



Site Specific Risk Assessment		Form Number	RA 003
Contract Name	Unit 15/18 Head Office	Contract Number	N/A
Risk Assessment Activity	Contracting / spread of COVID 19		

Activity location on site		Contracting / spread of COVID 19		Persons involved employers are		RCL staff			
Assessment title	Contracting / spread of COVID 19 (office)	Assessment carried out by	Paul Campbell	Position of assessor	Environment, Health and Safety Manager	Risk assessment ref	Office Covid 19	Issue	1
Hazards and Associated Risks			Groups at risk	Control Measures Required				Residual Risk	
Contracting / spread of COVID 19 – General Precautions for all.			All H	<ul style="list-style-type: none"> Wash hands regularly for 20 seconds. Cough / sneeze into a tissue and throw it into a waste bin. Occupancy of office areas to be reduced to enable staff to keep 2m distance at all times throughout the day. Access to data points won't allow for movement of desks, therefore teams will be split so that only every other desk is used. Teams should be fixed and a rota introduced to limit the number of people each person comes into contact with. Hand sanitiser at all entry and exit points. No non-essential trips to other office areas, for example, only essential movement between Unit 15 and 18, and other department offices. Screen installation at Reception point as high traffic area – entry and exit point, deliveries. Signage to be displayed to maintain personal hygiene standards and social distancing guidelines. Restrict deliveries to business purposes only, i.e. no personal deliveries. 				L	



Site Specific Risk Assessment		Form Number	RA 003
Contract Name		Contract Number	
Risk Assessment Activity			

<p>Contracting / spread of COVID 19 – Person falling ill at work (within office).</p>	<p>All H</p>	<p>If a worker develops a; high temperature / persistent cough / loss of taste / smell while at work, they should:</p> <ul style="list-style-type: none"> • 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 guidance on self-isolation and not return to work until their period of self-isolation has been completed.</p> <p>Known areas of contact such as surfaces and handles should be thoroughly cleaned.</p> <p>Consider temporarily closing office to complete an unoccupied deep clean.</p>	<p>M</p>
<p>Contracting / spread of COVID 19 – Travel to work.</p>	<p>All H</p>	<p>Wherever possible workers should travel to the office alone using their own transport. Office management need to consider:</p> <ul style="list-style-type: none"> • Parking arrangements for additional cars and bicycles. • Other means of transport to avoid public transport e.g. cycling. • Designated bicycle stores to be provided outside of the office if required by staff. • Provide foot operated hand sanitising facilities at entrances and exits. This should be soap and water hand sanitiser if water is not available. 	<p>L</p>



Site Specific Risk Assessment		Form Number	RA 003
Contract Name		Contract Number	
Risk Assessment Activity			

Contracting / spread of COVID 19 – office access points.	All H	<ul style="list-style-type: none"> • Stop all non-essential visitors. • Introduce staggered start and finish times to reduce congestion and contact at all times. • Monitor access points to enable social distancing either increase to reduce congestion or decrease to enable monitoring. • Replace coded entry system with key fobs or similar non-contact system. • Allow plenty of space (two metres) between people waiting to enter the building. • Regularly clean common contact surfaces in reception, office, access control and delivery areas e.g. scanners, screens, telephone handsets, desks, particularly during peak flow times. • Reduce the number of people in attendance at office inductions and consider holding them outdoors wherever possible. • Delivery Drivers should remain outside using the intercom to notify reception of any delivery and maintain social distancing. 	L
Contracting / spread of COVID 19 – working close to others.	All H	<p>Any members of staff that can work from home should continue to work from home.</p> <p>Taking into account the space within Unit 15 and 18 a restriction on the number of persons within the office is as follows:</p> <ul style="list-style-type: none"> • Both of unit 15 and unit 18 must have no more than 10 persons in each office at any one time • This must be split into no more than 5 persons per floor per office using designated desks. 	M



Site Specific Risk Assessment		Form Number	RA 003
Contract Name		Contract Number	
Risk Assessment Activity			

		<ul style="list-style-type: none"> • There must be no more than 2 persons in any meeting room at any one time. • Non-essential work that requires close contact between workers should not be carried out. • Work requiring skin to skin contact should not be carried out. • Plan all other work to minimise contact between workers. • Single use PPE should be disposed of so that it cannot be reused. • Regularly clean touchpoints, doors, buttons etc. • Increase ventilation in enclosed spaces. 	
Contracting / spread of COVID 19 – Cleanliness and use of hand washing facilities.	All H	<ul style="list-style-type: none"> • Ensure soap and fresh water is readily available and kept topped up at all times. • Provide hand sanitiser where hand washing facilities are unavailable. • Regularly clean the hand washing facilities and check soap and sanitiser levels. • Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal. • Ensure good stock of extra supplies of soap, hand sanitiser and paper towels and these should be securely stored. 	L
Contracting / spread of COVID 19 – Cleanliness and use of toilet facilities.	All H	<ul style="list-style-type: none"> • Cleaning products to be available to wipe down bathroom surface areas after each use. • Wash hands before and after using the facilities. • Enhance the cleaning regimes for toilet facilities. Particularly door handles, locks and the toilet flush. • Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal. 	L



Site Specific Risk Assessment		Form Number	RA 003
Contract Name		Contract Number	
Risk Assessment Activity			

Contracting / spread of COVID 19 – Cleanliness and use of personal office space.	All H	<ul style="list-style-type: none"> Staff to clean down phones, keyboards, laptops and other desk areas at the end of each day and clear desks for cleaners to easily access surfaces. Avoid hot desking – staff to use their allocated desk only. Site staff between jobs either need to be allocated space on other projects where possible or work from home. 	L
Contracting / spread of COVID 19 – Use of canteen / kitchen area and eating arrangements.	All H	<p>With cafés and restaurants having been closed across the UK, canteens cannot operate as normal.</p> <ul style="list-style-type: none"> One person to use kitchen areas at any one time and to wipe down surfaces after each use. Stagger break times where required. Break times should be staggered to reduce congestion and contact at all times. Hand cleaning facilities or hand sanitiser should be available at the entrance of any room where people eat and should be used by workers when entering and leaving the area. Staff should be asked to bring pre-prepared meals and refillable drinking bottles from home. Staff should sit 2 metres apart from each other whilst eating and avoid all contact. Crockery, eating utensils, cups etc. should not be shared Drinking water should be provided with enhanced cleaning measures of the tap mechanism introduced. Tables should be cleaned between each use. All rubbish should be put straight in the bin and not left for someone else to clear up. 	L



Site Specific Risk Assessment		Form Number	RA 003
Contract Name		Contract Number	
Risk Assessment Activity			

		<ul style="list-style-type: none"> All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs and door handles. 	
Contracting / spread of COVID 19 – Meeting arrangements.	All H	<ul style="list-style-type: none"> Use of Microsoft Teams for meetings. Only absolutely necessary participants at a 2m separation throughout if unable to conduct meetings remotely. Meeting room must be well ventilated if in use and markers on meeting room desk to visually encourage social distancing. No visitors to enter or use office facilities. Alternatively, meetings can be arranged on site. 	L
Contracting / spread of COVID 19 – general office hygiene.	All H	<p>Enhanced cleaning procedures to be in place within the office, particularly in communal areas and at touch points including:</p> <ul style="list-style-type: none"> Taps and washing facilities. Toilet flush and seats. Door handles and push plates Hand rails on staircases and corridors Food preparation and eating surfaces Telephone equipment Key boards, photocopiers and other office equipment Rubbish collection and storage points should be increased and emptied regularly throughout and at the end of each day. 	L
Contracting / Spread of Covid 19 - Administering First Aid	All H	<ul style="list-style-type: none"> For minor injuries determine whether first aid can be instructed and self-administered whilst maintaining social distancing. 	



Site Specific Risk Assessment		Form Number	RA 003
Contract Name		Contract Number	
Risk Assessment Activity			

		<ul style="list-style-type: none"> • Clean hands thoroughly with soap and water or alcohol based hand sanitiser before administering first aid. • Disposable gloves must be worn. • Use a disposable fluid repellent face mask. • Consider use of goggles or visor dependent on the nature of injury. • If performing CPR and utilising mouth to mouth techniques, then use a resuscitation shield. • Clean hands thoroughly with soap and water or hand sanitiser after removing PPE. 	
--	--	--	--

Approval for Use on Site –

Name of author	Paul Campbell	Author Position	Environment, Health and Safety Manager
Author signature	<i>Paul Campbell</i>	Date	29 th May 2020

Risks(High, medium or low)- The risk should be assessed for both severity and likelihood of occurrence and an H (high) M (medium) or L (low) rating given.

Control measures - Steps should be taken to ensure all risks are reduced to as low as is reasonably practicable (ALARP). Steps include;

- Eliminating risk (where possible)
- Reducing risk by substitution of work method or materials/equipment
- Isolation of hazard (e.g. by guarding)
- Adequate information, instruction or training
- Adequate systems or procedures
- Provision of appropriate PPE/welfare facilities/first aid
-

Do the precautions;

- Meet the standards set by a legal requirement?



Site Specific Risk Assessment		Form Number	RA 003
Contract Name		Contract Number	
Risk Assessment Activity			

- Comply with a recognised industry standard?
- Represent good practice?
- Comply with Company Procedure and Rules?
- Reduce risk as far as reasonably practicable?

Residual risk(High, medium and Low) - The risk, after control measures have been implemented, should be assessed for both severity and likelihood of occurrence and an H (high) M (medium) or L (low) rating given. All risks remaining H (high) should be given further thought.