



# RISK ASSESSMENT

1-Ref No: CV-01

2-TITLE / SCOPE:  
(Task)

Coronavirus (COVID -19)

3-Date: 08.06.2020

4-Location:

HVPD Offices & Clients Premises

5-Order / Project No:

N/A

6-Number / Items exposed:

Staff  
Contractors

7-Frequency of activity:

On-Going

8-Duration of activity:

8 hrs / 5 days

L= Likelihood (1 – 5) S= Severity (1 – 5) S x L = RR

Risk Rating = **Low** (1 – 5), **Med.** (6 – 10), **High** (11 – 25)

9-HAZARD	10-EFFECT	12-INITIAL RISK RATING (See CODE)			13-CONTROL MEASURES	14-RESIDUAL RISK RATING			15-RESPONSIBLE PERSON(s)
		S	L	RR		S	L	RR	
H1-Catching and spreading Virus at HVPD Offices	Coronavirus illness up-to death	5	4	<b>20 HIGH</b>	<p>All staff who can work from home should work from home including;</p> <ul style="list-style-type: none"> <li>- Anyone with a pre-existing medical condition</li> <li>- Anyone who has to use public transport</li> <li>- Anyone living with someone who is high/moderate risk</li> <li>- Anyone with suspected symptoms of COVID-19</li> </ul> <p>Upon entry to the office, and at regular intervals wash hands as per government guidance</p> <p>No visitors allowed in the office</p> <p>Limit no. of staff in the office at any one time (maximum 14)</p> <p>Ensure social distancing is in place – employees to stay 2m/6ft apart at all times</p> <p>Provide hand sanitiser stations &amp; encourage use</p> <p>Provide cleaning products to sanitise communal areas (door handles, printer)</p> <p>Review and change working patterns and shift</p>	5	2	<b>10 MED</b>	Directors, management, all staff attending site

operating times to reduce the overall risk of contamination  
Sit back-to-back or side-to-side where possible, maintaining social distancing. Avoid sitting face-to-face.

Advise staff to minimise movement throughout the office and stay at their workstations where possible

Meetings to take place remotely

Opening doors and windows frequently to encourage ventilation where possible

Ensure all non-fire doors are propped open during working hours where security does not pose an additional risk

Ensure hand washing / sanitising facilities are close to closed doors

Ensure workstations are cleaned and sanitised on a regular basis especially keyboards – cleaning products provided

Printing is discouraged unless absolutely necessary – wipe down after use.

Specific marked bins will be available for the disposal of any possibly contaminated waste i.e. paper towels, wipes

Eat / drink at workstations, taking into consideration good hygiene practices.

Avoid the use of communal fridges, coffee machines, kettles in the kitchen areas – if used wipe down after use with provided cleaning products

Use personal eating and drinking utensils and containers

Shower facilities are closed

					<p>Only one person in communal men's &amp; women's toilets (sink / hand washing area) at once.</p> <p>Do not share pens / pencils</p> <p>Advise staff on using face coverings safely if they choose to wear one  <a href="https://www.gov.uk/government/publications/how-to-wear-and-make-a-cloth-face-covering/how-to-wear-and-make-a-cloth-face-covering">https://www.gov.uk/government/publications/how-to-wear-and-make-a-cloth-face-covering/how-to-wear-and-make-a-cloth-face-covering</a></p> <p>Display posters throughout the office – handwashing, social distancing, symptoms, safe use of face coverings</p> <p>Inform staff on control measure in place</p> <p>If visiting the office to drop off work / collect items, a specified time must be agreed with your line manager before attending site. Stay no longer than absolutely necessary and follow the above control measures.</p> <p>Monitor professional and government advice for management of coronavirus</p>				
<b>H2- Catching and spreading Virus at Clients premises</b>	Coronavirus illness up-to death	5	4	<b>20 HIGH</b>	<p>Visits to client sites must first be authorised by a manager</p> <p>Contact client sites before attending to receive information on their COVID-19 control measures for review</p> <p>Maintain social distancing wherever possible</p> <p>Work back-to-back or side-to-side where possible, maintaining social distancing</p> <p>Use PPE are per normal RAMS would require</p> <p>Carry hand sanitiser and wipes as part of individual standard PPE – provided by company</p>	5	2	<b>10 MED</b>	Directors, management, all staff attending site

Advise staff on using face coverings safely if they choose to wear one  
<https://www.gov.uk/government/publications/how-to-wear-and-make-a-cloth-face-covering/how-to-wear-and-make-a-cloth-face-covering>

Wipe down any shared tools before and after use – identifying who will use each tool if possible. Also use hand sanitiser after use.

Wipe down any test equipment before and after use - identifying who will use each piece of kit if possible. Also use hand sanitiser after use.

If overnight accommodation is required, review COVID-19 control measures before arriving

Advised to take own food and drinks if possible. Only purchase food/drinks if vendor is adhering to social distancing rules

Minimise use of paperwork, utilising electronic copies where possible

Use personal cars where possible (fuel/mileage will be reimbursed). If the company vans have to be used then;

Wash hands before entering vehicle

Leave seats empty / sit apart

Wear face coverings if within 2 metres

Only one person should be designated to refuel

Only one person should be designated to load / unload the vehicle, where possible

Keep vehicle well ventilated – open windows where possible.

Remove personal belongings once finished using the vehicle

Use wipes to clean vehicle after use – steering wheel, door handles, handbrake, fuel pump, keys etc.

Use hand sanitiser provided at regular intervals

Monitor professional and government advice for management of coronavirus

<b>16-Compiled By:</b>	K Thorley	<b>17-Date:</b>	08.06.2020	<b>18-Approved by:</b>	<i>Management team</i>	<b>19- Date:</b>	05.08.2020
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CV-01 Issue A

By signing this risk assessment, I am confirming:

- I understand the above control measures and that I must adhere to them
- I understand that there is no obligation to attend site under the above risk assessment and I have the right to stop work if I deem my environment unsafe and I will not be reprimanded for doing so
- I understand that this risk assessment will be reviewed at regular intervals

Signed \_\_\_\_\_

Name \_\_\_\_\_

Date \_\_\_\_\_