

**SECTION 1: ASSESSORS SECTION**

**ASSESSMENT TITLE: COVID-10 OFFICE RISK ASSESSEMENT FOR PHASE 1**

A COVID-19 Risk Assessment has been produced to identify the controls in place at both of Haslers office location, being Epping and Loughton. The former is expected to be vacated very shortly and this will then become operational from Loughton. The control measures put in place to reduce risk are based on current guidelines from the UK Government.

The risk level differs depending on who is affected.

Who is at Risk: Employees   Contractors   Clients

Number at Risk: 115 employees including partners

**Assessor Name(s)**

Michael Watts

Date of Assessment: 21<sup>st</sup> May 2020

**Overall Priority for Remedial Action:** \*NIL ACTIONS / LOW / MED / HIGH

**SECTION 2 : PARTNERS SUMMARY SECTION**

I DECLARE THAT THIS ASSESEMENT IS SUITABLE AND SUFFICIENT

Partners Name: Michael Watts

Date: 21<sup>st</sup> May 2020

**SECTION 3: HAZARDS LIST** (including but not limited to)

WORK ENVIRONMENT	WORK ACTIVITY HAZARDS	ELECTRICAL HAZARDS
Noise	Highly Repetitive Actions	Direct Contact
Vibration	Stressful Posture	Indirect Contact
Lighting	Lifting and handling	Condition of Cables/Plugs
Hot/Cold Work Areas	Slips/Trips/Falls	
Spillage	Falling/Moving Objects	
Slippery/Wet Flooring	High Workload/Stress	
Other Environment Hazards: Covid-19	Visual Fatigue	
	Poor Workplace Design	

**SECTION 4: DETERMINE MAGNITUDE OF RISK** (Likelihood x Severity)

LIKELIHOOD	✓	SEVERITY/CONSEQUENCE	✓
<b>5 Almost Certain</b>		<b>5 - Extreme</b> Permanent Injury or death, extensive damage or disruption	
<b>4 Likely</b>		<b>4 - Major</b> Serious Injury, prolonged lost time, significant damage or disruption	
<b>3 Even Chance</b>		<b>3 - High</b> Significant injury, lost time incident, major damage or disruption	
<b>2 Possible</b>		<b>2 - Medium</b> Minor injury, medical treatment, minor damage or disruption	
<b>1 Remote</b>		<b>1 - Low</b> Minimal or no injury, first aid, minimal damage or disruption	

**SECTION 5: RISK SCORE MATRIX**

LIKELIHOOD					
<b>5 Almost Certain</b>	5	10	15	20	25
<b>4 Likely</b>	4	8	12	16	20
<b>3 Even Chance</b>	3	6	9	12	15
<b>2 Possible</b>	2	4	6	8	10
<b>1 Remote</b>	1	2	3	4	5

High Risk

Low Risk

**SECTION 6: GENERAL RISK ASSESEMENT FORM**

**Task or Activity:** Infected person enters site

**Hazard:** COVID19

**Potential Harm:** Virus Spread

Current Controls	Current Risk Score L x S = T			Additional controls Required	Who	Due Date	Complete	Revised Risk Score L x S = T		
	L	S	T					L	S	T
All colleagues instructed to complete questionnaire before attending work and not to attend work if they answer 'yes' to any of the questions regarding symptoms  Employees work from home where possible  Third parties on site  Phased return with reduced number of colleagues on site  Government tracking, tracing app to be considered for employees in office once released  Separate entry and exit routes and one-way systems clearly indicated where required  Hand sanitiser available at all site entrance and exits  Hand sanitiser available at all work stations and wipes  Work Stations to be >2m apart  Equipment must be individual and not shared, no hot-desking	3	5	15	Only essential contractors are allowed on site, no clients or third parties  Signage  To be provided  To be provided	All			2	5	10

Communication to all colleagues prior to start up to reinforce safe working requirements, e.g. Travel on own, site entry and exit process										
Restrooms - maintain 2m distancing.				Limit to one person at a time per room						

**Task or Activity:** Infected person requires first aid

**Hazard:** COVID19

**Potential Harm:** Virus Spread

Current Controls	Current Risk Score L x S = T			Additional controls Required	Who	Due Date	Complete	Revised Risk Score L x S = T		
	L	S	T					L	S	T
First aiders to provide guidance to injured party for self assistance where possible.	2	5	10					2	5	10
First Aiders, if required to provide assistance then masks and gloves to be worn.				Masks and gloves to be located by first aid kits						

**Task or Activity:** Infected person enters an occupied work area

**Hazard:** COVID19

**Potential Harm:** Virus Spread

Current Controls	Current Risk Score L x S = T			Additional controls Required	Who	Due Date	Complete	Revised Risk Score L x S = T		
	L	S	T					L	S	T
Alternative door opening arrangements, where possible	3	5	15	Fire Door Openers to be fitted	MJW		20/05/2020	2	5	10
Employees keep a 2m distance from others				Signage						
Windows to be opened where possible to facilitate regular air flow										
Air conditioning not to be used				Signage						
Floor markings to highlight 2m distancing where required, e.g. high traffic areas				Floor markings and signage						
Employees reminded to wash hands regularly										

<p>Employees receive appropriate information, instruction and training, e.g. personal hygiene, desk clearance, cleaning</p> <p>Bins to be made available for disposal of PPE and other contaminated material, e.g. tissues</p> <p>Partners/Managers to ensure compliance with guidance, e.g. 2m rule</p> <p>Emergency procedures to evacuate remain the same, but observing 2m rule in rendezvous location</p> <p>All tasks in the office that need Close Proximity guidelines to be implemented are prohibited.</p>				<p>Employees should receive appropriate information, guidance and training in advance of their return to the office</p> <p>Employees to be informed</p>	All					
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**Task or Activity:** Infected person enters a kitchen area

**Hazard:** COVID19

**Potential Harm:** Virus Spread

Current Controls	Current Risk Score L x S = T			Additional controls Required	Who	Due Date	Complete	Revised Risk Score L x S = T		
	L	S	T					L	S	T
<p>Employees to wash hands regularly, before entry to this area and after eating. Supported by signage</p> <p>Employees to take responsibility for cleaning their own utensils and clear area after use</p> <p>Limit number of employees in breakout/kitchen areas</p>	3	5	15	<p>Signage</p> <p>Signage</p>				2	5	10

**Task or Activity:** Infected person enters site and displays symptoms of COVID19

**Hazard:** COVID19

**Potential Harm:** Virus Spread

Current Controls	Current Risk Score L x S = T			Additional controls Required	Who	Due Date	Complete	Revised Risk Score L x S = T		
	L	S	T					L	S	T
Employee should immediately be sent home to self isolate, potentially contaminated areas should be isolated and deep cleaned, or isolated for 72 hours	3	5	15					2	5	10

**Task or Activity:** Infected person works with colleagues described as vulnerable or extremely vulnerable

**Hazard:** COVID19

**Potential Harm:** Virus Spread

Current Controls	Current Risk Score L x S = T			Additional controls Required	Who	Due Date	Complete	Revised Risk Score L x S = T		
	L	S	T					L	S	T
<p>Extremely vulnerable colleagues (Shielded) have been identified and are not allowed on site, but can work from home.</p> <p>Vulnerable employees have been identified and should work from home where possible, but, if they do attend then social distancing must be stringently applied.</p> <p>Employees living with someone who is Extremely Vulnerable' (shielded) have been identified and should work from home where possible.</p>	2	5	10	Consider Revoking Site Access				2	5	10