



## Risk Assessment

<b>Risk Area</b>	Offices - COVID-19 Controls
------------------	-----------------------------

<b>Assessment No</b>	COVID-19 No. 2	<b>Date</b>	20/05/2020
<b>Revision</b>	1	<b>Review By</b>	31/07/2020

<b>Assessor</b>	PH
<b>Manager/Supervisor</b>	NW
<b>Approver</b>	BB

	Hazard	Who might be harmed & how	Current Controls	Likelihood	Severity	Risk Rating	Further action required	Action by	Action date	Completed Date
1	Lack of Social Distancing	All personnel - Spread of virus	Maintaining a Social Distancing of $\geq 2m$ wherever possible. Minimising activity time. Reducing the number of personnel that each person comes into contact with. All office based staff who can work from home are to do so, in accordance with the Cullum COVID-19 Protocol & government guidance.	3	2	6	Maintain monitoring of Social Distancing. If access to site is required, individuals must contact HR in advance.	JJ / HR	18/05/2020	
2	Coming to work & leaving work	All personnel - Spread of virus	Staggering arrival & departure times. Implement no passenger policy in company vehicles, unless in agreed working pairs. Reducing congestion at entry/exit & clocking in/out points. Provide additional wash facilities &/or hand sanitiser throughout the business & at entry/exit points. Utilising single flow at entry/exit points. Additional cleaning of the clocking in/out station.	2	2	4	None	N/A	N/A	N/A
3	Movement around the work area	All personnel - Spread of virus	Reducing movement through discouragement of non-essential trips. Reduction of job & equipment rotation. Utilisation of floor markings, social distancing signage & one-way flow. Propping open all doors (except fire doors) to minimise personnel contact.	2	2	4	None	N/A	N/A	N/A

4	Workplaces & workstations	All personnel - Spread of virus	Review of workplace & workstation layouts to achieve social distancing controls. Utilisation of floor markings & one-way flow on walkways. No one working in close proximity in offices. Implementation of additional cleaning activities for shared equipment.	2	2	4	None	N/A	N/A	N/A
5	Meetings	All personnel - Spread of virus	Utilisation of remote meetings where possible, i.e. Teams meeting. Maintaining social distancing controls when personnel attendance cannot be avoided. Avoidance of virus transmission risks through sharing or passing of objects. Providing hand sanitiser at meeting locations. Holding meetings outdoors or in well ventilated rooms when remote meetings are not possible.	2	1	2	None	N/A	N/A	N/A
6	Commons areas	All personnel - Spread of virus	Implementation of staggered break times. Utilisation of additional break areas, including outside areas. Maintain social distancing in kitchen & toilet areas to reduce face to face interactions. Encourage staff to stay onsite during working hours. Utilisation of floor markings & one-way flow at entry/exit points to support personnel to maintain social distancing.	2	2	4	None	N/A	N/A	N/A
7	Accidents, security & other incidents	All personnel - Spread of virus in an emergency situation	Maintain emergency procedures & social distancing where it is safe to do so. Where social distancing would result in an unsafe situation during an emergency event, social distancing controls do not need to be adhered to. Review bespoke sanitation measures following an emergency event & implement immediately after the event, including washing of hands.	1	4	4	None	N/A	N/A	N/A

8	Managing customers, visitors & contractors	All personnel - Spread of virus	<p>Encourage remote interactions where possible. Limit the number of visitors at any one time. Determine if the visit is essential &amp; if actions can be taken to reduce personnel interaction. Maintain current sky visitor &amp; permit to work controls. Provide clear guidance on social distancing &amp; hygiene controls to all visitors. Establish workplace hosts for all visitors to ensure that social distancing &amp; hygiene controls are adhere to by all visitors. Reducing congestion at entry/exit points. Providing wash facilities &amp;/or hand sanitiser throughout the business &amp; at entry/exit points. Utilisation of floor markings &amp; one-way flow at entry/exit points.</p>	2	1	2	None	N/A	N/A	N/A
9	Cleaning the workplace	All personnel - Spread of virus	<p>Implementation of additional cleaning routines for work areas, &amp; frequently touched objects. Ensuring adequate disposal arrangements are in place for used cleaning materials. Refer to the governments specific cleaning guidance if cleaning is required following a known or suspected case of COVID-19.</p>	3	1	3	None	N/A	N/A	N/A
10	Hygiene - Handwashing, Sanitation Facilities & Toilets	All personnel - Spread of virus	<p>Utilisation of signage for awareness of good handwashing techniques &amp; COVID-19 virus controls. Implement regular reminders &amp; signage to remind personnel to maintain hygiene standards. Providing additional wash facilities &amp;/or hand sanitiser in multiple locations. Implementation of clear use &amp; cleaning guidance for toilets to ensure they are kept clean &amp; social distancing is achieved as much as possible. Implementation of enhanced cleaning in busy areas. Provision of increased waste facilities &amp; rubbish collection. Utilisation of paper towels as an alternative to hand dryers in handwashing facilities.</p>	3	1	3	None	N/A	N/A	N/A
11	Handling goods, merchandise & other materials	All personnel - Spread of virus	<p>Encouragement of increased handwashing &amp; providing additional wash facilities &amp;/or hand sanitiser in for personnel handling goods or merchandise. Regular cleaning of reusable delivery/storage boxes/cages.</p>	3	1	3	None	N/A	N/A	N/A

12	PPE & face coverings	All personnel - Spread of virus	Implementation of additional PPE (face masks & screening) where social distancing cannot be maintained or where face to face/enclosed space working is necessary. Utilisation of wearing surgical gloves or use of hand sanitiser for personnel who need to share equipment. Ensuring personnel awareness of additional PPE requirements where necessary.	2	2	4	None	N/A	N/A	N/A
13	Shift patterns & working groups	All personnel - Spread of virus	Utilisation of consistent teams/shifts for personnel who need to work in close proximity & where contact is unavoidable. Hot desking is not permitted.	1	2	2	None	N/A	N/A	N/A
14	Work related travel - Cars, accommodation & visits	All personnel - Spread of virus	Minimisation of non-essential travel, utilisation of remote options where possible. Implement of no passenger policy in company vehicles. Implementation of cleaning procedures for shared vehicles after each use. Ensurance that overnight accommodation meets social distancing guidelines when personnel are required to stay away from their home overnight, including formally logging the stay for each person.	2	1	2	None	N/A	N/A	N/A
15	Communications & training - Returning to work	All personnel - Spread of virus	Providing clear & regular communication on COVID-19 requirements & controls. Engagement of employees to engage in & support any required working arrangement changes. Implementation of COVID-19 communications & training materials for personnel returning to work/site. In accordance with the Cullum COVID-19 Protocol & government guidance.	1	2	2	None	N/A	N/A	N/A
16	Communications & training - Ongoing communications & signage	All personnel - Spread of virus	Provide ongoing engagement with employees to monitor & understand any unforeseen impacts of changes to working environments. Implement regular contact with all employees as part of Mental Health awareness activities. Ensure communication is in simple & clear messaging to explain the guidelines utilising images & clear language to avoid confusion & limit the need for face to face communications. Include communications on expected requirements & controls to suppliers, customers & trade bodies to ensure compliance across all interactions. In accordance with the Cullum COVID-19 Protocol & government guidance.	1	2	2	None	N/A	N/A	N/A

17	Vulnerable Employees	All vulnerable personnel - Increased susceptibility to the virus	All personnel returning to work have been assessed to ensure that they are not at an increased risk to the virus, due to their health & age. In accordance with the Cullum COVID-19 Protocol & government guidance.	2	1	2	None	N/A	N/A	N/A
18	Infected persons at work	All personnel - Spread of virus	All personnel showing symptoms, or may believe they have the virus, must notify HR, leave the workplace and self isolate. In accordance with the Cullum COVID-19 Protocol & government guidance.	2	2	4	None	N/A	N/A	N/A

I have read, and understand, this Risk Assessment and agree to abide by its requirements

Employee Name	Employee Signature	Date	Employee Name	Employee Signature	Date

Revision Status	Description	Date
1	Initial version	20/05/20