

Job Specific Risk Assessment



Civil Engineering • Surfacing • Plant

Activity:	Covid – 19 Office Working				Assessor:	Rhian Rees			
Exact Location of Activity:	Dunwear Depot				Signature:	<i>RRees</i>			
Reference Number:	RROFF002				Date:	28/05/20			
Who may be affected by the activity?	Employee?	X	Client?		Other Contractor?	X	Members of the Public?	X	Other?

For the Potential and Residual Risk ratings, please refer to the Risk Rating Matrix in Appendix A of this document.

Hazard	Potential Risk			Standard Controls?	Adequate? (Yes/No)	Additional Controls	Residual Risk?		
	Probability x Severity	Risk Rating	High, Medium or Low?				Probability x Severity	Risk Rating	High, Medium or Low?
Health of Employees	4 x 5 = 20	H	High	Employees displaying symptoms of Covid-19 or sharing a house with someone who has symptoms, must self-isolate as laid out in current RKB and Government Guidance notes, and ensure their line manager is notified within 24hrs. Employees will be assessed in regards to their vulnerability to Covid-19 and appropriate individual action will be taken as required.	N	Where possible, employees self-isolating will work from home if appropriate. Those with symptoms to follow the NHS track and trace guidelines.	1 x 5 = 5	L	Low
Travelling to work	3 x 5 = 15	H	High	Employees will use their own transport when travelling to the office to work. Be mindful of others getting out of their vehicles in the car park and allow for the 2m social distancing to be maintained. Clean the car regularly and wash hands before getting in to the car and when you have reached your destination.	N	If it is not possible to use own transport then one of the following mitigating measures will be put in place; <ul style="list-style-type: none"> Minimising the number of people travelling in one vehicle, Increase ventilation where possible i.e. open windows, Face away from each other where possible, Regularly clean the vehicle paying particular attention to handles, and areas where passengers are likely to have touched. 	1 x 5 = 5	L	Low

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No. of people in the office	4 x 5 = 20		H	An office staff rota is in place, communicated to the workforce and regularly reviewed/updated. Staff will only be allowed in the office on the days depicted on the rota. If staff need to come in to the office on a non-rota day they must speak to their line manager beforehand. Visitors to the office to be kept to a minimum. Meetings ideally carried out via an online service such as Skype / Microsoft Teams. Alternatively, hold in outdoor spaces and where no other option is available, follow the signage and social distancing measures in place at the office.	N	At this stage of the Covid-19 pandemic and the location of the meeting room. Only internal meetings are acceptable. Each area will have a maximum occupancy which will be regularly reviewed in line with current guidelines. Signage displaying the allowed occupancy will be clearly displayed.	1 x 5 = 5		L
Exit / Entry Points.	3 x 5 = 15		H	Due to the layout of the office, a one-way system in is not possible. Signage will be displayed at the main entrance and a holding point marked out on the floor. Hand sanitising station set up at the entrance.	N	All staff to wash their hands / use hand sanitiser when entering the office.	1 x 5 = 5		L

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Meeting Room	3 x 5 = 15	H	Number of people in the meeting room will be restricted to 3. Sitting points, maintaining the 2m social distancing and reducing any face to face positioning will be displayed. TV is set up to enable an online meeting space. Increase ventilation by opening the windows where possible. Staff to clean the meeting room after use. Wipes/spray provided and wash and cups/glasses used.	Y	One person at each long end of the meeting room table and the 3 rd sitting in the middle on either side. Only internal staff meetings are permitted in the meeting room at this stage.	1 x 5 = 5	L		
Employee Workstations	4 x 5 = 20	H	All workstations will be assessed in regards to Covid – 19. Where possible desks will be laid out to ensure employees do not face each other and screens put in place where that is not possible. No. of employees working in each office area will be regularly assessed and reflected in the staff rota. Staff are responsible for regularly cleaning their work areas and for following Covid – 19 measures in place i.e. regular hand washing, no hand to face contact.	N	Employees encouraged to call colleagues rather than speak face to face and to restrict unnecessary movement around the office. Where possible safe zones around desks will be marked out.	1 x 5 = 5	L		

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Walkways / Shared Offices	4 x 5 = 20	H	High contact points, light switches, door handles, signing in areas and handrails will be wiped down at least twice a day. All employees to be mindful of others and make way at a safe distance to allow others to pass. Signage to be prominently displayed throughout walkways and regularly updated when required. Hands to be washed / sanitised before using the photocopier.	N	The need for hot desks will be assessed regularly and appropriate control put in place where required. All staff will be responsible for maintaining cleanliness in high touch areas.	1 x 5 = 5	L		
Kitchen and toilet areas	4 x 5 = 20	H	All persons to follow signage for good handwashing and cleaning areas after use. Control measures will be regularly reviewed in line with current government advice.	Y		1 x 5 = 5	L		
Employees working from home	3 x 4 = 12	M	Where possible employees will work from home. RKB will ensure employees have the ability to work from home where required. Line Managers to monitor the well-being of staff working from home by checking in at least twice a week.	N	Employees to ensure regular handwashing, adhering to social distancing and minimising hand to face contact.				

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Emergency situations / incident.	4 x 5	= 20	H	<p>Social distancing does not need to be maintained in an emergency situation, however where practical it should be observed.</p> <p>First aiders to be issued with a pack containing disposable gloves, surgical masks, plastic apron, CPR face shields, glasses and a small bottle of sanitiser. First aider will assess the situation and decide which of the items in the pack are required.</p> <p>First aiders to wash hands immediately after treating any casualties.</p> <p>Where social distancing could not be observed during an evacuation, all persons to wash hands as soon as possible.</p> <p>All accidents and incidents to be reported immediately to line Manager and SHEQ Manager to be informed as soon as practical.</p> <p>HSE RIDDOR reporting procedures will be observed in respect to Covid – 19 cases and a full investigation will be carried out to determine the cause of transmission.</p>	Y				

Appendix A - Risk Rating Matrix



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S E V E R I T Y	5 Fatality	5	10	15	20	25
	4 Major (Broken Bone, In- patient, Occupational disease)	4	8	12	16	20
	3 Minor (Laceration, first aid)	3	6	9	12	15
	2 Negligible (Scratch, bruise etc)	2	4	6	8	10
	1 None	1	2	3	4	5
		1 Improbable (Virtually zero)	2 Remote (Unlikely)	3 Possible (Could Occur)	4 Probable (Occur several times)	5 Certainty (Definitely occur)

Action Priorities

15-25 HIGH	8-12 MEDIUM	1-6 LOW
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PROBABILITY