

Risk Assessment
RA149

WORK ACTIVITY: **Return to work in offices following Covid-19 outbreak**

Issue 004

Date: **30/09/2020**

Assessed by: DH Bufton		(C) Health and Safety Consequence	(F) Frequency	(RR) Risk Rating = Consequence x Frequency						
This Risk Assessment should be read in conjunction with Safe system of work Form 28AP, COSHH assessment CA36 and First Aid assessment RAFA		1 Insignificant (no effect) 2 Marginal (minor injuries)	1 Improbable 2 Unlikely	1-5 Insignificant 6-8 Acceptable	WORK SHALL PROCEED					
		3 Serious (major injuries) 4 Critical (fatalities) 5 Catastrophic	3 As Likely As Not 4 Probable 5 Highly Probable	9-15 Unacceptable 16-25 Intolerable	WORK SHALL NOT START					
Persons at Risk: Operators, contractors, bystanders, visitors and members of the public										
ACTIVITY/EVENT FEATURE/SITUATION	HAZARD/ISSUE/INTERACTION (CAUSE)	UNDESIREDEVENT	CONSEQUENCES	BEFORE CONTROL			CONTROL	AFTER CONTROL		
				C	F	RR		C	F	RR
							<ul style="list-style-type: none"> Has the employer done a risk analysis on high risk groups of employees? In broad terms we think that this will be likely to include those who are travelling frequently to countries outside the UK, where there is currently or may well in future be a risk of infection. The second group will be those with health issues such as asthma, diabetes, cancer or who are pregnant, who are more likely to suffer adversely if they become infected with the virus. What steps is the employer taking to try and reduce risks for those groups? This may involve allowing people to work remotely, or it could be as simple as permitting some people to travel outside rush hour so that, if they commute on public transport, the risk of infection is reduced. 			
Working in the Waterwells facility	HIGH RISK Clinically Extremely Vulnerable persons as identified by HM Gov	Employee contracts or spreads Covid-19 virus	Mild to severe flu symptoms, possible hospitalisation leading to life threatening organ failure even fatality	4	5	20	<ul style="list-style-type: none"> Employees identified as being clinically extremely vulnerable, i.e. those aged over 70 or with pre existing serious health conditions such as radiotherapy for cancer treatments and immunotherapy. The persons in this category will be required to remain at home and shield as per government guidelines. 	3	2	6

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Working in the Waterwells facility	MODERATE RISK Clinically Vulnerable persons as identified by HM Gov	Employee contracts or spreads Covid-19 virus	Mild to severe flu symptoms, possible hospitalisation leading to life threatening organ failure even fatality	4	4	16	<ul style="list-style-type: none"> ▪ This group includes persons who are 70 or older, have a lung condition that's not severe such as asthma, COPD, Emphysema or bronchitis. ▪ Have heart disease, Diabetes, chronic kidney disease, liver disease or have a condition affecting the brain or nerves such as Parkinson's disease, Motor Neurone Disease or multiple sclerosis. ▪ This group also includes pregnant employees. ▪ The persons in this category should stay at home as much as possible, but can go to work if they cannot work from home as per government guidelines. 	3	2	6
Isolation	Non compliance with or accidental failure to maintain 2 Mtr social distancing	Exposure and contraction of Covid-19 viral infection	Mild to severe flu symptoms, possible hospitalisation leading to life threatening organ failure even fatality	4	4	16	<ul style="list-style-type: none"> ▪ If at any stage a staff member has symptoms of the virus, they must stay home and organise a test via the Government website. ▪ The non-contact thermometer or forehead strip shall be used to test staff on arrival. ▪ If a staff member is subject to the onset of symptoms whilst at work, they must go home and organise a test. 	3	2	6

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Employee or visitor shows symptoms whilst in the facility / at work	Individual shows symptoms of their virus	Exposure and contraction of Covid-19 viral infection	Mild to severe flu symptoms, possible hospitalisation leading to life threatening organ failure even fatality	4	4	16	<p>Employees who need to self-isolate should:</p> <ul style="list-style-type: none"> • Tell their employer and go home • Avoid touching anything • Follow cleaning guidelines • Track and trace those in the company that they have been in close contact <p>If someone with coronavirus symptoms has come into work:</p> <ul style="list-style-type: none"> • Send the employee home and recommend testing • Follow Public Health England cleaning advice • Review company risk measures and how “close contact” was not managed if this is the case. <p>If close contact occurred</p> <ul style="list-style-type: none"> • Avoid contact with people at high increased risk of severe illness from coronavirus • Take extra care in practising social distancing and good hygiene • Watch out for symptoms and self-isolate if they also show signs of coronavirus 	3	2	6
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Travel to and from work	Non compliance with or accidental failure to maintain 2 Mtr social distancing	Exposure and contraction of Covid-19 viral infection	Mild to severe flu symptoms, possible hospitalisation leading to life threatening organ failure even fatality	4	4	16	<ul style="list-style-type: none"> ▪ Avoid using public transport if at all possible ▪ Travel individually maintaining 2 mtr distancing on public transport ▪ If driving, drive alone – do not lift share ▪ Regularly clean your vehicles door handles, steering wheel, gear stick, indicators and other regularly used switchgear with the disinfectants provided. ▪ Maintain the 2 mtr distancing when refuelling and stopping for breaks and wear nitrile gloves – dispose in the forecourt waste bin after use. ▪ Use hand sanitiser after re-fuelling (company cars and vans). ▪ Maintain 2 mtr distancing in the car park and on the path. ▪ Plan in place to get people home if they fall ill. 	3	2	6
Access & Egress	Non compliance with or accidental failure to maintain 2 Mtr social distancing	Exposure and contraction of Covid-19 viral infection	Mild to severe flu symptoms, possible hospitalisation leading to life threatening organ failure even fatality	4	4	16	<ul style="list-style-type: none"> ▪ Internal doors to be left open to reduce need to touch door handles. ▪ When arriving and leaving site maintain 2m distance – wait to go through doors if necessary. If queuing for access or entry to buildings etc. always maintain the 2 mtr distancing. ▪ An infrared camera system shall be used at reception to check person's temperatures. Anyone showing a higher than normal temperature of 37.8C or more shall not be allowed access, sent home and requested to call 111. ▪ Hand sanitiser to be used on entry in Reception ▪ Wash your hands when you arrive and before you leave with soap and water for minimum 20 seconds. 	3	2	6

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Hygiene	Non compliance with or accidental failure to maintain 2 Mtr social distancing	Exposure and contraction of Covid-19 viral infection	Mild to severe flu symptoms, possible hospitalisation leading to life threatening organ failure even fatality	4	4	16	<p>The Company shall continue with the previously established hygiene regime, which staff should follow outside of work as well to protect themselves. Like with human contact, improving hygiene is all about reducing the risk, as this will reduce the reproductive rate of the virus, so that it will die out. This is not exhaustive, but as a minimum:</p> <ul style="list-style-type: none"> ○ Use hand sanitiser on arrival. It will be available in reception and in the kitchen and other communal areas. You may top up your own personal bottles with from the 5L containers we are keeping in stock. ○ Remember to clean your pitch and sanitise when you arrive, using the anti-bacterial spray and cloths provided. Don't forget your keys, handbag, computer and phone. The used cloths should be placed in the bucket under the sink for washing. After cleaning, use hand sanitiser again. ○ You follow this routine on arrival home too and you may wish to regularly sanitise the inside of your car. ○ Sanitise communal surfaces such as meeting room tables, the photocopiers and door handles etc daily and shall include Works and Packing facilities. A rota should be organised by team leaders. ○ Don't put your hands near your face or your fingers in your mouth. ○ Sanitise before you eat and whenever you feel it's necessary. ○ Use cutlery to eat where you can, but if you are eating finger food pick it up with a tissue if that is possible ie) avoid touching it if you can. ○ Use the dishwasher to clean all cutlery and crockery or if you prefer, bring your own and take it home to wash. Staff may prefer to bring in a flask of coffee for example to limit usage of the kitchen facilities. ○ Don't shake hands or stand too close to others- be conscious of leaving space. 	3	2	6
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Meetings	Non compliance with or accidental failure to maintain 2 Mtr social distancing	Exposure and contraction of Covid-19 viral infection	Mild to severe flu symptoms, possible hospitalisation leading to life threatening organ failure even fatality	5	4	20	<ul style="list-style-type: none"> ▪ Meetings indoors should only be held if absolutely necessary and then be in the new conference room maintaining 2 mtr distancing. ▪ Main areas to be disinfected using bulk sprayer at end of shift ▪ If congregating indoors - maintain 2m gap. ▪ Keep all indoor areas well ventilated, open windows, doors etc. ▪ Leave doors open where possible so handles do not have to be touched. 	3	2	6

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Office work	Non compliance with or accidental failure to maintain 2 Mtr social distancing	Exposure and contraction of Covid-19 viral infection	Mild to severe flu symptoms, possible hospitalisation leading to life threatening organ failure even fatality	5	4	20	<ul style="list-style-type: none"> ▪ Work from home if at all possible. ▪ Rotate staff where possible. ▪ Do not hot desk or share workspace ▪ Main areas to be disinfected using bulk sprayer at end of shift ▪ Where a computer workstation is required, ensure area has been wiped down and is clean prior to setting up and maintain a good cleaning regime. ▪ Occupy desks that are a minimum 2m apart from other occupied desks. Office staff shall wear either a mask (subject to availability, as we do not want to take stocks away from the NHS) or a dust mask or a scarf to cover their mouths wherever possible. Washable and reusable masks are preferred. ▪ masks will need to be taken off for talking and eating, but when this is done, staff should avoid touching their mouth, nose or eyes and pull down and up on the mask, somewhere clear of those areas eg) the via the ear loop. ▪ Staff can wear nitrile gloves if they prefer, but they would still need regular sanitising, as you would with bare hands. ▪ We suggest that staff wash clothes and mask on return home daily, so for that purpose the dress code can be more informal ie) no need for suits or dry clean only type clothing. As many windows as possible should be open for ventilation, with the aircon left off. 	3	2	6
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Workshop activities	Non compliance with or accidental failure to maintain 2 Mtr social distancing	Exposure and contraction of Covid-19 viral infection	Mild to severe flu symptoms, possible hospitalisation leading to life threatening organ failure even fatality	4	4	16	<ul style="list-style-type: none"> ▪ The workshop personnel work in their own individual cells. This arrangement allows for reasonable segregation and distancing. They also are using their own tools and equipment e.g. welding sets, grinders and RPE etc. These are to be sanitised daily before use. Communal equipment has been identified and assessed and the following are also subject to daily sanitising: <ul style="list-style-type: none"> ○ Machine control panels ○ All door handles – building ○ Forklift controls/steering wheels ○ Dustbin lids ○ Crane controls ○ Door handles – unit 2 office/canteen/toilet ▪ Adjust work activities as required to maintain distancing requirements. ▪ Accept work activities may take longer than usual to allow for distancing to be maintained. ▪ If work activities require working within 2m of another person – stop and seek advice from your manager or the QHSE manager. ▪ Equipment shall be sprayed with disinfectant spray and wiped down at regular intervals. ▪ Personal tools and equipment, welders, angle grinders etc shall be sprayed with disinfectant spray and wiped down 	3	2	6
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Site working	Non compliance with or accidental failure to maintain 2 Mtr social distancing	Exposure and contraction of Covid-19 viral infection	Mild to severe flu symptoms, possible hospitalisation leading to life threatening organ failure even fatality	4	4	16	<p>Site Access and Induction</p> <ul style="list-style-type: none"> • Always follow the Client and /or Principal Contractors guidance, unless it is less robust than our own. • If queuing for access or entry to buildings etc. always maintain the 2 mtr distancing • Maintain the 2 Mtr distancing from colleagues and other persons throughout induction and communication sessions. <p>Breaks and Accommodation</p> <ul style="list-style-type: none"> • If possible return to your vehicle to take breaks and meals. • Distancing must be maintained throughout, remaining at least 2 mtrs away from colleagues and others. • Always wash your hands thoroughly before eating or drinking. • When using accommodation, continue to maintain 2 mtr distancing from colleagues and all others. Pre-book by telephone or on line where possible to reduce activity and time needed to book in. • Dine individually and isolate yourself in your room as soon as possible. <p>Working on Site</p> <ul style="list-style-type: none"> • Follow the method statement, including specific guidance regarding protection from the virus. The Team Leader shall review the Method Statement and allocate tasks in order to comply with maintaining the 2 mtr distancing requirement. This may require changes to the “normal” methodology of assembly, disassembly, installation and testing. • Maintain distancing throughout, remaining at least 2 mtrs away from colleagues and others. • Wear a medical face mask at all times. 	3	2	6
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Welfare facilities and general cleaning	Non compliance with or accidental failure to maintain 2 Mtr social distancing	Exposure and contraction of Covid-19 viral infection	Mild to severe flu symptoms, possible hospitalisation leading to life threatening organ failure even fatality	4	4	16	<ul style="list-style-type: none"> ▪ Maintain social distancing of 2m. ▪ Toilets arranged so that only 1 person may enter at a time. ▪ Workplaces and touch points shall be disinfected using a fogging sprayer daily ▪ Cleaning of all facilities are being completed daily this includes <ul style="list-style-type: none"> • Taps and washing facilities • Toilet flush and seats • Door handles and push plates • Food preparation and eating surfaces • Office equipment i.e. photocopiers, shared equipment. <p>Rubbish will be cleared daily</p>	3	2	6
Travel to Clients or Suppliers	Non compliance with or accidental failure to maintain 2 Mtr social distancing	Exposure and contraction of Covid-19 viral infection	Mild to severe flu symptoms, possible hospitalisation leading to life threatening organ failure even fatality	4	4	16	<ul style="list-style-type: none"> ▪ Avoid wherever possible. ▪ Use remote systems to communicate with clients and suppliers 	3	2	6
Visitors to Office	Non compliance with or accidental failure to maintain 2 Mtr social distancing	Exposure and contraction of Covid-19 viral infection	Mild to severe flu symptoms, possible hospitalisation leading to life threatening organ failure even fatality	4	4	16	<ul style="list-style-type: none"> ▪ Visitor Policy in place ▪ Restrict as far as possible ▪ Keep people in reception area where possible 	3	2	6

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Emergency evacuation	Non compliance with or accidental failure to maintain 2 Mtr social distancing	Exposure and contraction of Covid-19 viral infection	Mild to severe flu symptoms, possible hospitalisation leading to life threatening organ failure even fatality	5	4	20	In the event of an emergency alarm or incident requiring evacuation, all personnel are required to try and observe the 2 mtr distancing whilst evacuating the building. This may not always be possible depending on the severity of the incident. Try and use different exits if you see several people queuing for the nearest one. Whilst you are also required to meet at the assembly point, maintain the 2 mtr distancing by assembling along the pathway to the car park if it is safe to do so or else use pavements in front of other buildings.	3	2	6
Human factors	Non compliance with or accidental failure to maintain 2 Mtr social distancing and other hygiene protocols	Exposure and contraction of Covid-19 viral infection	Mild to severe flu symptoms, possible hospitalisation leading to life threatening organ failure even fatality	5	4	20	All of above	3	2	6
Human factors	Fatigue (acute from temporary situation, or chronic)	Fatigue and/or loss of control	Mild to severe flu symptoms, possible hospitalisation leading to life threatening organ failure even fatality	3	3	9	Employees shall be fit for work. The company has a Managing Fatigue Policy in place. Employees are empowered to stop work and report any unsafe conditions including	2	1	2
Human factors	Stress/morale	Loss of concentration	Mild to severe flu symptoms, possible hospitalisation leading to life threatening organ failure even fatality	3	3	9	Team leaders are trained to identify stressors and stress conditions in employees. Employees advised to raise issues of wellbeing with their team leaders or a non management advisor.	2	1	2
Human factors	Work overload/underload	Fatigue and/or loss of control or concentration	Mild to severe flu symptoms, possible hospitalisation leading to life threatening organ failure even fatality	3	3	9	Employees are empowered to stop work and report any unsafe conditions including work overload. Jobs are issued by the Works teamleader and timings are agreed	2	1	2
Human factors	Competence to deal with circumstances	Loss of control or inability to react	Mild to severe flu symptoms, possible hospitalisation leading to life threatening organ failure even fatality	3	3	9	The company ensures that employees shall be trained and competent to operate the equipment	2	1	2

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Human factors	Motivation vs. other priorities	Loss of concentration	Mild to severe flu symptoms, possible hospitalisation leading to life threatening organ failure even fatality	3	3	9	Jobs are issued by the Works teamleader and timings/deadlines are agreed	2	1	2
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Risk Assessment Preparation

Name: David Bufton

Date 30/09/2020 (in consultation with workforce)

Signature:

