door at top of stairs to be left open at all times to minimize touch points. ● If door is shut, sanitise hands on entry to the main office. ● Sanitise hands periodically throughout the day when in the office. 			
Meetings, including meetings with Site Management Teams & Customer Communication	Exposure to infected people and/or surfaces, etc.	4	4	High	<ul style="list-style-type: none"> ● No reps are allowed in the office ● Avoid 'face-to-face' meetings, use telephone 'conference calls', Microsoft Teams/Zoom technology. 	1	4	Low

COMPANY LOGO

					<ul style="list-style-type: none"> • Where 'face-to-face' is required, maintain 2m social distancing by: <ul style="list-style-type: none"> • Restrict number of participants • Hold in a large well-ventilated area, or • Hold outside if weather permitting • Keep meetings short, to the point and avoid sharing material, i.e. drawings, laptops, sample products, etc. 			
General office work	Ill-health due to contracting Covid-19	3	4	High	<ul style="list-style-type: none"> • The numbers of people working in the office will be minimised to 4 personnel and booked on a rota. • If you are not on the rota work from home or as organised with the MD. • For those working in the office, it will be rearranged to ensure that staff can work while maintaining a 2m distance. • Staff are to avoid skin and face to face contact with others. • Try and avoid touching face including mouth, nose and eyes, while working. • Staff should regularly wash their hands, for at least 20 seconds, with hot soapy water or use hand sanitiser. This is especially before eating, drinking or smoking. • Office equipment where practicable will not be shared. If it has to be shared it is to be cleaned before and after use and users to clean hand afterwards. • Where items need to be shared e.g. photocopiers, kettles etc. they are to be wiped before and after use. • If any symptoms are experienced then do not travel to work, self-isolate in accordance with government guidelines. • Office will be deep cleaned every weekend. 	1	4	Low
General office works/warehouse where 2m distancing cannot be applied.	Ill-health due to contracting Covid-19	3	4	High	<ul style="list-style-type: none"> • Where 2m distancing cannot be achieved consider reducing the amount of time working within 2m of each other. 	2	4	Med

COMPANY LOGO

					<ul style="list-style-type: none"> • Staff that need to be within 2m of each other should work side by side and not facing each other where possible. • Where face to face working cannot be avoided, keep activity to 15 minutes or less. If this cannot be achieved, suitable face masks (FFP3/2 or KN 95) are to be worn. 			
Experiencing symptoms while at work.	Passing on Covid-19	3	4	High	<ul style="list-style-type: none"> • If any symptoms are experience while working, inform the Director immediately. • Leave work and return home. • Avoid touching anything where possible. • If sneezing or coughing do so into a tissue or sleeve. If a tissue is used, dispose of correctly or take home to dispose of. • The Director are to ensure that anything that may have been touched by the infected person is thoroughly cleaned. • Infected person to report symptoms on 111 once at home. • If an office person has been diagnosed as CV 19 Positive, anyone who has come into contact with this person are to isolate as per GOV UK guidelines. 			
People classed as 'vulnerable' or living with people classed as 'vulnerable'.	Contacting Covid 19 or workers passing onto vulnerable people	4	4	High	<ul style="list-style-type: none"> • Any staff that have received a letter stating that they are classed as vulnerable due to health reasons. Must not go to work. • Any workers who share a household with someone classed as vulnerable, should not go to work. 	1	4	Low
Use of Kitchen area	Ill-health due to contracting Covid-19	4	4	High	<ul style="list-style-type: none"> • Only 1 person to be in the kitchen area at any one time. • Personnel to sanitise hands before prep of any food /drinks • Personnel to make/prep their own food or drinks. • Personnel to only use their own cups for drinks as per names on the cups. • Personnel to wash their own cutlery after use and put away after use. 	1	4	Low

COMPANY LOGO

					<ul style="list-style-type: none"> • Surfaces to be wiped clean after use (kettles, coffee machine, hot water boiler, tea/coffee pots etc etc. • Tea towels to be removed form use in the kitchen. • Kitchen roll to be used to wipe/dry plates/cups cutlery. • Clean up area after use. 			
Personnel hygiene	Ill-health due to contracting Covid-19	4	3	High	<ul style="list-style-type: none"> • High standards of personnel cleaning/Hygiene and housekeeping must be maintained. • Continued reminders to all office/warehouse personnel on the need for regular washing of hands with soap and warm water is the single biggest combatant of the virus. • Soap and 60%+ alcohol-based hand sanitisers to be used on site to wash hands at all times. 	4	1	low
Use of warehouse for collection or return of materials.	Ill-health due to contracting Covid-19	4	4	High	<ul style="list-style-type: none"> • Materials collection to be pre -organised as much as practicable to avoid other operatives also collecting materials. • If unavoidable other operatives to stand in safe area or stay in van until warehouse is free. • Minimal personnel in the warehouse at all times • Hands to be sanitised on entry to warehouse. • Materials to be collated by warehouse operative and placed in area selected area to be collected by the relevant person. • 2m distancing lines to be established in the warehouse area during collection/return of materials. • Relevant PPE to be worn when collecting materials from the warehouse (gloves/goggles and face mask if required) • Avoid skin contact with materials • Wash/sanitise hands or exposed skin areas after collection or return of materials to the of warehouse 	1	4	Low

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Deliveries to the main warehouse by suppliers	Ill-health due to contracting Covid-19	4	4	High	<ul style="list-style-type: none"> • Delivery contractor to confirm delivery as much as practicable and call in advance to ensure CR warehouse operatives is ready for the delivery. • Deliveries to be contactless as much as possible • CR warehouse operative to meet vehicle and guide vehicle in the unloading area if required. • Delivery driver is not to get out of cab unless load permits they have to after confirming that he has no CV 19 Symptoms before he gets out of his cab. • If the delivery driver has to get out of cab, they are to wear suitable PPE (min face mask, glasses and gloves) if 2m distancing is not possible. • Delivery driver to sanitise hands before unloading any materials/equipment. • Delivery driver to sign delivery ticket with CR warehouse operative present to witness the delivery. • Do not touch any part of the delivery vehicle if possible. • Wash hands after delivery has been completed and materials have been stored. 	1	4	Low											
Deliveries					•														
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PERSONAL PROTECTIVE EQUIPMENT – TICK BOXES WHERE REQUIRED AND SPECIFY GRADE OF EQUIPMENT																			
PPE Category	Safety Helmet	Eye Protection	<input checked="" type="checkbox"/>	Hearing Protection	<input type="checkbox"/>	Safety Harness	<input type="checkbox"/>	Gloves / Gauntlets	<input checked="" type="checkbox"/>	Safety Footwear	<input type="checkbox"/>	Over Shoes	<input type="checkbox"/>	Respiratory Protection	<input checked="" type="checkbox"/>	High-Vis Jacket	<input type="checkbox"/>	Overalls	<input checked="" type="checkbox"/>
Specific Type		EN 166 F						EN 374 / 388						FFP2/3 KN95					
Name of Assessor(s)								Signature(s)											
Name of Assessor(s)								Signature(s)											