

Date:	16 TH August 2021
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Office Risk Assessment Covid-19



Assessors Name:	Paul Dixon	Signature	<i>P A Dixon</i>	Position:	SHEQ Manager	Date:	16 TH August 2021
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Location:	Geo. Houlton & Sons Ltd Offices Hyperion Street Hull
Description of assessment	<p>This assessment and control measures has been produced by the SHEQ Manager as an update from the original Houlton Office Risk Assessment Covid-19, Rev's 1.0 – 1.6.</p> <p>In preparation of a return to work of all employees and in line with current guidelines a 'COVID-19 Secure audit was carried out in accordance with HM Government <i>'Working safely during COVID-19 in offices and contact centres'</i> published 5 Nov 2020. to ensure that all practical steps have been taken to ensure, as far as reasonably practicable, the safety of our employees and visitors to our premises.</p> <p>Paul Dixon (SHEQ Manager) has a hard copy if you wish to view it, alternatively you can view online: https://assets.publishing.service.gov.uk/media/5eb97e7686650c278d4496ea/working-safely-during-covid-19-offices-contact-centres-110520.pdf</p> <p>All offices, communal areas and walkways were subject to the original audit including discussions with employees currently working to take notice of their concerns and how restrictions will impact on their ability to continue to work safely.</p> <p>It identified all known and anticipated, hazards associated with working during the current Coronavirus (COVID-19) and confirms the control measures to significantly reduce the risks to our employees and visitors to our premises on Hyperion Street</p> <p>In the event of the routine and recognised tasks differing substantially, the SHEQ Manager will carry out an additional assessment and write a specific method statement, passing on the information to those employees involved in the task.</p> <p>With this in mind, we have put in place robust measures which will help us to continue to operate during this challenging time so as to continue to provide solutions to protect the long term health of our employees, visitors and members of the public who will be affected by our activities</p> <p>Prior to commencing work, line managers should ensure that all personnel fully understand the working procedures and control measures to be adopted throughout the building and yard areas.</p> <p>Where further, or ongoing, actions are necessary those responsible have been made aware of, and agree to implement the agreed measures.</p> <p>The measures necessary to minimise the risk of spread of infection rely on everyone working in and visiting the offices, taking responsibility for their actions and behaviours.</p> <p>We operate and actively encourage an open and collaborative approach between employees and employers where any issues can be openly discussed and addressed.</p> <p>In agreement with senior management and office staff these restrictions will remain in place after the latest amendment to the social distancing restrictions, 2m to 1m+.</p> <p>This assessment will be reviewed in accordance with the government guidance.</p>

Identified Hazards	Who may be affected	Risk Level before control measures S x L = R				Existing control measures	Additional Control measures required	To be actioned by	Completion date	Final Risk level S x L = R			
		S	L	R	RR					S	L	R	RR
General Catching / Spreading	Employees, visitors	5	3	15	H	<p>Hand sanitisers are placed at every access/egress point</p> <p>Welfare facilities will contain suitable levels of soap and antibacterial gel.</p> <p>Employees will be reminded to maintain the very highest standards of personal hygiene including,</p> <p>Visitors MUST be authorised by a director.</p> <p>All visitors to wear face coverings on arrival</p> <ul style="list-style-type: none"> Washing hands with soap regularly and thoroughly, for at least 20 seconds Using tissues when coughing or sneezing and then place the used tissue in the bin before washing hands. Reminded to not touch their eyes, nose or mouth if their hands are not clean. <p>A cleaning schedule will be implemented throughout the offices, ensuring that work surfaces, door handles, taps etc. are all thoroughly cleaned with an antibacterial cleaning substance.</p> <p>Employees will be allowed to work from home where possible</p>	<p>The provision of hand moisturiser or barrier cream should be considered as employees will be expected to wash their hands regularly.</p> <p>Ensure suitable signage is displayed in all toilets – remind individuals to wash hands</p> <p>Visitors must wear face coverings until seated in meeting room or office where safe social distancing can be maintained</p> <p>Brief all staff to wash hands regularly, at least once an hour, and not just when using the toilet or before eating</p>	<p>SHEQ Manager</p> <p>SHEQ Manager – Signage on all entrances.</p> <p>Receptionist at point of entry</p> <p>Host</p>	<p>April 2020</p> <p>November 2020</p> <p>Ongoing</p>	5	1	5	M

Administering First Aid	Employees/Visitors	5	3	15	M	<p>Guidance for first aiders</p> <p>Try to assist at a safe distance from the casualty as much as you can and minimise the time you share a breathing zone.</p> <p>If they are capable, tell them to do things for you, but treating the casualty properly should be your first concern. Remember the 3P model – preserve life, prevent worsening, promote recovery.</p> <p>Preserve life: CPR</p> <ul style="list-style-type: none"> • Call 999 immediately – tell the call handler if the patient has any COVID-19 symptoms • Ask for help. If a portable defibrillator is available, ask for it • Before starting CPR, to minimise transmission risk, use a cloth or towel to cover the patient's mouth and nose, while still permitting breathing to restart following successful resuscitation • If available, use: <ul style="list-style-type: none"> • a fluid-repellent surgical mask • disposable gloves • eye protection • apron or other suitable covering <p>Only deliver CPR by chest compressions and use a defibrillator</p>	Continue to inform all operatives NOT to attend site if they are displaying any symptoms.	First Aiders	Ongoing	5	1	5	M
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						<p>(if available) – don't do rescue breaths</p> <p>Prevent worsening, promote recovery: all other injuries or illnesses</p> <ul style="list-style-type: none"> • If you suspect a serious illness or injury, call 999 immediately – tell the call handler if the patient has any COVID-19 symptoms • If giving first aid to someone, you should use the recommended equipment listed above if it is available • You should minimise the time you share a breathing zone with the casualty and direct them to do things for you where possible <p>After delivering any first aid</p> <ul style="list-style-type: none"> • Ensure you safely discard disposable items and clean reusable ones thoroughly <p>Wash your hands thoroughly with soap and water or an alcohol-based hand sanitiser as soon as possible</p>							
Employee travel plans	Employees	5	3	15	H	<p>Encourage employees to not access public transport unless absolutely necessary.</p> <p>Non-essential travel will be avoided.</p> <p>Travel to Work</p> <p>Wherever possible employees should travel to site alone using their own transport.</p>	<p>In line with the latest Government advice and guidelines ALL those using public transport MUST wear suitable face covering</p> <p>Managers to monitor the use of company vehicles to ensure</p>	All users B&M Management	Ongoing Ongoing	5	1	5	M

						<p>If employees have no option but to share transport:</p> <p>Journeys should be shared with the same individuals and with the minimum number of people at any one time</p> <p>Good ventilation (i.e. keeping the windows open) and facing away from each other may help to reduce the risk of transmission</p> <p>The vehicle should be cleaned regularly using gloves and standard cleaning products, with particular emphasis on handles and other areas where passengers may touch surfaces</p>	<p>minimum occupancy and awareness of the guidelines</p> <p>Ensure all vehicles have a suitable supply of anti-bacterial wipes and cloths to maintain clean vehicles</p>	B&M Management	Ongoing				
Lack of awareness	Employees	5	3	15	H	<p>The latest government campaign posters will be displayed in the welfare areas and in suitable places around site.</p> <p>Regular bulletins will be issued and displayed on the notice boards.</p> <p>Toolbox talks and safety briefings will be carried out, to keep employees informed of the latest government guidelines and changes to safe working methods and procedures</p>	<p>We will continually adopt and review new government / WHO guidance as and when it is available.</p>	SHEQ Manager	Ongoing SHEQ Manager to continue to update notice boards, email staff and issue safety bulletins	5	1	5	M
Reporting Symptoms Contact Test & Trace	Anyone displaying symptoms, in contact with someone confirmed positive or who has been in contact with a person who has tested positive for Coronavirus	5	3	15	H	<p>If you come into contact with someone confirmed positive or if you're contacted via the NHS Test & Trace that you've been in contact with a person who has coronavirus you must inform your line manager immediately and then:</p> <ul style="list-style-type: none"> stay at home (self-isolate) for 14 days from the day you were last in contact with the person – it can take 	<p>If you get symptoms of coronavirus</p> <p>If you get any symptoms of coronavirus (a high temperature, a new, continuous cough or a loss or change to your sense of smell or taste):</p> <ul style="list-style-type: none"> get a test to check if you have coronavirus as soon as possible 	All	Keep your Line Manager informed at all stages	5	1	5	M

						<p>up to 14 days for symptoms to appear</p> <ul style="list-style-type: none"> do not leave your home for any reason – if you need food or medicine, order it online or by phone, or ask friends and family to drop it off at your home do not have visitors in your home, including friends and family – except for essential care try to avoid contact with anyone you live with as much as possible people you live with do not need to self-isolate if you do not have symptoms people in your support bubble do not need to self-isolate if you do not have symptoms 	<ul style="list-style-type: none"> anyone you live with must self-isolate until you've been tested and received your result anyone in your support bubble must self-isolate until you've been tested and received your result <p>A negative result means you can go back to work immediately</p> <p>Test & Trace</p> <p>What to do when you get your test result</p> <p>If you test negative (the test did not find coronavirus):</p> <ul style="list-style-type: none"> keep self-isolating for 10 days from when you were last in contact with the person who has coronavirus – as you could get symptoms after being tested anyone you live with can stop self-isolating if they do not have symptoms anyone in your support bubble can stop self-isolating if they do not have symptoms <p>If you test positive (you have coronavirus):</p>							
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						<ul style="list-style-type: none"> • self-isolate for at least 10 days from when your symptoms started – even if it means you're self-isolating for longer than 14 days • anyone you live with must self-isolate for 14 days from when your symptoms started • anyone in your support bubble must self-isolate for 14 days from when your symptoms started <p>If you do not have any symptoms of coronavirus:</p> <p>You can stop self-isolating after 14 days and you do not need to have a test</p> <p>16 August 2021 government announcement</p> <ul style="list-style-type: none"> • When people are who are double-jabbed –as well as unvaccinated under 18s –will not need to self-isolate if they come into contact with a positive case. • Instead they will be encouraged to take a PCR test, though Health Secretary Sajid Javid has said this will <u>not</u> be a legal requirement. (Self –isolate if it's 						
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Identified Hazards	Who may be Affected	Risk Level before Control Measures S x L = R				Existing Control Measures	Additional Control Measures Required	To be Actioned by	Completion Date	Final Risk Level S x L = R			
		S	L	R	RR					S	L	R	RR
							<p>positive, or you have symptoms).</p> <ul style="list-style-type: none"> Currently, everyone has to self-isolate if contacted by NHS Test and Trace, unless they're on a list of critical workers. Anyone "pinged" by the app and told to self-isolate is advised- but not legally obliged - to self-isolate. 						
"at-risk" employees	Employees	5	4	20	VH	<p>Medical questionnaires are issued upon employment.</p> <p>Employees known to be in the "at-risk" category to follow government guidance and as a minimum take "particular care to minimise their social contact". The category includes:</p> <ul style="list-style-type: none"> Pregnant women People over 70 	<p>The company will ensure that all 'at risk' employees remain on Furlough or work from home.</p> <p>All employees complete simple medical confirmation and encouraged to report any symptoms.</p> <p>Employees instructed not to come to work if showing symptoms and only return after a period of isolation or as a</p>	MD All employees All employees	 On return to work from furlough Ongoing	5	1	5	M

						<ul style="list-style-type: none"> • People who have had an organ transplant and are taking immunosuppressant medicine • People who are having chemotherapy or radiotherapy • People who have blood or bone marrow cancer • People who have a severe chest condition, such as cystic fibrosis or severe asthma • People who have other serious health conditions 	result of a negative COVID-19 test						
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All offices, communal areas and walkways were subject to the audit including discussions with employees currently working to take notice of their concerns and how restrictions will impact on their ability to continue to work safely.

The following specific actions have been taken with responsibilities given to 'line managers' and directors to monitor, review, in consultation with employees, and make all necessary adjustments in accordance with changes in guidance or safe working procedures

Identified Hazards	Who May be Affected	Risk Level before control measures				Existing Control Measures	Additional Control Measures Required	To be Actioned by	Completion Date	Final Risk Level			
		S x L = R								S x L = R			
		S	L	R	RR					S	L	R	RR
Plant Division Office	Plant Manager Employees & Visitors	4	3	12	H	<p>This office is only occupied by the Plant Manager and is such that social distancing measures can be maintained</p> <p>There exists an obvious pedestrian route through the office.</p> <p>As this is an accepted 'access point' a hand sanitiser (60% alcohol) dispenser is situated for use when entering and exiting the building.</p>	Plant Manager to monitor	Plant Manager	Ongoing	4	1	4	L

Construction Admin	Employees	4	3	12	H	A 'Wait Here' sign will be displayed on the floor at the entrance to the Construction Admin area to maintain accepted social distancing. This office will be restricted to a maximum of 2 persons at any time.	Admin Staff to monitor and maintain	Admin Staff	Ongoing	4	1	4	L
SHEQ Manager Office	SHEQ Manager & Employees	4	3	12	H	This office will be restricted to a maximum of 2 persons at any time		SHEQ Manager	Ongoing	4	1	4	L
Reception	Employees & Visitors	4	3	12	H	Access is controlled by receptionist, door release. Floor markings will identify a waiting area and a hand sanitiser (60% alcohol) dispenser is situated for use when entering and exiting the building/area. Maximum of 2 persons plus Receptionist.	Receptionist to manager and monitor All visitors to complete and sign the COVID-19 Visitor Declaration	Receptionist	Ongoing	4	1	4	L
Ferens Meeting Room	Employees & Visitors	4	3	12	H	This meeting room is restricted to a maximum of 4 persons	A 'cleaning kit' of anti-bacterial wipes/spray will be maintained in the meeting room. At the end of the meeting all surfaces MUST be wiped down including: <ul style="list-style-type: none"> • Table • Chair arms • Door Handle All crockery must be returned to the kitchen and placed in the dishwasher. All waste must be placed in the bin	Houlton Meeting Host	Immediately on dispersal of the meeting	4	1	4	L

Ground Floor Kitchen	Employees	4	3	12	H	<p>All tables and chairs have been removed to discourage employees congregating in this area and to maintain the minimum 2 metre social distancing.</p> <p>Signage will be displayed on the floor to identify restricted areas. Employees visiting the kitchen in groups will be discouraged.</p> <p>A hand sanitiser (60% alcohol) dispenser is situated for use when entering and exiting the building/area.</p>	<p>Maintain the very highest standards of hygiene and cleanliness</p>	All Employees	Ongoing	4	1	4	L
Johnson Meeting Room	Employees & Visitors	4	3	12	H	<p>This meeting room is restricted to a maximum of 8 persons at any time</p>	<p>A 'cleaning kit' of anti-bacterial wipes/spray will be maintained in the meeting room.</p> <p>At the end of the meeting all surfaces MUST be wiped down including:</p> <ul style="list-style-type: none"> • Table • Chair arms • Door Handle <p>All crockery must be returned to the kitchen and placed in the dishwasher.</p> <p>All waste must be placed in the bin</p>	Houlton Meeting Host	Immediately on dispersal of the meeting	4	1	4	L
Print Room	Employees	4	3	12	H	<p>This area is restricted to one person at any time</p>	<p>Anti-bacterial wipes to be available.</p> <p>Users to wipe down surfaces when finished</p>	All users	Every visit - On completion	4	1	4	L

Quantity Surveyors Area	Employees	4	3	12	H	<p>Current desk arrangements allow social distancing to be maintained with the addition of staggered working.</p> <p>A maximum of 3 persons (QS's) will be in the office at any one time.</p> <p>A laminated/Perspex screen will be installed where the desks are 'face to face'.</p> <p>Floor markings will be sited to restrict access and maintain the agreed maximum occupancy.</p>	<p>Anti-bacterial wipes made available for each workstation. All surfaces to be wiped down daily</p>	All users	Daily	4	1	4	L
Construction Director Office	Construction Director & Employees	4	3	12	H	<p>This office will be restricted to a maximum of 2 persons at any time</p>	<p>Anti-bacterial wipes made available. All surfaces to be wiped down daily (when in office)</p>	Construction Director	Daily (when in office)	4	1	4	L
Estimators Area	Employees	4	3	12	H	<p>Current desk arrangements allow social distancing to be maintained. Laminated/Perspex screen will be installed where the desks are 'face to face'.</p>	<p>Anti-bacterial wipes made available for each workstation. All surfaces to be wiped down daily</p>	All users	Daily	4	1	4	L
Commercial Director Office	Commercial Director & Employees	4	3	12	H	<p>This office will be restricted to a maximum of 2 persons at any time</p>	<p>Anti-bacterial wipes made available. All surfaces to be wiped down daily (when in office)</p>	Commercial Director	Daily (when in office)	4	1	4	L

Managing Director Office	Managing Director & Employees	4	3	12	H	This office will be restricted to a maximum of 4 persons at any time	Anti-bacterial wipes made available. All surfaces to be wiped down daily (when in office)	Managing Director	Daily (when in office)	4	1	4	L
Pre-Construction Office	Employees	4	3	12	H	The current desk configuration allows for social distancing measures to be maintained. A 'visitor' area has been identified and marked to maintain social distancing. This office can accommodate a maximum of 4 persons at any time.	Anti-bacterial wipes made available for each workstation. All surfaces to be wiped down daily	All users	Daily	4	1	4	L
Buyers Area	Employees	4	3	12	H	This area can accommodate a maximum of 2 persons at any time. Floor markings identify restricted area.	Anti-bacterial wipes made available for each workstation. All surfaces to be wiped down daily	All users	Daily	4	1	4	L
Rear Stairway	Employees	4	3	12	H	A hand sanitiser (60% alcohol) dispenser is situated for use when entering and exiting the building/area.	Contracted cleaners will clean hand rail every evening	Contract cleaners	Daily	4	1	4	L
First Floor													
Chairman's Office	Chairman Life President & Directors	4	3	12	H	This office will be restricted to a maximum of 4 persons at any time	Anti-bacterial wipes made available. All surfaces to be wiped down daily (when in office)	Chairman and/or Life President	Daily (when in office)	4	1	4	L

Landing	Employees	4	3	12	H	A hand sanitiser (60% alcohol) dispenser is situated for use when entering and exiting the area.	This area is subject to 'contract cleaning' each evening, hand rails and door handles	Contract Cleaners	Daily	4	1	4	L
Post Room	Employees Receiving mail and/or packages.	4	3	12	H	The post room is to be locked at all times when not occupied and restricted to 1 person at any time	The very highest standards of personal hygiene i.e. hand washing, of those involved in the receipt and distribution of mail, including packages, are to be maintained. Anti-bacterial wipes made available. All surfaces to be wiped down daily (when in office)	All employees involved in the receipt and/or distribution of mail.	Ongoing	4	1	4	L
Kitchen Facility	Employees	4	3	12	H	This area is restricted to 1 person at any time. Floor markings will identify the restricted area	All users MUST place all used cutlery and crockery in the dishwasher. Wipe down surfaces with anti-bacterial wipes. Cleaners will give all areas and surfaces a thorough clean	All employees Cleaners	Employees after every visit Cleaners daily	4	1	4	L
Strong Room	Employees	4	3	12	H	This room will be restricted to 1 person at any time.	Surfaces to be cleaned using anti-bacterial wipes after every visit	Employees	After every visit	4	1	4	L
IT Manager's Office	IT manager & Employees	4	3	12	H	This office will be restricted to a maximum of 2 persons at any time	Anti-bacterial wipes made available. All surfaces to be wiped down daily (when in office)	IT Manager	Daily (when in office)	4	1	4	L

Accounts Office	Employees	4	3	12	H	<p>The desk arrangements in the accounts office currently allows for maintain social distancing restrictions.</p> <p>There will be no sharing of desks and/or IT equipment. A 'visitor box' will be identified and marked on the floor to maintain social distancing.</p> <p>Restriction notices will be identified at both entrances.</p>	<p>Anti-bacterial wipes made available for wiping down of workstation.</p> <p>All surfaces to be wiped down daily</p>	All users	Daily	4	1	4	L
Server Room	Employees	4	3	12		<p>This room is restricted to a maximum of 1 person at any time</p>	<p>User is to ensure all surfaces having had contact are to be wiped with antibacterial wipes or spray and paper towel as a minimum</p>	All users	As used	4	1	4	
Financial Director's Office	Financial Director & Employees	4	3	12	H	<p>This office will be restricted to a maximum of 3 persons at any time</p>	<p>Anti-bacterial wipes made available. All surfaces to be wiped down daily (when in office)</p>	Financial Director	Daily (when in office)	4	1	4	L
B&M QS/Estimators Office	Employees	4	3	12	H	<p>Arrangements in this area currently allow for social distancing to be maintained.</p> <p>The area occupancy is reduced by employees working from home.</p> <p>The area is restricted to a maximum of 4 persons at any time.</p>	<p>Anti-bacterial wipes made available for each workstation.</p> <p>All surfaces to be wiped down daily</p>	All users	Daily	4	1	4	L

B&M Main Office Area Reception	Employees	4	3	12	H	<p>The reception area will be restricted to 1 person at all times. The receptionist will be responsible for maintaining a 'location log' to negate the need for managers and staff to use the white board</p> <p>The filing cabinets will be relocated to create a 'standing space' and allow the relocation of the joiner's shop key and reduce the need for operatives to access the main area.</p>	<p>Anti-bacterial wipes made available for each workstation.</p> <p>All surfaces to be wiped down daily</p>	All users	Daily	4	1	4	L
Contracts Managers	Employees	4	3	12	H	<p>Perspex/laminated screens will be installed where desk are 'face to face'.</p> <p>Robin Forsters (CM) desk will be relocated to allow social distancing to be observed and maintained between Craig Lindley (CM) and Helen Wilkinson (Admin).</p>	<p>Anti-bacterial wipes made available for each workstation.</p> <p>All surfaces to be wiped down daily</p> <p>Plastic/Perspex screens to be installed where desks are 'face to face'</p>	All users	Daily	4	1	4	L
Operations Director's Office	Operations Director & Employees	4	3	12	H	<p>This office is restricted to a maximum 2 persons at any time</p>	<p>Anti-bacterial wipes made available. All surfaces to be wiped down daily (when in office)</p>	Operations Director	Daily (when in office)	4	1	4	L
Commercial Director's Office	Commercial Director & Employees	4	3	12	H	<p>This office is restricted to a maximum 2 persons at any time</p>	<p>Anti-bacterial wipes made available. All surfaces to be wiped down daily (when in office)</p>	Commercial Director	Daily (when in office)	4	1	4	L

Marvel Meeting Room	Employees	4	3	12	H	This office is restricted to a maximum 4 persons at any time	<p>A 'cleaning kit' of anti-bacterial wipes/spray will be maintained in the meeting room. At the end of the meeting all surfaces MUST be wiped down including:</p> <ul style="list-style-type: none"> • Table • Chair arms • Door Handle <p>All crockery must be returned to the kitchen and placed in the dishwasher. All waste must be placed in the bin</p>	Houlton Meeting Host	Immediately on dispersal of the meeting	4	1	4	L
Second Floor													
Contracts Managers	Employees	4	3	12	H	This area is restricted to 2 persons at any time.	Anti-bacterial wipes made available for each workstation. All surfaces to be wiped down daily	All users	Daily (when in office)	4	1	4	L
IT Assistant & CM	Employees	4	3	12	H	This area is restricted to 2 persons at any time.	Anti-bacterial wipes made available for each workstation. All surfaces to be wiped down daily	All users	Daily (when in office)	4	1	4	L
Wilberforce Meeting Room	Employees	4	3	12	H	This meeting room will be restricted to a maximum of 6 persons at any time.	<p>A 'cleaning kit' of anti-bacterial wipes/spray will be maintained in the meeting room. At the end of the meeting all surfaces MUST be wiped down including:</p> <ul style="list-style-type: none"> • Table • Chair arms • Door Handle <p>All crockery must be returned to the kitchen and placed in the dishwasher.</p>	Houlton Meeting Host	Immediately on dispersal of the meeting	4	1	4	L

							All waste must be placed in the bin							
External Areas														
Joiners Shop	Employees	4	3	12	H	<p>Use of the joiner's shop will be restricted to a maximum of 3 persons at any time.</p> <p>A hand sanitiser (60% alcohol) dispenser is situated for use when entering and exiting the building/area.</p>	<p>Where 'team lifts' are required thought must be given to reducing 'face to face' lifting or carrying.</p> <p>Where this can't be achieved face coverings are to be used.</p>	Joiners	Ongoing	4	1	4	L	
Fitters Shop	Employees	4	3	12	H	<p>The fitters shop will be restricted to a maximum of 5 persons at any time. The fitters shop office will be restricted to a maximum of 2 persons at any time.</p> <p>A hand sanitiser (60% alcohol) dispenser is situated for use when entering and exiting the building/area.</p>	<p>Maximum use is to be made of mechanical lifting aids for the movement of materials and equipment in and around the warehouse and yard areas.</p> <p>Where this is not possible and 'team lifts' are required thought must be given to reducing 'face to face' lifting or carrying.</p> <p>Where this can't be achieved face coverings are to be used.</p>	Plant Manager and Fitter to monitor and maintain social distancing measures	Ongoing	4	1	4	L	
Canteen	Employees	4	3	12	H	<p>The canteen is restricted to a maximum of 2 persons at any time.</p> <p>A hand sanitiser (60% alcohol) dispenser is situated for use when entering and exiting the building/area.</p>	<p>All users MUST wash and dry all used cutlery and crockery.</p> <p>Wipe down surfaces with anti-bacterial wipes.</p> <p>Cleaners will give all areas and surfaces a thorough clean</p>	All employees Cleaners	Employees after every visit Cleaners daily	4	1	4	L	

MKM Store	Employees	4	3	12	H	The store is restricted to a maximum of 2 persons at any time unless the movement of materials requires a 'team lift'	Where 'team lifts' are required thought must be given to reducing 'face to face' lifting or carrying. Where this can't be achieved face coverings are to be used.	MKM Storeman and employees	Ongoing	4	1	4	L
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GENERAL OFFICE RULES

Contact with Surfaces

Our office cleaners are carrying out additional cleaning of door handles, light switches and balustrades. We are providing, within each department, multi-surface wipes for employees to use personally at their workstations.

Internal Doors

To reduce the touching of door handles all internal doors (including fire doors) will be wedged in the open position during working hours. Obviously some doors also act as 'fire doors' and this will have an impact on our fire risk assessment and evacuation procedures.

Our current risk of fire is very low and with the significantly reduced numbers currently using the office the risk even lower. Fire wardens have been made aware of the situation and their duties amended to include closing doors on their way out of the building.

As part of their duties the cleaners ensure that all doors are closed at the end of the working day.

Ventilation

The current guidelines recommend maintaining a flow of fresh air throughout the building therefore windows will be open, including meeting rooms, while occupied. As with the internal doors, the cleaners will ensure that all windows are closed at the end of the working day.

Comfort Cooling (Air Conditioning)

As an additional precaution to reduce the risk of the spread of the virus the comfort cooling units (air conditioning units) have been switched off, since they only recycle air and don't mix with fresh air.

Social Distancing

All social distancing restrictions are to be enforced and respected by all staff and visitors. Take all reasonable steps to maintain a 2m distance. Where you cannot be 2m apart, you must do everything practical to manage transmission risk.

Travel around the office is to be kept to a minimum and where possible meetings to be held on the floor of the majority of attendees

Visitors

All visitors MUST be authorised by a director. Visitors are to wear face coverings until reaching meeting room/office where social distancing measures can be maintained.

Hot Desking

There will be **NO** 'hot desking' all work stations will be allocated to reduce the risk of contamination.

Toilets

All taps will be changed to 'lever' taps to reduce contact.

Kitchen Facilities

Individuals are responsible for putting all used cutlery and crockery in the dishwasher, and not leave in the sink for others to handle. Keeping the sinks free will allow individuals to wash their own cutlery and crockery.

Using the kitchen as a means of socialising must be avoided so as to minimise and manage transmission risk. Waste is to be placed directly into the waste bins provided.

Existing waste bins will be replaced by 'pedal bins' where necessary.

Meal Breaks

Please eat at your workstations and not in the kitchens.

Personal Hygiene

On entry and exit make full use of the hand sanitiser stations.

All employees are reminded to regularly wash their hands and are encouraged to use tissues when coughing and sneezing. Tissues should then be placed in the nearest waste bin.

All departments will be issued with anti-bacterial wipes and all users are encouraged to clean keyboards, mouse and telephones regularly, a minimum of once a day.

Respect

Employees will all have individual concerns regarding their own, families and colleague's safety. These concerns may be different to yours however, by following the guidelines and additional restrictions imposed the workplace will remain a safe and secure place for everyone.

Entrance Doors

All entrance doors will be signed to indicate you are entering a COVID-19 Secure Area and are to adhere to all restrictions currently in place.

Visitors

Currently, and until further notice, visitors to the office are to be discouraged and where deemed necessary will be 'by appointment only' when authorised by a Director.

Meetings

All meeting rooms will be signed to indicate maximum persons allowed. Where possible internal and external meetings will be conducted using Microsoft Teams/Zoom.

Flexible Working

We currently maintain flexible working practices with the majority of office staff having different start and finish times this will be enhanced by more individuals working remotely, from home or site. Any additional amendments to individual working times MUST be discussed and agreed by managers

Concerns and Complaints

Anyone with concerns regarding the restrictions or the behaviour of other employees or visitors must raise them with their line manager. No-one will be placed, or expected to work, in an unsafe situation. Breaches of the above may be dealt with under the Companies Employee Disciplinary Procedure.

Guidance Notes – Quantitative Risk Assessment

SEVERITY	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
	LIKELIHOOD					

LIKELIHOOD	
5	Almost Certain – Very High Risk
4	Probable – High Risk
3	50/50 – Medium Risk
2	Improbable – Low Risk
1	Almost impossible – Low Risk

SEVERITY	
5	Fatality – Very High Risk
4	Severe incapacity – High Risk
3	Absent 3 weeks – Medium Risk
2	Absent less than 1 day – Low Risk
1	Insignificant – Low Risk

1–4 LOW	5–9 MEDIUM	10–15 HIGH	16–25 VERY HIGH
<p>Continue with existing control, however monitor for changes.</p> <p>Implement any additional control measures required, within the timescales given in the risk assessment.</p>	<p>Requires attention to reduce the rating as well as regular ongoing monitoring.</p> <p>Implement any additional control measures required, within the timescales given in the risk assessment.</p>	<p>Requires immediate attention to bring the risk down to an acceptable level.</p> <p>Implement the control measures required, within the timescales given in the risk assessment and continue to review working practices to reduce the probability of an accident to the lowest possible level.</p>	<p>Stop immediately – the risk is too high.</p> <p>Take immediate action to reduce the risk to the lowest level possible.</p>

I, the undersigned, have been fully briefed on this risk assessment and the control measures in place to reduce the risk of contracting, or passing on, the COVID-19 virus to the lowest possible level.

I fully understand my duties to follow the control measures in this risk assessment.

Employee Name	Job description	Date	Employee Comments/Recommendations	Signature