

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		25 Nov 2020	31 Dec 2021

Likelihood		Consequence		Risk Calculator		Consequence						
1	Very unlikely	1	Accident book entry	<div style="background-color: red; color: white; padding: 5px;">High Risk - 12 - 25 Consider stopping the work/enhancing the Safe System of Work with Permits to work etc.</div> <div style="background-color: orange; color: black; padding: 5px;">Medium Risk 5 - 11 - Review the controls, ensure controls are suitable and complete proactive risk monitoring.</div> <div style="background-color: green; color: white; padding: 5px;">Low Risk 1- 4 - ensure that the controls are followed, no additional controls should be required.</div>		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	

COVID-19 (Coronavirus) Fever (High temperature that is hot to the touch on chest or back), a new continuous cough - this means coughing a lot more than an hour or 3 or more coughing episodes in 24 hours (if already suffering with a cough, it may be worse than normal)

Employees / Sub Contractors / Visitors / Members of Public

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
2. Social distancing in line with Government guidelines and the latest version of the Construction Leadership Council Site Operating Procedures
3. Wash / sanitise hands regularly and dispose of paper towels into black bags held in the vehicle. Tie and dispose of black bags regularly
4. Operate one in one out policy for welfare units
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.
6. Work from home wherever possible
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
8. Work stations assigned to individuals to allow social distancing to be maintained wherever possible
9. Use remote working tools to avoid in-person meetings
10. Seating and tables reconfigured to maintain spacing and reduce face to face interaction
11. Provide regular reminders to maintain hygiene standards
12. Increased cleaning of portable toilets
13. Minimising non-essential travel
14. Minimise person to person contact during deliveries to site
15. Minimising contact during payments and exchange of documentation, for example, by using electronic payment methods and electronically signed and exchanged documents
16. Providing clear, consistent and regular communication to improve understanding and consistency of ways of working
17. Engaging with workers through existing communication routes to explain and agree any changes in working arrangements
18. Developing communication and training materials for workers prior to returning to site, especially around new procedures for arrival at work
19. Ongoing engagement with workers to monitor and understand any unforeseen impacts of changes to working environments
20. Employees are required to complete an electronic COVID-19 Screening form, any issues are alerted by email
21. Contract tracing QR code displayed in the main office, visitors will be asked to scan the QR code when they arrive, using the NHS COVID-19 app. This is to help trace and stop the spread of coronavirus (COVID-19)
22. All staff / visitors temperature is taken and logged when entering the office. Anyone with a high temperature will be asked to leave the premises
23. Highest Hierachy of Control realting to this hazard is Engineering Controls

1 5 5 Site Supervisor / Foreman / Operatives / Sub Contractors

Sign-off Sheet

Name	Position	Date Added / Signed	Version	Signature
Jo Salmon	Managing Director	28 Sep 2020 / 28 Sep 2020		
Ryan Lydon	Commercial Director	28 Sep 2020 / 30 Nov 2020		
Jamie Thornton	Operations Director	28 Sep 2020		
Caroline Morland	Group Administrator	28 Sep 2020 / 28 Sep 2020		
Andrea Smith	Administrator	28 Sep 2020 / 28 Sep 2020		
Carole Thwaites	Plant / Programme Co-ordinator	28 Sep 2020 / 28 Oct 2020		
Darren Fairbrass	Storeman	28 Sep 2020 / 25 Nov 2020		
Lee Curtis	Supervisor	28 Sep 2020		
Kevin Livings	Supervisor	28 Sep 2020 / 25 Nov 2020		
Andy Emmett	Commercial Manager	28 Sep 2020		
Rachael Evans	Sales and Estimating Manager	28 Sep 2020		

Michelle Gilbert	Administrator	03 Nov 2020	03 Nov 2020	
Caroline Morland	Group Administrator	25 Nov 2020	25 Nov 2020	
Andrea Smith	Administrator	25 Nov 2020	25 Nov 2020	