



RISK ASSESSMENT – Covid-19 Stay Alert – Century House Working

Hazard (Aspect)	Risk (Impact)	Uncontrolled Risk			Control Measures	Residual Risk			Person Responsible	Further Actions
		L	S	R		L	S	R		
Coronavirus (Covid-19) – - General	Infection of staff with Covid-19	4	4	16	<p>Work from home if possible (Avoid Contact).</p> <p>High risk staff to be identified and should not attend work.</p> <p>Stay at home if you develop symptoms and apply for a test via .Gov.UK website. Inform your manager.</p> <p>Meetings should be conducted remotely where possible.</p>	1	4	4	Managing Director	<p>Regular updates and Toolbox Talks.</p> <p>Display latest posters and alerts.</p>

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5 = Certain	5 = Fatality	5 = Potential for major environmental incident with high clean up and/or prosecution costs	
Risk Rating =	1 – 4 = Low (Acceptable Risk) Should be reviewed periodically or following a significant change	5 – 9 = Medium (Tolerable Risk) Tolerable short term, whilst further control measures to mitigate the risk are being planned and introduced within a defined time period.	
Risk Totals = (L X S = Risk Total)			

Originator:	James Rowe	Signed:	<i>JRowe</i>	Approved:	Ron Pinfield	Signed:	<i>[Signature]</i>	Date:	04/06/20
Reviewed:	<i>JRowe</i>								
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					Maintain 2 metre distance in the office. Clear visual management for floor markings to identify 2 metre distance. Catch coughs and sneezes in a tissue and dispose of by flushing or in a bin. Regular hand washing with soap and water - 20 secs. Weekly deep clean of offices.					

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Coronavirus (Covid-19) – - Travel to work	Infection of staff with Covid-19	4	4	16	Avoid public transport if possible. Staff are encouraged to walk or cycle to work where possible. Drive to work alone where possible. Wearing a face covering is mandatory on all public transport from 15 th June 2020. Catch coughs and sneezes in a tissue and dispose of by flushing or in a bin.	1	4	4	Line Manager	

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					Use of high percentage Alcohol hand gel to sanitise (>60% alcohol)					
Self Isolation and long term working from home.	Mental Health and well-being Work Station Suitability	4	2	8	Special consideration to be given for those who are self isolating or working from home and live alone. Regular check ins from line manager. Ensure that mental health first aid contact details are made available. Sharing of Construction industry helpline details – 0345 605 1956.	2	2	4	Line Manager	

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					Ensure work-station at home is comfortable and acceptable. Complete DSE assessment if any concerns and forward to line manager (CLM 69.1).					
Working in the Office	Infection of Staff with Covid-19	4	4	16	<p>Those that can work from home should continue to do so.</p> <p>Maintain 2 metre distance.</p> <p>Spread out in the office as much as possible.</p> <p>Wash hands regularly and when arriving and when leaving with soap and water for 20 seconds.</p>	1	4	4	SHEQ Manager	

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					Observe COVID-19 advise posters. Observe social distancing floor markings. Catch coughs and sneezes in a tissue and dispose of in the toilet or bin and wash hands with soap and water for 20 seconds. Office Rota to be developed where necessary.					
					Only essential visits to the office should take place.					Contact with either one of the following to

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Visitors to the office	Infection of Staff with Covid-19	4	4	16	Any site staff needing to work from the office must be briefed on to this risk assessment. Follow all control measures detailed above.	1	4	4	SHEQ Manager	confirm before visiting – Managing Director Commercial Director SHEQ Manager

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