

		Activity: Managing the workplace during COVID-19 pandemic (as per gov.uk advice)			Persons conducting assessment: Phil Norman / Mark Gray / Kevin Manning			
Risk Assessment No.	Review Date: 06/21	Revision No. 001	Name Phil Norman	Signature	Date 12/02/21			
Persons Exposed	<u>Employees</u>	<u>Other Workers</u>	<u>Public/Visitors</u>	<u>Client's Staff</u>	Total at Risk			
Severity	5	5	10	15	20	25	<u>Likelihood</u> Rating 1 = Very unlikely Rating 2 = Unlikely Rating 3 = Likely Rating 4 = Very likely Rating 5 = Almost certain	<u>Severity</u> Rating 1 = No injury Rating 2 = Minor injury or illness Rating 3 = "7 day" injury or illness Rating 4 = Major injury or illness Rating 5 = Fatality, disabling injury, etc
	4	4	8	12	16	20		
	3	3	6	9	12	15		
	2	2	4	6	8	10		
	1	1	2	3	4	5		
		1	2	3	4	5		
Likelihood		<div style="display: flex; justify-content: space-around;"> <div style="width: 20px; height: 15px; background-color: #00FF00; border: 1px solid black;"></div> Acceptable <div style="width: 20px; height: 15px; background-color: #FFFF00; border: 1px solid black;"></div> Further review <div style="width: 20px; height: 15px; background-color: #FF0000; border: 1px solid black;"></div> Unacceptable Risk </div>			Risk = Likelihood x Severity			

HAZARD	Factors of Harm		Risk Multiple of columns 1 x 2	CONTROL MEASURES	Factors of Harm		Residual risk Multiple of columns 5 x 6	Control measures implemented by (name)	Check frequency		
	1	2			3	4				5	6
	Likelihood	Severity			Likelihood	Severity					
Office provisions / facilities – Possible contamination and spread of the virus	3	3	9	<ul style="list-style-type: none"> •Maintain good personal hygiene •Follow guidance in COVID-19 Site Operations Procedures •If someone falls ill, displaying COVID-19 symptoms, they should return home immediately •Available clean toilet and washing facilities. Provide paper towels near hand washing facilities •Use hand sanitiser after using toilets, washrooms and canteen areas •Appropriate clothing, free from contamination 	3	1	3	Supervisor	Daily		

			12	<ul style="list-style-type: none"> •Change all clothing daily •Follow guidance in COVID-19 Vehicle and Mobile Plant Guidance •Ensuring contaminants which might be present at the point of work are kept away from water supplies •Stay away from vulnerable individuals, such as the elderly or those with underlying health conditions as much as possible •Stay a safe distance from individuals by following safe distancing guidelines •Try and avoid contact with your face unless your hands are freshly washed 			4		
Interaction between personnel on site including movements between Projects and Offices – Possible contraction of the virus	4	3	12	<ul style="list-style-type: none"> •Maintain good personal hygiene •Follow guidance in COVID-19 Site Operations Procedures •Do no travel on public transport. Speak with your line manager and arrange for alternative means of transport. •Only essential visitors (H&S Advisors, Construction Managers, Operations Manager and Senior General Manager) should be allowed. •Travel between sites should be avoided. •Utilise Microsoft Teams or a similar platform for meetings. •Make available clean toilets and washing facilities •Follow guidance in COVID-19 Vehicle and Mobile Plant Guidance •Ensure desk spaces and IT equipment are kept clean •Arrange for more end of shift deep cleaning to include frequently touched surfaces such as desks/chairs/door handles etc. •If someone falls ill, displaying COVID-19 symptoms, they should return home immediately 	4	1	4	Supervisor	Daily

				<ul style="list-style-type: none"> •Always wash your hands prior to eating and or smoking •Stagger break times to reduce the number of people in welfare facilities allowing for social distancing •Always wash your hands after using the toilet, blowing your nose, sneezing or coughing. •Wash your hands for 20 seconds, each time using soap and water, or use hand sanitiser. •Gloves are to be worn at all times whilst on site. 					
Personnel reporting diagnosis of the virus or suffering symptoms – spreading the infection	4	4	16	<ul style="list-style-type: none"> •Persons displaying COVID-19 symptoms to self-isolate – see COVID-19 Site Operations Procedures •Following Government advice re: self-isolation and shielding – see gov.uk website for latest guidance 	4	1	4	Supervisor	Daily
Personnel returning from abroad who may have contracted / been exposed to the virus	4	4	16	<ul style="list-style-type: none"> •Persons displaying COVID-19 symptoms to self-isolate – see COVID-19 Site Operations Procedures •Following Government advice re: self-isolation and shielding – see gov.uk website for latest guidance 	4	1	4	Supervisor	Daily