

Risk Assessment – Job Safety Analysis

RA No.

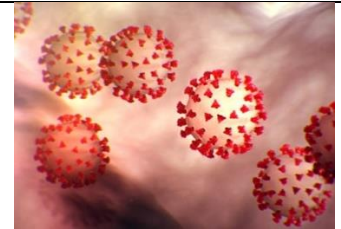
Task Details

Company Name	HomeLet - Barbon	Work Area	Offices
RA Title	COVID19 Precautions and Controls – Return to the Office.		Date 14 May 2020

Description of Situation, task etc.

Returning to work in an office-based environment with COVID-19 precautions in place and new procedures to be followed. The following assumes a carrier could present in the building who is asymptomatic and could spread the virus or someone who is infectious enters the building.

- Infrequently
- Daily**
- Weekly
- Monthly
- Continuous



At Risk Groups

Employees	Visitors	Others	High Risk Groups
Operative/s <input checked="" type="checkbox"/>	In close proximity <input checked="" type="checkbox"/>	General Public <input type="checkbox"/>	Pre-existing Condition <input checked="" type="checkbox"/>
Novice <input checked="" type="checkbox"/>	In the area <input checked="" type="checkbox"/>	Environmental <input type="checkbox"/>	Pregnant <input checked="" type="checkbox"/>
Apprentice <input checked="" type="checkbox"/>	Contractors <input checked="" type="checkbox"/>	Equipment <input type="checkbox"/>	Nursing Mother <input checked="" type="checkbox"/>
Others in Vicinity <input checked="" type="checkbox"/>	Delivery drivers <input checked="" type="checkbox"/>	Buildings <input type="checkbox"/>	Children <input type="checkbox"/>

Hazards

Hazards

Biological hazards directly associated with COVID19 (Corona virus)
 Breathing droplets from asymptomatic infected persons
 Contact with infected surfaces
 Working in close proximity to others
 Using shared facilities welfare, cooking, resting.
 Congregating in car park, rest rooms
 Meetings in enclosed rooms
 Training in enclosed rooms
 Using technology and facilities used by other
 Treating someone or being treated by someone following an incident requiring first aid
 Using toilets and wash facilities

Possible Hazardous Events

Any physical injury needing first aid help
 Bumping into someone
 Touching surfaces
 Crossing too close on stairs or in corridors
 Meeting too close at entry/exit doors
 Crossing too close in work areas
 Sitting too close to others
 Sitting opposite, facing each other
 Sharing cups, plates, cooking facilities

Using shared facilities

Pre Control risk

Likelihood	3
Severity	5
Risk Rating	15
Risk Band	
High	

Controls













Insist on hand washing on entry to the building and frequently
Insist on 2m social distancing
Provide information markers on floors and in key areas to designate 2m gaps
Exclude high and very high risk individuals from the building
Limit number of staff in the building at any one time to ensure social distancing
Limit visitors to those that are absolutely necessary
Staff to work from home wherever possible
Monitor homeworking staff closely to ensure they remain safe and well
Hold meetings virtually wherever possible or outside maintaining social distancing
Limit numbers in meetings

Apply seating markers showing allowable numbers and locations
Place instructions on required behaviours on all doors in key areas and inside key areas as required:

- Main entrance
- Toilets
- Meeting rooms
- Training Rooms
- Rest and Welfare Rooms
- In work areas
- Top and Bottom of stairs
- Open spaces
- Reception
- On the lift access points
- Coffee and Tea areas and Fridges

Provide screens at key areas
 Reception – if distance cannot be maintained
Stop high risk activities that require close proximity
Seat staff back to back, side by side or diagonally opposed – Maintain 2m distances
No face to face working
Keep teams and shifts fixed – no swapping amongst teams
Control entry and exit behaviour
 Stagger arrival and departure time to small numbers at intervals – provide staff with rules of behaviour
Introduce a one-way system within the building
Fix automatic hold open close devices to doors removing the need to touch
 Door guards – nb door guards at bottom and top of stairs should be removed following this emergency
One desk one person – no hot swapping or changing
Once seated at desk, limit movement around the building to essential journeys only
Ensure sanitation wipes at all printers for keypad cleaning
Print only once per day unless absolutely necessary
Lift only to be used by disabled, or injured persons when necessary, only one person in the lift at any one time
Lift to be wiped down after each use
Increase cleaning frequency of communal use areas to at least 4 times a day
Provide sufficient stationery to all staff at their place of work, no sharing of stationery or its associated equipment, pens etc.
Provide floor markings outside the main door and throughout the building for way marking and 2m distancing
Supply paper hand towels in toilets and wash stations with open or foot operated bins – remove the use of air blown hand dryers
Shared facilities will be available with plentiful supplies of sanitiser, soap and water available to all employees and clear guidelines on the requirement to wash hands before and after use of any shared facilities
Withdraw suggestions and reporting boxes – any suggestions or reporting to be done verbally to Line Manager
Withdraw all vending facilities
Remove excess furniture and chairs where feasible
Withdraw games machines etc.
Control TVs and remote controls limit access and use
Presentation and meeting equipment only to be used when can't be avoided
Affix positional markers to all locations in all areas where it is permitted for someone to sit
Ensure staff have face masks and gloves available for use as required – ensure they are taught how to don and doff PPE.
Provide emergency treatment kits for first aiders
 Masks
 Safety Glasses
 Aprons
 Nitrile Gloves
 Face shield for high fluid risk
Dispose of all used PPE iaw government Guidelines i.e. place into bag, close and store for
Employees must take their coats and bags etc to their desks and store there
Hold open the front door at all times if possible but at high traffic times at least
Remove the use of air conditioning – if not possible limit to low flow and open windows
Stagger break times to limit numbers in rooms
Introduce outside seating that allows for social distancing
Limit numbers at smoking facilities
Place markers on floor for smoking facility to maintain social distancing
Set markers in canteen for seating and distance limits
Remove all excess chairs

In an evacuation, ensure staff have clear instructions where to go and that they must maintain social distancing
 Increase general cleaning frequency of all areas
 Whiteboards and notice boards will be allocated an owner – only this owner will use these boards and pens
 Increase bin emptying frequency -
 Withdraw the use of showers
 Provide cleaning and sanitising stations at key areas and throughout the building eg entrances, toilets, workstations, training and meeting rooms
 Procedures for wiping down any areas or equipment that is touched before and after touching
 All deliveries to be cleaned and sanitised and opened using gloves which are disposed of following the work – wash hands after
 No personal deliveries to be made to work
 If training room is used, trainer to sanitise all equipment and surfaces before leaving and sign as having done so
 Cupboards, doors and blinds to be wiped down before and after using
 Only 2 people at a time in the toilets – hold open any doors that still allows for privacy
 Discuss with staff their needs and wants and ensure no one is disadvantaged. If staff have been identified as higher risk, discuss with them what actions you are taking to protect them.
 Communicate this assessment with all staff
 Ensure staff know that they can bring forth their concerns and who to report to
 Keep a log of all concerns or incident raised and how they are dealt with

	<input type="checkbox"/> Face Shield Type <input type="checkbox"/> EN166 <input type="checkbox"/> EN169		<input checked="" type="checkbox"/> Gloves Chemical Type EN374-1		<input checked="" type="checkbox"/> RPE Type <input type="checkbox"/> EN140 Half <input type="checkbox"/> EN136 Full		<input type="checkbox"/> Hi-Viz Type EN471-3
	<input type="checkbox"/> Safety Glasses Type EN166		<input type="checkbox"/> Gloves Mechanical Type EN388-3		<input type="checkbox"/> Overalls/Clothing Type <input type="checkbox"/> EN340 <input type="checkbox"/> EN471 <input type="checkbox"/> EN381 <input type="checkbox"/> EN510		<input type="checkbox"/> Hard Hat Type <input type="checkbox"/> EN397 <input type="checkbox"/> EN812 <input type="checkbox"/> EN14052
	<input type="checkbox"/> Safety Goggles Type EN166		<input type="checkbox"/> Hearing Protection Type <input type="checkbox"/> EN351-1 <input type="checkbox"/> EN352-1		<input type="checkbox"/> Safety Boots Type <input type="checkbox"/> EN345-1 CI		<input type="checkbox"/> Item <input type="checkbox"/> EN.....

Emergency Procedure

If there is a belief that anyone has COVID19 or a belief contamination is known in the working area works are to cease and operatives move to a safe area. Care is to be taken to not spread any contamination further.
 If there is evidence or obvious signs and symptoms someone has COVID-19 they are to safe isolate, call 111

The symptoms of coronavirus are:

- a cough
- a high temperature
- shortness of breath

But these symptoms do not necessarily mean you have the illness.
 The symptoms are similar to other illnesses that are much more common, such as cold and flu. Line Manger is to be informed immediately who in turn will inform management.

On-Site Procedure

All operatives will be briefed on risk and control measures contained within this risk assessment. They are to share this knowledge widely.
 Clean signage/posters have been situated throughout the property regarding new procedures which must be followed.
 Separate travel arrangements to limit the risk of any infection spread, staggered entry into the building to prevent a build-up of people in reception.
 On arrival, receptionist will direct all persons to the toilet where they can wash hands following the guidelines.
 One-way system has been implemented; access/egress is via main reception.
 Non-contact deliveries all items to be handled with gloves, do not handle or sign any PDA's.

Clean down your work area and equipment as best as possible.

Occupancy has been calculated to ensure that personnel workstations are at least 2m apart. No hotdesking is permitted.

Staggered break times to minimise the amount of people requiring the shared facilities at once. Clean the toilet facilities before and after use and then wash your hands when leaving.

Keep 2 meters away from anyone even during work to include any meetings/briefings if carried out.

At the end of the workday, clean down your work area.

Health and Safety Monitoring

	General	Occupational		
Monitoring	Supervisor to monitor and check for any signs and symptoms of individuals. They will ensure that contact with clients and client staff is kept to a minimum and social distancing of 2m is to be maintained.	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border-right: 1px solid black; padding: 5px;"> <input type="checkbox"/> Eyesight <input type="checkbox"/> Hearing <input type="checkbox"/> Spirometry <input type="checkbox"/> Vibration <input type="checkbox"/> Blood Pressure <input type="checkbox"/> Blood Glucose </td> <td style="padding: 5px;"> <input checked="" type="checkbox"/> Stress <input checked="" type="checkbox"/> DSE <input checked="" type="checkbox"/> WRULD <input type="checkbox"/> </td> </tr> </table>	<input type="checkbox"/> Eyesight <input type="checkbox"/> Hearing <input type="checkbox"/> Spirometry <input type="checkbox"/> Vibration <input type="checkbox"/> Blood Pressure <input type="checkbox"/> Blood Glucose	<input checked="" type="checkbox"/> Stress <input checked="" type="checkbox"/> DSE <input checked="" type="checkbox"/> WRULD <input type="checkbox"/>
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Responsible Person Signature	Written in association with	Residual Risk if all controls are followed		
	Arion Ltd	Likelihood	2	Residual Risk Rating
	Date	Severity	5	
		Risk Rating	10	
				Medium

Review

This Risk Assessment is to be reviewed:
 When any circumstances change such as but not limited to:

- Government, NHS or WHO advice changes
- Work circumstances change
- Clients request reasonable changes

The Supervisor responsible for the area is to be aware of change and instigate review of this document.