

RISK / HAZARD ASSESSMENT & METHOD STATEMENT



Project If Applicable: East and South Offices	Date Created / Reviewed DATE: 12th August 2020
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RISK ASSESSMENT						
Prepared by: Written by a H&S Adviser and approved by the H&S Manager			General work activity: Covid-19 Working within the Ibstock and Blisworth offices.			
Specific operation covered by this assessment (scope): Covid-19 Risk assessment for working in the offices. This risk assessment should be read in conjunction with the office Code of Practice, IT's risk assessment and vulnerable persons risk assessment (if this applies to you)						
Examples of Common Hazards (Please put an 'X' by the ones which apply)						
Fall from Height		Uneven ground		Falling Objects		Electric Shock
Explosion		Noise		Dust		Asbestos
COSHH		Fire		Poor Lighting		Struck by plant
						hand or eye injury
Collapse of Excavation		Contact with Hot & Cold Surfaces		Collapse of Structure		Lifting Equipment Failure
						Contact with Covid-19
						X
Using the List Above and your own knowledge of the activity, Select the SIGNIFICANT HAZARDS						
		Consequences				
		Insignificant (1) No injuries / minimal financial loss	Minor (2) First aid treatment / medium financial loss	Moderate (3) Medical treatment / high financial loss	Major (4) Hospital / large financial loss	Catastrophic (5) Death / massive financial loss
Likelihood	Almost Certain (5) [Often Occurs / once a week]	Moderate (5)	High (10)	High (15)	Catastrophic (20)	Catastrophic (25)
	Likely (4) Could easily happen / once a month	Moderate (4)	Moderate (8)	High (12)	Catastrophic (16)	Catastrophic (20)
	Possible (3) Could happen or known it to happen / once a year	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
	Unlikely (2) Hasn't happened yet but could / once every 10 years	Low (2)	Moderate (4)	Moderate (6)	Moderate (8)	High (10)
	Rare (1) Conceivable but only on extreme circumstances / once in 100 years perhaps?	Low (1)	Low (2)	Low (3)	Moderate (4)	Moderate (5)
Description of Significant Hazards	Persons @ Risk (Type & No.s)			Likelihood	Consequence	Rating
Contact with Covid-19	Employees, Customers, Visitors and members of the public			Possible	Catastrophic	High
Coronavirus (Covid-19)						
Coronaviruses (CoV) are a large family of viruses that cause illness ranging from the common cold to more severe diseases such as Middle East Respiratory Syndrome (MERS-CoV) and Severe Acute Respiratory Syndrome (SARS-CoV). Novel coronavirus (COVID-19) is a new strain of coronavirus that affects your lungs and airways.	<p>The transmission of COVID-19 is thought to occur mainly through respiratory droplets generated by coughing and sneezing, and through contact with contaminated surfaces. The predominant modes of transmission are assumed to be droplet and contact.</p> <p>The incubation period is from 2 to 14 days after exposure (median 5 days). Assessment of the clinical and epidemiological characteristics of COVID-19 cases suggests that most patients will not be infectious until the onset of symptoms. In most cases, individuals are usually considered infectious while they have symptoms; how infectious individuals are, depends on the severity of their symptoms and stage of their illness.</p>					

	<p>The median time from symptom onset to clinical recovery for mild cases is approximately 2 weeks and is 3 to 6 weeks for severe or critical cases.</p> <p>The most common symptoms of coronavirus (COVID-19) are recent onset of a new continuous cough or a high temperature or a loss of, or change in, normal sense of taste or smell (anosmia).</p> <p>Human coronaviruses can survive on inanimate objects and can remain viable for up to 5 days at temperatures of 22 to 25°C and relative humidity of 40 to 50% (which is typical of air-conditioned indoor environments).</p> <p>Survival on environmental surfaces is also dependent on the surface type. An experimental study using a SARS-CoV-2 strain reported viability on plastic for up to 72 hours, for 48 hours on stainless steel and up to 8 hours on copper.</p>
<p>Davidsons Duties</p>	<p>Employers have a duty to reduce workplace risk to the lowest reasonably practicable level by taking preventative measures. Employers must work with any other employers or contractors sharing the workplace so that everybody's health and safety is protected. In the context of COVID-19 this means protecting the health and safety of the staff and visitors by working through these steps in order:</p> <ul style="list-style-type: none"> • Ensuring both staff and visitors who feel unwell stay at home and do not attend the premise. • In every workplace, increasing the frequency of handwashing and surface cleaning. <p>Davidsons are making every effort to comply with the social distancing guidelines set out by the government to ensure our offices are a safe place to work by establishing one way systems where possible, reducing the amount of staff within the office on a given day and reducing the amount of workstations in one area as well as increasing hygiene facilities.</p> <p>All staff and visitors will be required to sign in using the Davidsons hub mobile signing in system. This will aid with track and trace if there is a confirmed case of Covid-19. The company will also assist the NHS the Test and Trace with requested data if needed. This information could help to contain clusters or outbreaks of Covid-19.</p>
<p>CONTROL MEASURES</p>	
<p>Transmission of Covid-19 from employee to others</p>	<p>The office checklist DC19COP will be completed on a weekly basis to ensure all items within the DC19COP are in place.</p> <p>Any person who falls under the category of Extremely Clinically Vulnerable or Clinically Vulnerable who are at high/moderate risk of severe illness have been asked to take extra care by the government in observing social distancing (e.g. solid organ transplant recipients, people with cancer who are undergoing active chemotherapy, over 70's, new and expectant mothers, thoughts who usually need a flu jab for underlying medical conditions). This list is not exhausted, please check www.gov.uk for further guidance on persons who may fall under these categories.</p> <p>Governments guidelines changed regarding 'shielding' and are now encouraging people to go out to work as long as the workplace is Covid secure. Davidsons have taken all reasonable measures to abide by Government guidelines in relation to social distancing, social bubbling/ fixed working teams and adequate hygiene facilities.</p> <p><u>Do Not Attend Work</u> if there is any possibility that you or a member of your family may be infected with COVID-19 or displaying symptoms.</p> <p>If any staff develop a high temperature, a persistent cough or change in normal sense of taste or smell (anosmia) while at work:</p> <ul style="list-style-type: none"> • Ensure their line manager is informed; • Return home immediately; • Avoid touching anything; • Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow;

	<p>They must then follow the latest government guidance on self-isolation and not return to work until their period of self-isolation has been completed. A 'deep' clean of all shared facilities will be carried out.</p> <p>The Line Manager will report any instances of ill-health connected with COVID-19 and all confirmed cases on the HS19A Accident/Incident form and inform health and safety and HR immediately.</p> <p>The government guidelines are that social distancing should be adhered to in all work places. This means that people should keep 2 metres (6ft) apart at all times or 1m with additional control measures. Where this may be difficult to achieve (e.g. reception) measures will be detailed within each subsection of this risk assessment.</p> <p>If measures have been identified in the office to assist with social distancing (to which these will be clearly signed) e.g. one way system or passing areas in corridors, these must be followed.</p> <p>All staff, where possible, should reduce movement around the office discouraging non-essential trips within the building, for example, transfer documents electronically rather than in a paper format, pick up the telephone or using Teams to communicate.</p> <p>All persons are requested to wash their hands thoroughly with soap and hot water for more than 20 seconds throughout the day and prior to leaving the office (as per government guidelines) staff are requested to use disposable paper towels for drying of hands and disposed of in the waste bin. Hand driers or hand towels will not be used.</p> <p>Staff are being encouraged to bring enough food for the entire day to help eliminate the need to visit local shops for provisions.</p>
<p>Transmission of Covid-19 from potentially infected staff</p>	<p>If an employee or a member of their family either have symptoms or have recently tested positively for Coronavirus they must NOT attend work. They must seek advice from the NHS either online at https://111.nhs.uk/covid-19/ or by phoning the helpline on 111.</p> <p>As on the 1st August 2020 the Governments guidelines changed regarding 'shielding' and encourage people to go out to work as long as the workplace is Covid secure. Please refer to the link below for further guidance;</p> <p>https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</p> <p>All staff should comply with social distancing and keep 2m apart from each other where possible or 1m with extra control measures. Workstations will be set up 2m apart and supplied with cleaning materials and hand sanitisers. Staff will be asked to clean the workstation at the beginning and end of each working day.</p> <p>One ways systems in and around the office will be used by all staff, where this is not possible a face covering must be worn, passing areas to be used if available. Please refer to the floor plans.</p> <p>When using your face covering, it is important to use it properly.</p> <ul style="list-style-type: none"> • Wash or sanitise your hand before putting it on and before and after taking it off. • The covering must cover your nose and mouth. • Avoid touching your face or face covering, as you could contaminate them with germs from your hands • Change your face covering if it becomes damp or if you've touched it • Continue to wash or sanitise your hands regularly • Change or wash your face covering daily. <p>Only one person on the stairway at any one time.</p> <p>Only one person at a time will be allowed to use the welfare areas, such as the kitchen or toilets. Staggered lunchtimes may be required depending on the number of personnel in the office on a given day. The Line Manager will monitor this and communicate to their staff accordingly.</p>

	<p>While social distancing measures are in place individuals are responsible for making their own drinks. Staff will wipe down any touch points after use (e.g. kettle, hard surfaces, fridge, milk bottle handle etc) with the cleaning equipment provided.</p> <p>Individual headsets will be issued to those where it is deemed necessary.</p> <p>All staff will abide by the Code of Practice at all times.</p>
<p>Transmission of virus to/from potentially infected visitors.</p>	<p>All visitors to offices should be by appointment only.</p> <p>Visitors should only be invited to the office if absolutely necessary. The office should first consider alternative options e.g. Teams meetings or telephone conference.</p> <p>Should employees invite visitors to the office, it is their responsibility to sign them in and out using the Davidson's hub by proxy method on their telephone and ensuring that social distancing can be achieved at all time. Your line manager will brief you on how this can be achieved.</p> <p>Signage will be displayed in the reception area advising:</p> <p>Social Distancing Measurers Introduced</p> <ol style="list-style-type: none"> 1. Please maintain social distancing of 2m at all times. 2. Please use the hand sanitiser provided before entering and leaving the building. 3. Please avoid contact with all colleagues and visitors. 4. Please cover your nose and mouth with a tissue when coughing or sneezing. 5. In the event that you are experiencing symptoms of coronavirus, please leave the building as soon as possible, avoid touching any surfaces and contact your line manager.'
<p>Transmission of virus during meetings.</p>	<p>All non-essential meetings should not take place.</p> <p>In the event that a meeting must be conducted, internal departments may still attend the meetings via Teams or conference calling.</p> <p>Where meetings with external suppliers need to take place then consideration should be given to using alternative methods e.g. Teams call;</p> <p>If necessary, meeting rooms must be arranged so that there are only enough chairs for each participant and placed 2 metres apart. Any excess chairs will be removed from the meeting room to avoid the temptation to go over the meeting room capacity. Where meeting rooms do not have clear/glass partitions so it is clearly visible a meeting is in progress, 'in use' signs should be installed to meeting room doors.</p>
<p>The Cleaning of the Office Areas</p>	<p>All Office premises must be cleaned thoroughly prior to re-opening and then a regular cleaning regime will be implemented including touch point cleaning (e.g. door handles, hard surfaces etc).</p> <p>Hand sanitising stations will be available in several areas on each office floor e.g. in the entrance to the building and at each kitchen area. These should not be removed from these agreed areas for any reason or taken for personal use.</p> <p>Facilities will be provided for staff to wipe down their workstation at the beginning and end of each working day. Staff will need to notify Malcolm when cleaning materials become low. For information regarding the cleaning of IT equipment, please refer to the IT risk assessment.</p> <p>All persons are requested to wash their hands thoroughly with soap and hot water for more than 20 seconds upon arrival to the office, throughout the day and prior to leaving the office (as per government guidelines) staff are requested to use disposable paper towels for drying of hands and disposed of in the waste bin. Hand driers or hand towels will not be used.</p> <p>Any area where a suspected or confirmed case of Covid-19 needs cleaning or where decontaminating is required, will be conducted by an external cleaning contractor in line</p>

	<p>with government guidance. A decontamination risk assessment will be obtained prior to cleaning taking place.</p>
Travel/Parking	<p>Staff should not travel to work together in the same car unless they reside in the same household. If more than one person is travelling together, use the designated larger parking spaces to ensure social distancing can be maintained when entering or leaving your vehicle.</p> <p>For those members of staff who have no alternative option but to use public transport, they should comply with local guidance and national policy and consider alternative methods of transport such as push bikes.</p> <p>To avoid overcrowding, staff are encouraged to discuss a plan for flexibility in start/ finish times with their Line Manager to ensure their role and contractual commitments are met. This is at the discretion of their Line Manager.</p> <p>Cars should be parked in the same direction (preferred reversing policy) signage will be displayed to inform staff and visitors. Staff should respect the social distancing rule and ensure they do not try to enter or leave their car at the same time as each other.</p>
Communication to office staff	<p>The Code of practice will be communicated to staff using the online based system, accessed via the Davidsons hub link.</p> <p>All staff have a good understanding of the spoken and written English language. If circumstances change, this risk assessment will be reviewed, and measures put in place.</p>
Communication to visitors	<p>Visitors should only be invited to the office if absolutely necessary.</p> <p>Staff should first consider alternative options e.g. Teams meetings or telephone conference. Should employees invite visitors to the office, it is their responsibility to ensure that social distancing can be achieved.</p> <p>All visitors will be asked to sign in using the Davidsons hub link. They will be required to read the Code of Practice prior to signing in and will be asked to adhere to it at all time.</p>
Transmission of virus during an emergency situation (e.g.fire)	<p>In an emergency, for example, an accident, fire or break in, people do not have to stay 2m apart if it would be unsafe. Staff involved in the provision of assistance to others will pay particular attention to sanitation measures immediately afterwards including washing hands.</p> <p>Staff are asked to familiarise themselves with the new fire evacuation procedures and remain social distancing of 2 meters whilst conducting role calls. If staff using communal areas are likely to be within 2 meters (1m) of each other, then a face covering will be worn.</p>
First Aid	<p>All trained first aider will not fall under the category of Extremely Clinically Vulnerable or Clinically Vulnerable.</p> <p>A trained first aider will assess the injury to determine everyone's safety against the severity. If the issue is 'minor' then self-administration will be offered with guidance given from the first aider.</p> <p>If this is not possible, first aid is to be administered by the designated first aider. The first aider will ensure they wear the correct PPE before administering any first aid, however, if the injury necessitate immediate attention, the first aider is to immediately wash their hands after treatment.</p> <p>In the event of first aid treatment being necessary social distancing rules will obviously need to be relaxed whilst treatment is given.</p> <p>All procedures are detailed within our Code of Practice.</p> <p>First aiders will be given training in form of a briefing to ensure they know how to wear the covid-19 PPE provided.</p> <p>All incidents and accidents must still be recorded in the usual way using the HS19A form and reported to your line manager and the H&S department as per normal practice.</p>

	<p>If anyone feels unwell and shows symptoms of Covid-19, such as a new continuous cough and/or a high temperature or loss of taste or smell they have to return home, if the member of staff is unable to return home immediately and is waiting for collection, they will be asked to self-isolate within their own vehicle or a designated room. They will need to notify their line manager immediately; their line manager will record this on the incident form HS19A and returned to the Health and Safety department.</p>				
Deliveries & Suppliers	<p>Delivery drivers must leave all items externally. Delivery drivers cannot access the office area or use the toilet facilities. Staff are not to sign for any deliveries. All documentation such as delivery slips must be issues electronically to the office at a later date.</p> <p>If when collecting deliveries, it requires a two-man lift, the load will either be reduced so this can be carried out by one person, a manual handling aid (such as a sack barrow) will be used. If neither of these options are suitable and a two-man lift is required, this will be carried out by a fixed team where possible, side to side or back to back for the shortest time possible. If staff must come within 2 meters of each other, a face covering will be worn.</p>				
Poor Behaviour	<p>Anyone that is found to be deliberately breaching social distancing rules, not adhering to the Code of Practice or demonstrating poor behaviour that could put themselves or others at risk of injury or ill-health will be asked to leave the office with immediate effect.</p>				
personal protection: <ul style="list-style-type: none"> • Disposable gloves when cleaning • Face covering 		Head Protection		Eye Protection	FFP3 Dust Mask
		Toe Protection		Ear Protection	Respirator / BA
		High Vis. Clothing		Harness / Line	Anti-Vibration
		Gloves (when required)	X	Safety Torch flooding.	Face covering (when required) X
Permit to work required:					YES NO
Assuming the measures indicated are fully complied with give an estimate of the residual risk by marking "x" in the matrix below:					
	Slightly harmful		Moderately harmful		Extremely harmful
Highly unlikely	Trivial risk		Acceptable risk	X	Moderate risk
Unlikely	Acceptable risk		Moderate risk		Substantial risk
likely	Moderate risk		Substantial risk		Intolerable risk
What actions are required?					