

# Risk Assessment



Assessors Name:	James Whelan
Date:	14 <sup>th</sup> May 2020

Signature:		Assessment Reference Number:	RA Cov-19-001	Review Date:	14 <sup>th</sup> May 2020
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Endorsed by Name:		Signature:		Position:		Date:	
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Description of Activity being Assessed:	Exposure to Coronavirus / COVID-19 This risk assessment has been produced for office operatives working at the company's head office.
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Location:	Beal Developments Ltd, Holderness House, Bridgehead Business Park, Hessle, Hull, East Yorkshire, HU13 0DH
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SEVERITY x PROBABILITY = RISK

R = RISK  
S = SEVERITY  
P = PROBABILITY  
RR = RISK RATING, High, Medium, Low

RISK SCORE	RISK RATING	ACTIONS REQUIRED
1 - 3	LOW	Continue to review working practices on a regular basis and implement any additional control measures within the time scale given in the risk assessment
4 - 6	MEDIUM	Implement control measures within the time scale shown in the risk assessment and review the working practices on a regular basis. Review tooling and working practices used to reduce the probability of an accident to the lowest level possible (employee consultation should be included in the review)
7 - 9	HIGH	<b>Do Not</b> allow work to start and review the working practices <b>immediately</b> . Implement all the additional control measures identified in the Risk Assessment within the given timescales. Continue to review and implement additional control measures until the probability of an accident is reduced to the lowest level possible. (Employee consultation should be included in the review)

Risk	Severity	Probability	Risk Matrix			
			Degree of Risk	1	2	3
1-3 Low	1= Minor	1= Unlikely				
4-6 Med	2=Serious	2= Likely	1	1	2	3
7-9 High	3=Major	3 = Very Likely	2	2	4	6
			3	3	6	9

**GENERAL**

Covid -19 Coronavirus pandemic has very quickly spread throughout the world. This virus is transmitted from person-to-person very quickly and easily through social contact. The virus is thought to live for considerable time on inanimate surfaces, such as door handles, tables etc. The people at particular risk of serious illness and potential death are, in general, older people or people with underlying health concerns (particularly respiratory or immune system problems). Although there have already been cases of younger healthier people succumbing to the virus (although rare). These controls apply to **EVERY** aspect of your time at work, including travel to and from your place of work.

A range of information, instructions & training have been produced and delivered by the business to ensure all staff are “Covid Aware”. You **MUST** ensure that you have read and understood the written instruction and raise queries if you are unsure of anything. You **MUST** pay attention to all instructions and training given and raise questions if you do not understand anything.

If you have symptoms related to Coronavirus (COVID-19) **YOU MUST STAY AT HOME** and not come to work. Symptoms are a new, continuous cough and/or a temperature (typically over 38C or 100.4F). More guidance on symptoms, self-isolation, what to do next and support can be found here: <https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms-and-what-to-do/>

This will include isolating yourself and others in your household in line with government guidelines which can be found here. <https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-advice/>  
Only report for work if you and your household are fit and well and show NO symptoms.

Identified Hazards	Who may be affected	Risk level before control measures S x P = R				Control measures required	To be actioned by	Completion Date	Final Risk Level S x P = R			
		S	P	R	M				S	P	R	M
Lack of Information about the virus and procedures to protect the spread.	All	3	2	6	M	<ul style="list-style-type: none"> <li>The Management and Safety Advisors to monitor Gov / PHE / and industry (CLC) guidance on a daily basis and review procedures as necessary.</li> <li>Adopt the HBF Charter for safe working practice – COVID 19</li> <li>Guidance documents produced by the Government &amp; Hunt and Sykes Safety to be displayed in work area notice boards.</li> <li>All staff have been briefed about the virus by the management and made aware of the company control measures.</li> <li>Warning Posters to be displayed in all working areas</li> <li>All staff are made aware of the signs and symptoms of Coronavirus and the actions to be taken if the symptoms are experienced – high temperature and persistent cough. <b>Do not come to work.</b></li> <li>Covid-19 risk assessment will be posted on the company website.</li> <li>Government ‘Covid Secure’ poster to be displayed in the office in addition to HBF Covid Statement.</li> <li>All visitors are by appointment only and must complete a pre-visit Covid-19 health questionnaire.</li> <li>All staff are to read and work in accordance with the company Covid-19 risk assessment.</li> </ul>	H&S Directors All staff	Ongoing	3	1	3	L

Identified Hazards	Who may be affected	Risk level before control measures S x P = R				Control measures required	To be actioned by	Completion Date	Final Risk Level S x P = R			
		S	P	R	M				S	P	R	L
People in the workforce in a vulnerable category, potentially / statistically most at risk when / if catching the virus.	Staff / family members with existing conditions, elderly Family members that are at greater risk.	3	2	6	M	<ul style="list-style-type: none"> <li>Identify those members of your staff or members of their close family within the household that will be more at risk from this disease. Low immune system, more elderly members of staff, those with existing respiratory conditions etc. A decision will be taken by the Directors if it will be in their best interest for those persons to self-isolate (work from home or furlough).</li> <li>Where possible other employees should work from home if this is achievable.</li> <li>Shielding of at-risk persons segregating offices etc.</li> <li>Maintain social distancing measures keep 2m away from other persons.</li> </ul>	Directors Company management		3	1	3	L
Overcrowded welfare facilities, Poor personal hygiene protocol and none use of Protective Equipment leading to the spread of the virus.	Staff, visitors, contractors	3	3	9	H	<ul style="list-style-type: none"> <li>A cleaner is employed for the offices and they should be briefed to increase wiping down and sanitizing surfaces in offices and welfare areas as well as common touch points (door handles, push pads, Handrails).</li> <li>Staff are encouraged to take breaks / lunch outside, make use of the Bridgehead nature trail walks and outdoor seating area to the front.</li> <li>Managers should stagger break times to reduce the numbers of personnel using the facilities at the same time, and to allow social distancing.</li> <li>Antibacterial wipes will be placed at common touch point facilities. Protocol for wipe down of coffee pots, fridges, kettles, microwave, water dispensers is for staff to wipe down BEFORE use.</li> <li>Use of the kitchen will be limited to 1 person per table, and 1 person at the food preparation area (maximum 3 in the kitchen at any one time).</li> <li>Bacterial wipes to be used to wipe coffee touch screen before each use. Peddle bin to be placed in the waiting area next to the coffee machine.</li> <li>Staff may take breaks in their private vehicles.</li> <li>Magazines will be removed from the waiting area.</li> <li>Customers will be asked to make their own beverage using the coffee machine available in the waiting area.</li> <li>Increase cleaning regime of facilities and checks on soap and sanitiser levels to be carried out throughout the day. Periodic cleaning check sheet will be signed, time and dated at each clean for record.</li> <li>Only one person permitted to use the toilet facilities at a time due to limited space. Vacant / Occupied sign to be placed on each door entrance.</li> <li>Upon arrival all people entering the building must sanitise their hands.</li> </ul>	All personnel	Ongoing	3	1	3	L


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		S	P	R	H				S	P	R	H
Carrying out work that will bring individuals together and increase the likelihood of spreading the virus	Staff, visitors, contractors	3	3	9	H	<ul style="list-style-type: none"> <li>All meetings should be conducted via video or telephone where possible. If meeting in person is required meeting will be conducted outside where possible?</li> <li>When meetings are conducted in the board room attendees will be seated a minimum of 2m apart to maintain social distancing. Board room table and sideboard will be wiped down after every meeting.</li> <li>Coffee machine in the board room will either be removed to prevent multiple contact, or a single person nominated to pour drinks during meetings following protocol for wiping handles prior to use.</li> <li>Organise working activities to ensure that staff, visitors and contractors can maintain social distancing (at least 2m) where possible while at the office.</li> <li>Visitors are limited to a maximum of 2 per household.</li> <li>Personnel are to maintain good personal hygiene practice at all times - cough or sneeze into a tissue or the crook of your arm and wash your hands at the first opportunity and then regularly.</li> <li>Personnel are to be aware of their own work requirements and are responsible for maintaining their own social distancing from others in the working areas.</li> <li>All personnel are to be made aware of and are to follow the handwashing and personal hygiene procedures - cough or sneeze into a tissue or the crook of your arm and wash your hands at the first opportunity and then regularly. Avoid touching your face, eyes and mouth.</li> <li>Staff encouraged to keep windows open where possible during office hours for added ventilation.</li> <li>Protective screen installed at reception.</li> <li>Small meeting room to be limited to 2 people due to lack of size and ventilation. Additional chairs will be removed.</li> <li>Selections lounge limited to SA and EM only (staff) except during cleaning.</li> <li>Elevator limited to one person at a time with priority given to disabled / people with mobility issues. Staff are encouraged to use the stairs.</li> <li>1 person at a time max allowed at the entrance to the archive store and the garage / storage area. Only 1 person allowed around the drinks station on the upper floor and at the copier and mailing area.</li> <li>A mirror will be installed halfway up the stairs on the landing area to allow visibility of people ascending / descending to prevent crossing on the stairs.</li> <li>The training room should be used as a supplementary workspace should the upper office become too congested.</li> <li>Protective screen installed between selections manager and customer.</li> </ul>	Directors Managers & Supervisors, All personnel	Ongoing	3	1	3	L

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		S	P	R	H				S	P	R	H
Use of public transport or work vans and private vehicles bringing personnel into close contact with each other spreading the virus during transit to work areas	Staff,	3	3	9	H	<ul style="list-style-type: none"> <li>Avoid the use of public transport wherever possible.</li> <li>If public transport has to be used, maintain social distancing (at least 2m) where possible and / or wear a face mask / covering.</li> <li>Follow good personal hygiene, cough or sneeze into a tissue or the crook of your arm, wash your hands at the first opportunity and then regularly. Avoid touching your face, eyes and mouth.</li> <li>Arrange transport to working locations where possible to provide individual vehicles for personnel and minimise contact with others.</li> <li>When sharing a vehicle follow good personal hygiene, cough or sneeze into a tissue or the crook of your arm, wash your hands at the first opportunity and then regularly. Avoid touching your face, eyes and mouth.</li> <li>Drivers of works vehicles or vans are to ensure that common touch points are regularly cleaned – door handles, steering wheels, gear levers, touch screens, controls and switches etc after each journey.</li> <li>Anyone experiencing or displaying the symptoms of the virus should not use public transport or travel to work in shared vehicles and should stay at home.</li> </ul>	All personnel	Ongoing	3	1	3	L
Use of work equipment that may be contaminated spreading the virus for those who use the equipment.	Staff, contractors	3	3	9	H	<ul style="list-style-type: none"> <li>Work equipment such as photocopiers / printers are to be cleaned by the operators prior to each use.</li> <li>Equipment is to have all common touch points cleaned with disinfectant or antibacterial wipes including buttons, touch screens, switches etc.</li> <li>Wear gloves where possible to reduce risk of spreading virus.</li> <li>Regular cleaning of common touch points within the offices (door handles, door pads, keypads).</li> <li>Ensure chairs are positioned on one side of the plan table only to avoid workers facing each other across the table.</li> <li>2x2 desk pods to be limited to 2 x staff members working diagonally from each other in the first instance. Where more staff are required consideration should be made to utilising training room or placing a protective divider screen between workers.</li> </ul>	All personnel	Ongoing	3	1	3	L

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		S	P	R	M				S	P	R	L
Someone becoming ill in the workplace office during the working day.	Staff, visitors, contractors	3	2	6	M	<ul style="list-style-type: none"> <li>Individuals feeling unwell are to keep their distance from all other personnel and maintain the social distancing 2m rules. Go Home!!</li> <li>Individuals feeling unwell are to leave the premises and return directly to their home – Do <b>NOT</b> go to a doctor's surgery, urgent care centre, hospital or pharmacy.</li> <li>Individuals who continue to feel unwell should go online to NHS 111 or call 111 if they do not have an internet connection. If symptoms become severe or you experience breathing difficulties call 999.</li> <li>Anyone who has assisted an ill person should follow good personal hygiene procedures and wash their hands for at least 20 seconds after assisting someone.</li> <li>if required a full deep clean of the office work area will be carried out.</li> </ul>	All personnel	Ongoing	3	1	3	L
Control of access points	Staff, visitors, contractors, public					<ul style="list-style-type: none"> <li>Stop all non-essential visitors. Customers by appointment only.</li> <li>All visitors to have completed a pre-visit Covid health questionnaire.</li> <li>Introduce staggered start and finish times for larger numbers.</li> <li>Monitor access points to ensure social distancing.</li> <li>Outer office doors to be secured open during office hours to prevent multiple people using the handles to open &amp; close.</li> <li>All workers and visitors to wash/clean hand when entering or leaving, sanitiser located at reception.</li> <li>Regularly clean all common contact surfaces in welfare receptions site office areas, entry points</li> <li>Consider outdoor inductions and briefings to allow distancing. Reduce numbers</li> <li>On arrival, all people entering will undertake a temperature reading administered by the receptionist.</li> <li>One-way signage with directional arrows displayed.</li> <li>No more than 1 person at a time at reception. Wait outside at a safe distance whilst temperature monitoring is conducted.</li> <li>At switch over of reception staff, clean down should be performed by staff member taking over reception including surfaces, keyboard, mouse, monitor, phone and temperature gauge.</li> </ul>	Site Manager	Ongoing	3	1	3	L

Additional Comments:

1. This risk assessment needs to be discussed with the employees & sub-contractors before they carryout work on site to ensure compliance with all control measures through their understanding.
2. Employees are to sign an acknowledgement sheet for their understanding of this risk assessment.
3. The risk assessment is to be reviewed on a weekly basis or sooner if changes are made to government guidance, or a significant increased number of staff with symptoms.

Assessor:	James Whelan	Signature:		Date:	14/05/2020
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The following personnel have read or been briefed by management (translated as required) and understood the Risk Assessment for the controls to limit the spread of the Coronavirus in the workplace and agree to comply with the instructions and control measures identified.

Print Name	Signature	Date

Print Name	Signature	Date