

# RISK ASSESSMENT – COVID-19

<b>Activity:</b>	All activities		<b>Risk Assessment No.</b>	RA067		<b>Risk Assessment Rating:</b>	<b>Medium</b>	
<b>Company Name:</b>	Portable Offices (Hire) Ltd		<b>Project Name:</b>	N/A		<b>Location:</b>	All	
<b>Work Supervised By:</b>	Managing Director		<b>Assessment Completed by:</b>	Angela Sanders		<b>Date:</b>	11.05.2020	
<b>Persons Exposed:</b> <i>(Tick)</i>	Employees	X	Other Workers	X	Public/Visitors	X	Young Persons	X
	New/Expectant Mothers	X	Vulnerable Persons	X	Others: <i>(List)</i>			
<b>PPE Required:</b> <i>(tick box)</i>	Cut 5 Level Gloves EN388		Cut 3 Level Gloves EN388		Hi-Viz Vest/Coat EN471	x	Safety Glasses EN1661F	
	Safety Helmet EN397		Fall Arrest and Harness EN360		Safety Footwear EN345	x	Mask – Dust & Fume FFP3 rating EN149	
<b>Please specify additional or alternative PPE required for task:</b>	PPE specific to the task must be worn, see task specific risk assessments for guidance. Provision of hot and cold water, soap, sanitiser/disinfectant is of paramount importance for all employees and any persons who may visit our locations							

		Risk Rating Matrix					
Likelihood of Harm (L)	Certain	5	5	10	15	20	25
	Very Likely	4	4	8	12	16	20
	Likely	3	3	6	9	12	15
	May Happen	2	2	4	6	8	10
	Unlikely	1	1	2	3	4	5
		1	2	3	4	5	
		First Aid Injury or Illness	Minor Injury or Illness	3-day Injury or Illness	Major Injury or Illness	Fatality, disabling injury, etc.	
		<b>Severity of Harm (S)</b>					

Risk Rating Table		
Score	Priority	Action
1-4	LOW	This represents a low risk although the control measures must be maintained
5-10	MEDIUM	Action required to control the risks. Interim measures may be necessary in the short term.
12-25	HIGH	Action required urgently to control the risks. Further resources may be needed
<b>Hierarchy of Controls</b>		<ol style="list-style-type: none"> <li>1. Eliminate</li> <li>2. Substitute</li> <li>3. Engineering Controls</li> <li>4. Administrative Controls</li> <li>5. PPE</li> </ol>

Identified Hazards	Risks	Initial Risk Rating			Additional Control Measures	Residual Risk Rating		
		L 1 - 5	S 1 - 5	L x S 1 - 25		L 1 - 5	S 1 - 5	L x S 1 - 25
COVID-19 Infection	Cross Contamination leading to illness and/or possible fatality	5	5	25	<ul style="list-style-type: none"> <li>Office staff are able to work at home</li> <li>Where staff cannot work at home social distancing measures are in place</li> <li>Signage is in place to clearly communicate the requirement for social distancing and hand washing.</li> <li>Induction for returning staff, new staff, contractors and other visiting parties includes specific COVID 19 advice.</li> <li>Risk assessments are clearly communicated</li> <li>Tasks are analysed to assess potential points of contact</li> <li>Two person tasks are limited to less than 15 minutes in duration with work completed back to back or side by side.</li> <li>Face to face contact is avoided unless essential, and face coverings should be worn where the work is required and can be completed safely.</li> <li>Teams are fixed so numbers of potential contacts are reduced and provides continuity.</li> <li>Breaks are staggered to reduce numbers of potential contacts</li> </ul>	2	5	10
COVID-19 Hygiene standards	Cross Contamination leading to illness or fatality	5	5	25	<ul style="list-style-type: none"> <li>Ordinary cleaning regimes must be increased in frequency</li> <li>All hard surfaces, and in particular welfare areas, are to be cleaned with antibacterial spray/wipes before and after each use with antibacterial spray or wipes.</li> <li>All deliveries to be set aside for 72 hours or wiped with bleach wipes/spray disinfected</li> <li>All buildings and their contents are spray disinfected on return and side lined for 72 hours PRIOR to commencing work on them</li> <li>All buildings and their contents must be spray disinfected PRIOR to delivery</li> <li>All cleaning products are COSHH assessed and are verified as containing the correct disinfectant properties for the task in hand.</li> </ul>	2	5	10

Identified Hazards	Risks	Initial Risk Rating			Additional Control Measures	Residual Risk Rating		
		L 1 - 5	S 1 - 5	L x S 1 - 25		L 1 - 5	S 1 - 5	L x S 1 - 25
Personal Hygiene	Cross Contamination leading to illness or fatality	5	5	25	<ul style="list-style-type: none"> <li>Hands are to be washed in accordance with government guidelines on arrival at site and prior to commencing work, before and after eating or drinking, and when welfare facilities are used, In particular toilets.</li> <li>Alcohol hand gel must be used where handwashing is not available</li> <li>Tissues are provided in all work stations</li> <li>All hand wash and alcohol hand gel products are COSHH assessed</li> <li>Food and drinks must not be prepared for other colleagues.</li> </ul>	2	5	10
PPE	Cross Contamination leading to illness or fatality	5	5	25	<ul style="list-style-type: none"> <li>Single use PPE must be disposed of by the wearer after use in accordance with site waste rules.</li> <li>Where PPE is reusable, it must be stored by the wearer in a specified area to avoid use by others.</li> </ul>	2	5	10
Shared tools, vehicles and equipment	Cross Contamination leading to illness or fatality	5	5	25	<ul style="list-style-type: none"> <li>Use own tools and equipment where ever possible</li> <li>If tools and equipment are shared they must be cleaned before and after every use with the cleaning products provided.</li> </ul>	2	5	10
Travel	Cross Contamination leading to illness or fatality	5	5	25	<ul style="list-style-type: none"> <li>Where there is the requirement for more than one person to travel, they must seek manager approval and take precautions as instructed.</li> <li>Hygiene kits will be available in each vehicle. It is the drivers responsibility that a kit including the following items is maintained in their vehicle: Antibacterial hand gel, antibacterial wipes and/or surface disinfectant, disposable gloves, disposable face coverings and waste disposal bags.</li> </ul>	2	5	10

Identified Hazards	Risks	Initial Risk Rating			Additional Control Measures	Residual Risk Rating		
		L 1 - 5	S 1 - 5	L x S 1 - 25		L 1 - 5	S 1 - 5	L x S 1 - 25
Visitors to site	Cross Contamination leading to illness or fatality	5	5	25	<ul style="list-style-type: none"> <li>Only essential deliveries and visits to site should be made</li> <li>All contractor, supplier and customer visits must be pre-arranged.</li> <li>Where possible deliveries should be controlled and pre-agreed.</li> <li>All visitors to site must be made aware of social distancing measures ahead of visit and on arrival</li> <li>Areas accessed by visitors should be cleaned before and after use.</li> </ul>	2	5	10
COVID-19 Suspected Infection in the workplace	Cross Contamination leading to illness or fatality	5	5	25	<ul style="list-style-type: none"> <li>Ensure the person leaves as urgently as possible and isolates at home, requesting a test as per Government guidelines.</li> <li>Any work area and equipment they have come into contact with should have a deep clean, with PPE to include face mask, gloves, disposable overall, and eye protection. This should be left for 72 hours where viable to allow the viral risk to reduce.</li> </ul>	2	5	10