



## RISK ASSESSMENT FORM

<b>Company</b>	Cooper Parry	<b>Premises</b>	Cooper Parry, Sky View
<b>Doc Ref / Title</b>	CP-RA- COVID-19 - Office working		<b>Note:</b> This assessment must be reviewed if there is an accident or a significant change in the way the activity is conducted
<b>Date of Assessment</b>	27/05/2020	<b>Review Date</b>	27/05/2021
<b>Persons Affected</b>	Office workers, Operatives, Managers, Visitors.		

*This risk assessment has been produced by AW Safety based on information provided to the assessor at the time of writing. It shall be the responsibility of the above-named company to ensure this assessment is reviewed prior to use ensuring it is suitable and sufficient to adequately control the risks associated with the specific tasks it is being applied to.*

<b>Approved by</b>	Jo Giles	<b>Signed</b>		<b>Date</b>	9 <sup>th</sup> June 2020
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### Activity / General Information

**General risk assessment for staff working in an office environment during the Coronavirus.**

**Good hygiene practices are imperative whilst this infection is in place.**

**Distancing guidelines need to be observed at all time 2metres minimum space required.**

HAZARDS (What)	EFFECTS (How)	CURRENT CONTROL MEASURES	RISK RATING			FURTHER CONTROL MEASURES	WHEN	DATE DONE	RISK RATING		
			L	S	R				L	S	R
Staff working from our premises during COVID-19 outbreak	All Employees.	<ul style="list-style-type: none"> <li>Where possible staff who can work from home will be encouraged to remain working at home.</li> <li>We will ensure we are aware of staff who are at increased risk of severe illness from coronavirus (COVID-19) as defined by Public Health England, and individually risk assess them prior to reaching a decision on allowing them to work from our premises.</li> <li>We will ensure all necessary control measures as required by Public Health England, WHO and the Government are adhered to as far as is reasonably practicable.</li> <li>To protect our staff, we will remind staff to only come into work if they are not displaying COVID-19 symptoms and no one in their household is self-isolating due to COVID-19 symptoms or positive COVID-19 test result.</li> <li>Staff should be reassured that staff with symptoms (or anyone in their household with symptoms) will be advised to be tested for COVID-19, and only permitted back to work if receive a negative test result, or after necessary isolation periods following a positive result.</li> <li>The social distancing requirements of 2 metres set out by the UK Government will be adhered to wherever practicable whilst at work <a href="https://www.gov.uk/guidance/social-">https://www.gov.uk/guidance/social-</a></li> </ul>	2	3	6	Designated person to ensure that posters remain in place and any new information from the government is put in to practice as and when necessary.	On-going during COVID-19 outbreak		2	3	6

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			L	S	R				L	S	R
		<a href="#">distancing-in-the-workplace-during-coronavirus-covid-19-sector-guidance</a> <ul style="list-style-type: none"> <li>Signage displayed reminding staff of social distancing requirements.</li> <li>Daily temperature checks will be carried out on all staff when they come to work. Any staff displaying a high temperature will be required to go home.</li> </ul>									
Staff not wishing to return to working from our premises	All Employees.	<ul style="list-style-type: none"> <li>This risk assessment and associated information on the control measures we have in place will be provided to all staff.</li> </ul>	2	3	6	With existing control measures in place, the risk is as low as is reasonably practicable			2	3	6
Employees unaware of Coronavirus symptoms (cough, high temperature and shortness of breath)	All Employees.	<ul style="list-style-type: none"> <li>Posters displayed on staff noticeboards.</li> <li>Email sent to all staff with link to the NHS website.</li> <li>Inform management you are leaving the premises (preferably by mobile phone).</li> <li>Go home immediately and adhere to the social isolation requirements in place.</li> <li>Clean the work area member of staff was working in immediately.</li> <li>Member of staff requested to arrange for a COVID-19 test ASAP.</li> </ul>	2	3	6	Designated person to ensure that posters remain in place	On-going during CIVID-19 out break		2	3	6
Employee becomes unwell at work and could potentially have the Coronavirus	All Employees.	<ul style="list-style-type: none"> <li>Inform management you are leaving the premises (preferably by mobile phone).</li> <li>Go home immediately and adhere to the social isolation requirements in place.</li> <li>Clean the work area member of staff</li> </ul>	3	3	9	Adhere to the guidelines on the NHS website. Contact NHS 111 for guidance.	On-going during CIVID-19 out break		2	3	6

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			L	S	R				L	S	R
		<p>was working in immediately.</p> <ul style="list-style-type: none"> <li>Member of staff requested to arrange for a COVID-19 test ASAP.</li> </ul>									
Member of staff, or someone in their household, is infected with the Coronavirus.	All Employees.	<ul style="list-style-type: none"> <li>Infected staff must self-isolate at their homes and are not permitted to come into the work environment until their isolation period has passed.</li> <li>All staff who have been working with the infected member of staff will be informed and a COVID-19 test will be arranged for them if they display symptoms.</li> </ul>	3	3	9	Adhere to the guidelines on the NHS website. Contact NHS 111 for guidance.	On-going during COVID-19 out break		2	3	6
Member of staff has come into close contact with person known to have coronavirus (positive test result)	All Employees.	<ul style="list-style-type: none"> <li>Member of staff must self-isolate at their homes and are not permitted to come into the work environment until their isolation period has passed or have a negative COVID-19 test result.</li> <li>All staff who have been working with the potentially infected member of staff will be informed.</li> </ul>	3	3	9	Adhere to the guidelines on the NHS website. Contact NHS 111 for guidance.	On-going during COVID-19 out break		2	3	6
Person infected with the Coronavirus has been on your premises	All Employees.	<ul style="list-style-type: none"> <li>A deep clean of the welfare areas and the area in which the member of staff worked will be undertaken as soon as we are made aware of the situation.</li> <li><a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></li> </ul>				With existing control measures in place, the risk is as low as is reasonably practicable			2	3	6
Working with more than one person where 2m distancing cannot be achieved.	All Employees.	<ul style="list-style-type: none"> <li>Staff do not have to work within 2 metres of each other due to the nature of the premises.</li> <li>Where deemed necessary staggered start and finish times will be introduced.</li> </ul>	3	3	9	Company to provide sanitary wipes. Anti-bacterial hand wash	On-going during COVID-19 out break		2	3	6

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			L	S	R				L	S	R
		<ul style="list-style-type: none"> <li>• Signage displayed informing staff of the social distancing requirements will be displayed at key points.</li> <li>• Social distancing floor marking in place in necessary locations.</li> <li>• No desk or workstation sharing will be permitted.</li> <li>• Work environment is well ventilated to allow fresh air circulation.</li> <li>• Staff will work in small teams of workers (cohorts).</li> <li>• We will implement additional control measures relevant to our work environment <a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19</a></li> <li>• Where the social distancing measures of 2 metres cannot be applied, the following additional control measures will be adopted: <ul style="list-style-type: none"> <li>○ Minimise the frequency and time staff are within 2 metres of each other.</li> <li>○ Minimise the number of operatives involved in these tasks.</li> <li>○ Operatives will work side by side, or facing away from each other, rather than face to face.</li> <li>○ The same operatives will work together throughout the project.</li> </ul> </li> </ul>									
Staff travelling to work	All Employees	<ul style="list-style-type: none"> <li>• Staff should travel to work alone using their own transport.</li> <li>• Use of public transport should be avoided where practicable.</li> <li>• If public transport must be used then</li> </ul>	2	3	6	With existing control measures in place, the risk is as low as is reasonably practicable			2	3	6

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			L	S	R				L	S	R
		face coverings must be worn.									
Lack of personal hygiene: coughing and sneezing without covering their mouth; staff not washing hands	All Employees	<ul style="list-style-type: none"> <li>Handwash and disposable drying tissue or hand dryers available at all sinks.</li> <li>Advise staff to wash hands before leaving home; upon arrival at work; throughout the day; at of the working day and in line with the NHS/ GOV.UK handwashing guidance.</li> <li>Hands to be washed immediately after coughing or sneezing.</li> <li>Handwashing posters displayed around the premises.</li> <li>Hand sanitiser available for locations in which soap and water not available.</li> <li>Provide disposable tissues to capture coughs and sneezes.</li> <li>Dispose of used tissues within waste bins or suitable container/ bag.</li> </ul>	2	3	6	With existing control measures in place, the risk is as low as is reasonably practicable					
Lack of cleaning of touchpoints: toilet facilities, kitchen work surfaces, desks, door handles and other surfaces within the premises	All Employees	<ul style="list-style-type: none"> <li>Cleaning procedure in place covering all locations, especially those touchpoints numerous people may come into contact with on a daily or twice daily basis with a suitable cleaning/ disinfectant product.</li> <li>Staff aware to wash hands on a frequent basis and in line with the NHS/ GOV.UK handwashing guidance.</li> <li>The welfare facilities are thoroughly cleaned on a designated basis by company cleaners.</li> <li>Wash hands before using work equipment and machinery and after use.</li> <li>Workshop equipment touchpoints will be frequently throughout the day</li> </ul>	2	3	6	With existing control measures in place, the risk is as low as is reasonably practicable			2	3	6

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			L	S	R				L	S	R
		<p>cleaned and disinfected using appropriate cleaning products.</p> <ul style="list-style-type: none"> <li>Workshop operatives advised not to share equipment.</li> <li>If equipment is to be shared, then it must be cleaned/ sterilised prior to use and after use.</li> </ul>									
Access and egress not allowing social distancing	All Employees	<ul style="list-style-type: none"> <li>Staggered start and finish times will be introduced to allow staff to adhere to the 2-metre social distancing requirement when signing in.</li> </ul>	2	3	6	With existing control measures in place, the risk is as low as is reasonably practicable			2	3	6
Employees attending meetings or training sessions in the work environment	All Employees	<ul style="list-style-type: none"> <li>A digital means of communication will be used wherever practicable.</li> <li>If meetings must be carried out in person the room will be well ventilated, minimum number of people will attend and social distancing will be observed.</li> </ul>	2	3	6	With existing control measures in place, the risk is as low as is reasonably practicable			2	3	6
Staff attending meetings, training, or events outside of the work environment	All Employees.	<ul style="list-style-type: none"> <li>A digital means of communication will be used wherever practicable.</li> <li>Do not use public transport to get to meetings/ training wherever practicable.</li> <li>Car sharing is not permitted.</li> <li>Advise staff to wash hands before leaving for meeting, upon arrival, on a frequent basis during day, and upon leaving and in line with the NHS/ GOV.UK handwashing guidance.</li> <li>Advise staff they do not have to shake hands with other persons and to adhere to social distancing requirements.</li> <li>Advise staff not to sit in close proximity (within 2 metres) of other meeting or</li> </ul>	2	3	6	With existing control measures in place, the risk is as low as is reasonably practicable			2	3	6

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			L	S	R				L	S	R
		<p>training attendees. If this can not to achieved highlight the requirement to the host and suggest alternative location.</p> <ul style="list-style-type: none"> <li>• Provide hand sanitiser for use where necessary</li> </ul>									
Lack of adequate ventilation within the premises		<ul style="list-style-type: none"> <li>• Premises will be kept well ventilated.</li> <li>• Windows and doors will be kept open wherever practicable.</li> </ul>	2	2	4	With existing control measures in place, the risk is as low as is reasonably practicable			2	2	4
Social distancing not possible within toilet facilities		<ul style="list-style-type: none"> <li>• Where necessary cubicles or urinals will be taped off to prevent use.</li> <li>• Staff advised not to enter the toilet facility if not able to adhere to the 2m distancing requirement.</li> <li>• Knock on the main access door or shout before entering to determine if facilities are empty.</li> <li>• Staggered breaktimes to prevent all staff requiring use of toilet facilities at the same time.</li> </ul>	2	2	4	With existing control measures in place, the risk is as low as is reasonably practicable			2	2	4
Social distancing not possible within the rest area or kitchen	All Employees.	<ul style="list-style-type: none"> <li>• Staggered breaktimes to prevent all staff requiring using the rest area or kitchen at the same time.</li> <li>• Maximum number of persons in the rest area or kitchen at any one time, so can keep more than 2 metres apart.</li> <li>• Moveable tables and chairs will be arranged to ensure social distancing requirements adhered to.</li> <li>• Can eat lunch and take breaks outdoors.</li> <li>• Allowed to eat lunch at their own desk.</li> <li>• Staff use their own flask so can limit</li> </ul>	2	3	6	With existing control measures in place, the risk is as low as is reasonably practicable			2	3	6



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			L	S	R				L	S	R
		frequency of visits to the kitchen.									
Social distancing not possible in small work areas/ offices	All Employees.	<ul style="list-style-type: none"> <li>Staff and others come to the entrance door and do not enter the work area but speak to staff from that location.</li> <li>Signage on door stating entrance is not permitted.</li> <li>If must enter the area first obtain permission from occupants.</li> <li>Additional controls will be introduced to mitigate the risks.</li> </ul>	2	3	6	With existing control measures in place, the risk is as low as is reasonably practicable			2	3	6
Lack of procedures when carrying out first aid duties	All employees	<ul style="list-style-type: none"> <li>Where possible maintain a 2 metre or more distance away from an individual.</li> <li>Disposable gloves and apron are available and must be worn whenever carrying out first aid in which social distancing cannot be achieved.</li> <li>Clean your hands thoroughly with soap and water or alcohol sanitiser before putting on and after taking off PPE.</li> <li>Where possible, it is recommended that you do not perform rescue breaths or mouth-to-mouth ventilation; perform chest compressions only.</li> <li>If a decision is made to perform mouth-to-mouth ventilation use a resuscitation face shield where available (monitor yourself for symptoms of possible COVID-19 over the following 14 days). <a href="https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-">https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-</a></li> </ul>	2	3	6	With existing control measures in place, the risk is as low as is reasonably practicable			2	3	6

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			L	S	R				L	S	R
		<a href="#">contact-with-symptomatic-people-with-potential-2019-ncov</a>									
COVID-19 virus being present on clothes worn to work	All Employees.	<ul style="list-style-type: none"> <li>Staff advised to launder their clothes regularly.</li> </ul>	2	3	6	With existing control measures in place, the risk is as low as is reasonably practicable			2	3	6
Delivery drivers or visitors visiting our premises: potential source of infection	All Employees	<ul style="list-style-type: none"> <li>Non-essential persons are not permitted within our premises.</li> <li>Visitors will be asked prior to arrival if they are suffering from any COVID-19 symptoms (or if anyone in their household is self-isolating). If yes, they are not permitted onto our premises.</li> <li>Anyone coming onto premises will be informed prior to arrival the safety procedure they must adhere to.</li> <li>Provide hand sanitiser for use on the reception desk or show location of hand washing facilities.</li> <li>Couriers are requested to leave parcels in a safe designated area.</li> </ul>	2	3	6	Post signage at the reception desk or premises entrance in regard to handwashing.	30/06/2020		2	3	6
Company being unaware of change in requirements from the Government or the NHS	All employees	<ul style="list-style-type: none"> <li>Designated staff will check the GOV.UK website on a scheduled basis for any updates or will sign up to the Gov.UK emails.</li> <li>Can contact safety advisors for advice</li> </ul>	2	3	6	With existing control measures in place, the risk is as low as is reasonably practicable			2	3	6

		SEVERITY					LIKELIHOOD		SEVERITY	
LIKELIHOOD		1	2	3	4	5				
	1	1	2	3	4	5	1	Very Unlikely	1	Negligible/No injury
	2	2	4	6	8	10	2	Unlikely	2	Minor Injury
	3	3	6	9	12	15	3	Probable	3	Medical injury
	4	4	8	12	16	20	4	Likely	4	Major Injury
	5	5	10	15	20	25	5	Very Likely	5	Very Severe/Fatality
<b>RISK RATING = LIKELIHOOD X SEVERITY</b>										
LOW 1-6			MEDIUM 8-10			HIGH 12-25				