



## **Risk Assessment**

### **Staying COVID -19 Secure in 2020**

**COVID-19 is a new illness that can affect your lungs and airways, it is caused by a virus called Coronavirus, Symptoms can be mild, moderate, severe or fatal.**

***Head & Watford Office's***

13/05/2020

COVID-19	Building: Head Office Units 4/5 St Ives Way	Compiled By: SCC				Date: 13/05/2020
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Ratings before  
PrecautionsNew  
Rating

Action by who?	Activity/Element	Potential Hazards	Persons at Risk	Risk Rating			Controls Required:	New Rating			Additional Controls:
				L	S	R		L	S	R	
ALL	Attending for work.	Spread of COVID-19 Coronavirus	Everyone Staff Visitors Contractors	2	3	6	Hand Washing <ul style="list-style-type: none"> <li>Hand Washing Facilities with soap and water in place.</li> <li>Stringent hand washing taking place.</li> <li>See hand washing guidance.</li> <li><a href="https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/">https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</a></li> <li>Drying of hands with disposable paper towels.</li> <li><a href="https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/">https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/</a></li> <li>Staff to be encouraged to protect the skin by applying emollient cream regularly.</li> <li><a href="https://www.nhs.uk/conditions/emollients/">https://www.nhs.uk/conditions/emollients/</a></li> <li>GEL sanitisers to be used in any area where washing facilities are not available.</li> </ul>	1	3	3	All Employees are to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose, or mouth with unclean hands. Tissues will be made available throughout the workplace. Staff are encouraged to report any problems and carry out skin checks as part of a skin surveillance programme. <a href="https://www.hse.gov.uk/skin/professional/health-surveillance.htm">https://www.hse.gov.uk/skin/professional/health-surveillance.htm</a> To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice. <a href="https://www.publichealth.hscn.net/news/covid-19-coronavirus">https://www.publichealth.hscn.net/news/covid-19-coronavirus</a>

## Key

## Persons at risk

B Building Users      M Future Maintenance/Demolition Contractors  
 C Contractors      P Public & Visitors  
 F FM/Maintenance Contractors during Contract Period

## L Likelihood

1 Low (Seldom/never occurs)  
 2 Medium (Likely to occur)  
 3 High (Certain/near certain to occur)

## S Severity

1 Low (Minor injury/illness)  
 2 Medium (Injury or short term disability)  
 3 High (Major injury or long term disability)  
 4 V High (Fatal)

## R

**Risk**  
 (Likelihood  
 X Severity)

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ALL	Attending for work.	Spread of COVID-19 Coronavirus.	Vulnerable groups Pregnant workers and those with existing underlying conditions including anyone else who may meet you in relation to carrying out your business	2	4	8	<p>Cleaning:</p> <ul style="list-style-type: none"> <li>Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, desk phone handsets, computer keyboards, signing in pens, digital thermometer, hand tools using appropriate cleaning products and methods.</li> </ul> <p>Social Distancing:</p> <ul style="list-style-type: none"> <li>Social distancing has been achieved by reducing the number of persons in any work area to comply with the 2 meters (6.5 foot) gap recommended by the Public Health Agency.</li> <li><a href="https://www.publichealth.hscni.net/news/covid-19coronavirus">https://www.publichealth.hscni.net/news/covid-19coronavirus</a></li> <li><a href="https://www.gov.uk/government/publications/covid-19guidance-on-social-distancing-and-for-vulnerable-people">https://www.gov.uk/government/publications/covid-19guidance-on-social-distancing-and-for-vulnerable-people</a></li> <li>Management have reviewed work schedules including start &amp; finish times/shift patterns, working from home, to reduce number of workers on site at any one-time redesigned processes to ensure social distancing place.</li> <li>Congregating in groups either inside or outside the property is strictly forbidden.</li> <li>Smokers are to use the area to the left-hand side of the building but to ensure social distancing is complied with.</li> </ul>	1	4	4	<p>Posters, leaflets and other materials are displayed, more information can be found at; <a href="https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19">https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</a></p> <p>Rigorous checks will be carried out by management to ensure that the necessary procedures are being followed.</p> <p>All staff to be reminded daily of the importance of social distancing both in the workplace and outside of it. Management checks to ensure this is adhered to.</p> <p>Phone / Zoom conference calls to be used instead of face to face meetings. Ensure enough rest breaks for staff / workers with social distancing also adhered to in the canteen are where new rules are introduced;</p> <ul style="list-style-type: none"> <li>When arriving or depart office/s staff should observe 2m distance when signing in/out. DO NOT hold the doors open and waiting whilst the person in front signs in, takes their temperature with the monitor and finally sanitises their hands. REPEAT process when departing.</li> <li>Staff must keep their desks clear and tidy to allow enough access for cleaning process. Desk should only have computer, keyboard, mouse, phone and desktop trays. All other equipment resources must be cleared away each day. Without exception.</li> <li>One (1) person at a time to use the kitchen (Likelihood of illness once finished X Severity)</li> <li>Sealed used disposable cups to be cleaned and put away.</li> <li>The dish washer is not to be used.</li> <li>Employees should only prepare drinks for themselves (Not in rounds).</li> </ul>
<b>Key</b>	<b>Persons at risk</b>			<b>L</b>	<b>Likelihood</b>			<b>S</b>	<b>Severity</b>	<b>R</b>	<b>Risk</b>
B	Building Users	M	Future Maintenance/Demolition Contractors	1	Low (Seldom/never occurs)			1	Low (Minor injury/illness)		
C	Contractors	P	Public & Visitors	2	Medium (Likely to occur)			2	Medium (Injury or short term disability)		
F	FM/Maintenance		Contractors during Contract Period	3	High (Certain/near certain to occur)			3	High (Major injury or long term disability)		
								4	Very High (Fatal)		

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ALL	Attending for work.	Spread of COVID-10 Coronavirus.	Everyone	2	4	8	<p>Wearing of Gloves:</p> <ul style="list-style-type: none"> <li>Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided.</li> <li>Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.</li> </ul> <p>Wearing of Masks:</p> <ul style="list-style-type: none"> <li>Where Risk Assessment identifies wearing of masks as a requirement of the job an adequate supply of masks will be provided.</li> <li>Staff will be instructed on how to correctly the mask fit &amp; how to remove and safely dispose of them.</li> </ul>	1	4	4	<p>To minimise the risk of transmission of COVIS-19 the following additional measures should be carried out;</p> <p>All staff are reminded that wearing of gloves is NOT a substitute for good hand washing.</p> <p>Both the trainer and those being trained should wash their hands before and after the training.</p>
ALL  Managers.	Attending for work.	Spread of COVID-19 Coronavirus.	Everyone	2	3	6	<p>Symptoms of Covid-19:</p> <p>If anyone becomes unwell with a new continuous cough or a high temperature in the workplace, they will be sent home and advised to follow the stay at home guidance. Line managers will maintain regular contact with staff members during this time.</p> <p>If advised that a member of staff or public has developed Covid-19 and were recently on our premises (<b>Including where a member of staff has visited other workplace premises</b>) a member of ACE Lifts management team (HR) will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken. <a href="https://www.publichealth.hscni.net/">https://www.publichealth.hscni.net/</a></p>	1	3	3	<p>Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a fast-changing situation.</p> <p>Line managers will offer support with the assistance of the HR Department to staff who are affected by Coronavirus or has a family member affected</p>

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ALL	Attending for work.	Spread of COVID-19 Coronavirus.	Everyone	2	2	4	Mental Health: Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help. <a href="https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/">https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/</a> <a href="http://www.hseni.gov.uk/stress">www.hseni.gov.uk/stress</a>	1	2	2	Regular communication of mental health information and open-door policy for those who need additional support to be provided.

Name	Signature	Date
Steve Crouney General Manager		
Charles Salter Managing Director		

Please sign to indicate you have read, fully understood and will adhere too.

Print Name:.....Sign Name:.....Date:.....

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