

Risk Assessment Title: **WORK006\_Coronavirus (COVID-19)\_Office**

Version:

Client:	Site Address:	Name of Assessor:	Signature:	Prepared Date:	Review Date:
DJT Surfacing Ltd	Dacca Farm, Ducks Cross, Colesden Road Wilden, Bedfordshire, MK44 2QW	Jo Salmon		29 May 2020	28 May 2021

Likelihood		Consequence		Risk Calculator		Consequence						
1	Very unlikely	1	Accident book entry	<p><b>High Risk - 12 - 25 Consider stopping the work/enhancing the Safe System of Work with Permits to work etc.</b></p> <p><b>Medium Risk 5 - 11 - Review the controls, ensure controls are suitable and complete proactive risk monitoring.</b></p> <p><b>Low Risk 1- 4 - ensure that the controls are followed, no additional controls should be required.</b></p>		Likelihood	1	2	3	4	5	
2	Unlikely	2	Lost time less than 3 days				1	2	3	4	5	
3	Possible	3	RIDDOR lost time 7 days				2	4	6	8	10	
4	Likely	4	Specified injury	3	6		9	12	15			
5	Certain	5	Fatal	4	8		12	16	20			
								5	10	15	20	25

Possible Hazard & Associated Risk	Who is affected	Control measures	Risk Rating			Person responsible for monitoring
			L	C	R	

<p>COVID-19 (Coronavirus)</p>	<p>Employees / Sub Contractors / Visitors / Members of Public</p>	<ol style="list-style-type: none"> <li>1. Training to recognise early symptoms. The Site Supervisor must be notified if anyone begins to display symptoms. The person displaying the symptoms must be sent home to self isolate in line with the latest Government guidance and to arrange a test for the symptoms to be confirmed</li> <li>2. Social distancing in line with Government guidelines and the latest version of the Construction Leadership Council Site Operating Procedures</li> <li>3. Wash / sanitise hands regularly and dispose of paper towels into black bags held in the vehicle. Tie and dispose of black bags regularly</li> <li>4. Operate one in one out policy for welfare units</li> <li>5. When coughing or sneezing cover mouth and nose with your flexed elbow or tissues, throw the tissue into a closed bin immediately after use and clean your hands.</li> <li>6. Working from home wherever possible</li> <li>7. Awareness and focus on the importance of mental health at times of uncertainty, providing support for workers around mental health and wellbeing through mental first aiders and Employee Assistance Programme</li> <li>8. Work stations assigned to individuals to allow social distancing to be maintained wherever possible</li> <li>9. Use remote working tools to avoid in-person meetings</li> <li>10. Seating and tables reconfigured to maintain spacing and reduce face to face interaction</li> <li>11. Provide regular reminders to maintain hygiene standards</li> <li>12. Increased cleaning of portable toilets</li> <li>13. Minimising non-essential travel</li> <li>14. Minimise person to person contact during deliveries to site</li> <li>15. Minimising contact during payments and exchange of documentation, for example, by using electronic payment methods and electronically signed and exchanged documents</li> <li>16. Providing clear, consistent and regular communication to improve understanding and consistency of ways of working</li> <li>17. Engaging with workers through existing communication routes to explain and agree any changes in working arrangements</li> <li>18. Developing communication and training materials for workers prior to returning to site, especially around new procedures for arrival at work</li> <li>19. Ongoing engagement with workers to monitor and understand any unforeseen impacts of changes to working environments</li> </ol>	<p>1</p>	<p>5</p>	<p>5</p>	<p>Site Supervisor / Foreman / Operatives / Sub Contractors</p>
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