




HAZARD	HAZARD LOCATION	WHO AFFECTED	INITIAL RISK			RISK CATEGORY	EXISTING RISK CONTROLS	FURTHER RISK CONTROLS NECESSARY	RESIDUAL RISK			RESIDUAL RISK CATEGORY
			L	S	R				L	S	R	
Large numbers of staff in the office – social distancing	Office	Staff	3	5	15	High	1. Managers are to continue to monitor staff numbers in the office and to address and resolve any staff concerns with regard to their working environment.  2. To continue hybrid working (home & office) to maintain reduced numbers in the office.  3. Work areas are well ventilated (none fire doors and windows opened) to allow fresh air circulation of the work area.	1. Managers to continue to review current control measures on a regular basis	2	5	10	Medium
	Stores	Client										
	Workshops	Contractors										
		Public										
Staff member showing signs of coronavirus symptoms whilst at work.	Office	Staff	2	5	10	Medium	1. Member of staff to leave the office and return home following Government advice.  UK <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/">https://www.nhs.uk/conditions/coronavirus-covid-19/</a>  IRE <a href="https://www.gov.ie/en/publication/3361b-public-health-updates/">https://www.gov.ie/en/publication/3361b-public-health-updates/</a>  2. Cleaning contractors <sup>1</sup> are to ensure the workstation area of the individual is thoroughly cleaned.	1. Managers are to ensure the staff member returns home safely. (i.e., family member informed)	1	5	5	Low
	Stores	Client										
	Workshops	Contractors										
		Public										
Workstations	Office	Staff	3	5	15	High	1. Cleaning contractors are to ensure that all workstations are thoroughly cleaned on a regular basis.	Managers are to monitor the levels of cleaning within the office / workstations etc to ensure high standards are continually maintained.	2	5	10	Medium
	Stores											
	Workshops											

<sup>1</sup> <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

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Meetings in the office.	Office	Staff	3	5	15	High	1. When meetings are held then consideration should be given to the maximum numbers attending for the room size available.	1. Meeting rooms must be well ventilated. Where possible open windows to allow fresh air to circulate.	1	5	5	Low
	Stores	Client					2. Food stuffs should not be shared/passed around during meetings.					
	Workshops	Contractors					3. Hand sanitiser to be available.					
Common Areas: Shared Areas (other businesses on site)	Office	Staff	3	5	15	High	1. Managers to engage with other business in the same building to ensure a safe environment can be maintained in the common areas of the building. (Shared welfare facilities, entrance lobbies, lifts etc)	1. Continue to follow any COVID-19 safety guidance that is in place within the building. – Landlord controlled common areas of the building.	2	5	10	Medium
	Stores	Client					2. Signage used at the entrance to the office / building covering site rules. (COVID-19) for staff, clients, contractors, and members of the public.					
	Workshops	Contractors										
Accidents and other Incidents	Office	Workers	2	5	10	Medium	1. Emergency services to be called when / if required.	1. Consider wearing additional PPE using a face mask covering nose and mouth  2. Dispose of clinical waste safely	1	5	5	Low
	Stores	Client					2. Company first aid facilities in place.					
	Workshops	Contractors					3. First aiders to ensure the following.					
	Survey sites	Public					<ul style="list-style-type: none"> <li>Wash hands before and after treating any casualty.</li> <li>Do not cough or sneeze over a casualty during treatment.</li> <li>Be aware of other cross contamination that could occur that is not related to COVID-19.</li> <li>Wear gloves or cover hands when dealing with open wounds.</li> </ul>					

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<b>Management of:</b> <ul style="list-style-type: none"> <li>- Clients</li> <li>- Visitors</li> <li>- Contractors</li> <li>- Public</li> </ul>	Office Stores Workshops	Staff Client Contractors Public	3	5	15	High	1. All visitors need to confirm that they are not aware that they have or are exhibiting any symptoms of Covid-19 prior to any visit.	1. Clear guidelines for visitors on the company risk controls and expected behaviours on site to be provided before any visit.	2	5	10	Medium
<b>Manual Handling - Social distancing at work</b>	Office Stores Workshops	Staff Contractors	2	5	10	Med	1. Staff to ensure regular hand washing / sanitising following delivery of any parcels or post to the workplace.  2. Where a package / parcel / item requires more than one person to lift then the lift is to be completed by either. <ul style="list-style-type: none"> <li>Where possible splitting down the load to a manageable one-person lift.</li> <li>Lifting the load by standing side by side rather than face to face</li> </ul>	3. Where lifting requires staff to work within close proximity of each other then additional PPE needs to be considered.  (Face mask covering nose & mouth)	1	5	5	Low
<b>Hygiene:</b>  <b>Contact with unclean contaminated surfaces.</b> <ul style="list-style-type: none"> <li>- Handwash</li> <li>- Sanitation Facilities</li> <li>- Toilets</li> </ul>	Offices Stores Workshops	Staff Client Contractors Public	3	5	15	High	1. Surface cleaning wipes to be available for staff to help maintain cleanliness within the office environment. (Wipe down surface areas after use)  2. Surfaces to be cleaned thoroughly by contract cleaners.  3. Wash or sanitise hands before and after using the workplace W/C facilities.  	1. Hand sanitiser available throughout the workplace.  2. Managers to ensure that contract office cleaners have a suitable SSOW  3. If waste is contaminated with the Covid-19 virus place into a waste plastic bag ensuring that no contaminate is spread onto other surfaces.  4. Government guidance to be followed.	2	5	10	Medium

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<b>Cross contamination from food and drink within staff kitchen / rest areas.</b>	Offices	Staff	3	5	15	<b>High</b>	1. Perishable food (staff lunches etc) to be stored in an airtight container safely in the fridge. i.e., Tupperware box 2. Consider staggering lunch periods to prevent staff congregating in the kitchen / rest room area. 3. All food/drink rubbish to be bagged and removed from site for disposal.	1. Managers are to monitor rest / kitchen areas to ensure high standards of housekeeping are maintained. 2. Handwash / sanitising facilities to be available in the rest / kitchen area. 3. Cleaning wipes available to wipe down surfaces after use. 4. Provide notices promoting good hygiene.	2	5	10	<b>Medium</b>
	Stores	Client										
	Workshops	Contractors										
		Public										
<b>Personal Protective Equipment (PPE)</b>	Offices	Staff	2	5	10	<b>Medium</b>	1. Office staff will not normally require PPE items during the course of their work. 2. PPE will be provided free of charge if required.	1. Where office workers do require PPE <ul style="list-style-type: none"> <li>PPE must not be shared.</li> <li>PPE must fit properly.</li> <li>Reusable PPE should be sanitised after use.</li> </ul>	1	5	5	<b>Low</b>
	Stores	Client										
	Workshops	Contractors										
		Public										
<b>Face Coverings</b>	Offices	Staff	1	5	5	<b>Low</b>	1. The use of face coverings inside the office space are optional for staff, however one can still be worn if preferred.	1. If face masks are used by staff, they must be disposed of responsibly and safely.	1	5	5	<b>Low</b>
	Stores	Client										
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<b>Workforce Management: Work Related Travel</b>	Offices	Staff	2	5	10	Medium	1. When travel is required, and public transport is used staff must ensure they abide by any COVID-19 safety measures in place.  2. Staff must only stay in hotel accommodation that is deemed Covid-19 (secure)	1. Any Covid-19 secure measures in place at any hotel accommodation used by staff must be followed	2	5	10	Medium
	Stores											
	Workshops											
	Hotel											
<b>Employee Management: Comms and Training</b>	Office	Staff	2	5	10	Medium	1. Employees will be taken through the safe system of work during new starter inductions, and existing staff will be updated with any changes that may affect their health & safety	1. Communication to staff will be via clear and unambiguous posters and signage.	1	5	5	Low
	Stores											
	Workshops											

RISK		Severity	5	10	15	20	25
			4	8	12	16	20
LIKELIHOOD	SEVERITY		3	6	9	12	15
1. Extremely Unlikely	1. Minor Injury/disease no lost time		2	4	6	8	10
2. Unlikely	2. Injury/disease up to 7 days lost		1	2	3	4	5
3. Likely	3. Reportable under RIDDOR over 7 days		Likelihood				
4. Very Likely	4. Specified Injury/Long term absence		Low		Medium		High
5. Almost Certain to happen	5. Death	1-8		9-12		15-25	

## Key COVID-19 Symptoms & Controls:

### Symptoms:

# Coronavirus (COVID-19) symptoms in adults

Symptoms of coronavirus (COVID-19) in adults can include:

- a high temperature or shivering (chills) – a high temperature means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours
- a loss or change to your sense of smell or taste
- shortness of breath
- feeling tired or exhausted
- an aching body
- a headache
- a sore throat
- a blocked or runny nose
- loss of appetite
- diarrhoea
- feeling sick or being sick

The symptoms are very similar to symptoms of other illnesses, such as colds and flu.

### Hand Washing:



Palm to palm



The backs of hands



In between the fingers



The back of the fingers



The thumbs







The tips of the fingers

**All employers should regularly update themselves with the current Government advice:**

**UK** - <https://www.gov.uk/coronavirus> **NHS** - <https://www.nhs.uk/conditions/coronavirus-covid-19>

**ROI** - <https://www.gov.ie/en/publication/472f64-covid-19-coronavirus-guidance-and-advice/>

Document Accepted By (Name)	Kevin Smith	Sign	K Smith	Date	13 <sup>th</sup> July 2020
Further Risk Controls Implemented	Tim Sear	Sign		Date	11 <sup>th</sup> August 2020
Risk Assessment Reviewed – no additional control measures required	Tim Sear	Sign		Date	24 <sup>th</sup> February 2021
Risk Assessment Reviewed – no additional control measures required	Tim Sear	Sign		Date	10 <sup>th</sup> December 2021
Risk Assessment Reviewed – no additional control measures required	Tim Sear	Sign			28 <sup>th</sup> April 2022