



Covid 19 RA – Bromley Office

Date: 23.09.20
Rev: 4

**Prepared By: HSEQ
RISK ASSESSMENT**

Hazard Description	Persons at Risk	Control Procedures	Probability of Incident Occurring				Severity of Hazard				Risk Overall Ranking
			Rating	H	M	L	Rating	H	M	L	



<p>Infection prevention , cleaning and staff safety</p>	<p>Staff members, visitors to the premises (delivery drivers/ postal workers etc)</p>	<p>WHO Covid safety posters displayed throughout buildings.</p> <p>Good hygiene promoted (posters in welfare facilities and kitchen area,) hand sanitising units placed by entrance to each floor and kitchen</p> <p>Antibacterial wipes supplied to each department to ensure regular cleaning of work surfaces occurs.</p> <p>Opening of windows to ensure sufficient regular air change.</p> <p>No person is permitted to sit at another persons desk or use their equipment at any time.</p> <p>Teams are requested to remain within their sections and limit face to face interaction with other teams.</p> <p>At present staff are not required to wear face coverings whilst in work but may do so if they wish.</p> <p>Staff may sit 1 mtr apart if side to side or back to back but face on working must be two meters apart.</p> <p>All staff are instructed to comply with all government guidelines to help prevent the infection of themselves and their colleagues. This includes complying with the “Rule of 6 “ and social distancing requirements when outside the workplace and working hours.</p>	<p>2</p>	<p>X</p>		<p>5</p>	<p>X</p>	<p>10</p>
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Travelling to office without using public transport	Staff members	Staff should travel to site separately without using public transport where possible	1			X	5	X			5
Site parking arrangements	Staff members	Limited parking is available for staff. Street parking is available directly outside office grounds.	1			X	5	X			5
Are hand sanitizing arrangements available immediately where working areas are accessed	Staff members	Hand sanitizing is available at the entrance, outside reception and outside the kitchen. Toilet facilities are available on both floors with adequate washing facilities	1			X	5	X			5



<p>Workplace Social Distancing</p>	<p>Staff members, visitors to the premises (delivery drivers/ postal workers etc)</p>	<p>Staff required to practice effective social distancing while in and around the workplace including:</p> <ul style="list-style-type: none"> • Avoiding non-essential contact with others • Keeping two meters apart whenever possible and a minimum of 1 meter at all times • Avoid physical contact (hugs, handshakes, etc) • Desks to be arranged to allow for sufficient distancing • Non office-based staff to attend operational office only where absolute necessary • Non-essential meetings to be cancelled • Essential meetings to be conducted via video app / conference call where possible. • Meetings can be held internally on the provision of social distancing , hand washing and adequate ventilation . • Training to be conducted remotely where possible • Keeping meeting times to a minimum • Encouraging staff to remain in their “fixed teams” to reduce risk of cross contamination. • Staggering break times to ensure welfare facilities can remain two persons only • 	<p>2</p>		<p>x</p>	<p>5</p>	<p>X</p>		<p>10</p>
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Possible infection at work	Staff members	<p>If a staff member becomes ill at work with symptoms synonymous with COVID 19 the following actions should be undertaken:</p> <ul style="list-style-type: none"> • Immediately sent home and advised to follow government advice to self-isolate • All surfaces they had been in contact with to be cleaned and disinfection , and all potentially contaminated areas such as toilets , kitchen area etc • Public areas they may have been through and spent minimal time that are not visibly contaminated such as corridors, can be cleaned as normal • Nominated cleaning person to use disposable products and wear appropriate PPE • Cleaning waste to be double bagged and tied off and placed in a secure holding bin for 72 hours before being disposed of in general waste 	2			X	5	X			10



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Are adequate welfare facilities available with soap, hot and cold water, disposable towels and hand sanitiser, are there adequate disposal arrangements for the waste, are the facilities clean with all contact points, door handles, We seats and flush, taps and light switches sanitised.	Staff members	<p>Welfare facilities adhere to the Workplace (Health, Safety and Welfare) Regulations 1992.</p> <p>Sanitiser, soap and disposable towels are available to use.</p> <p>Cleaners attend the office, out of working hours , on a daily basis</p> <p>Staff have the provision of antibacterial wipes to keep working areas and shared equipment such as printers and shredders sanitised.</p> <p>Staff are encouraged to bring pack lunches to work</p>	1			X	5	X			5



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Can existing emergency procedures be observed	Staff members, members of the public and emergency services	Due to the configuration of the office, and the vast open space available externally, no disruption to emergency procedures is anticipated. In an emergency, such as a fire, staff do not have to observe social distancing if it would be unsafe as per government guidance. People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterward i.e. washing hands for a minimum of 20 seconds	1			X	5	X			5
Non compliance with government guidelines	Staff members	All staff are instructed to comply with all government guidelines, including "Rule of 6" outside of working hours to prevent infection surge									

Probability Rating		Hazard Severity	
1	Very unlikely	1	No injury
2	Unlikely	2	Minor injury
3	Likely	3	Reportable injury
4	Often	4	Major injury
5	Certain	5	Fatality

Probability x Hazard Severity	
0-1	Very low
2-6	Low
8-12	Medium
15-20	High
25	Very High



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