

E = Employees
 C = Contractors or Suppliers
 P = Members of the Public or Visitors
 L = grade given to the likelihood of the hazard occurring
 S = grade given to the severity of the hazard
 R = multiply the grade given to the likelihood x the grade given to the severity**



	5 (Almost Certain)	5	10	15	20	25
	4 (Likely)	4	8	12	16	20
Likelihood	3 (Possible)	3	6	9	12	15
	2 (Unlikely)	2	4	6	8	10
	1 (Rare)	1	2	3	4	5
		1 (Negligible)	2 (Minor)	3 (Moderate)	4 (Major)	5 (Extreme)
		Severity				

Green = low risk
 Yellow = medium risk
 Red = high risk

*Only one hazard per row must be show so it is clear which consequences and control measures relate to each hazard.

**For example if a hazard has a likelihood grade of 4 and a severity grade of 3, the risk rating will be 12. Using the table above, it can be seen that this would equate to a medium risk.



Coronavirus Office R.A


Covid -19

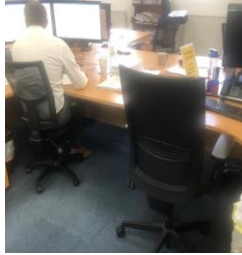
No.	Activity	Hazard	Risk (Consequence)	People @ risk			Risk Rating			Control Measures	Residual Risk		
				E	C	P	L	S	R		L	S	R
001	Viral Infection - Individual Employee	Individuals Health Condition, Respiratory Fibrosis & Flu Like Symptoms	Spreading the virus to others within the business or on site premises.	x	x	x	4	5	20	Follow Government/NHS Advice any sign of symptoms individual to report to line manager or office administrator and advise they are Self Isolating with immediate effect for a minimum period of 7 days, Pre & Post Health Surveillance forms to be completed.	2	5	10
002	Individuals awareness of contracting virus	Lack of awareness by individual of potential of contracting the virus & control measures to prevent contracting virus	Individual becomes infected, transfers virus to others.	x	x	x	3	5	15	Regular updates from SHEQ Team, Toolbox Talk, Line Managers to cascade information. Daily health surveillance questionnaire pre-start of shift. Avoid direct interaction with others - Handshakes etc., Individual to manage personal hygiene and wash hands regularly.	2	5	10

No.	Activity	Hazard	Risk (Consequence)	People @ risk			Risk Rating			Control Measures	Residual Risk		
				E	C	P	L	S	R		L	S	R
003	Human Interaction - Infected Individual co-habiting	Individuals within the work environment, displaying Flu Like Symptoms	Contracting virus from Co-workers	x	x	x	3	5	15	If any individual within the team is displaying Flu Like Symptoms as a pre-cautionary measure, employee should self isolate with immediate effect for a minimum of 7 days as per Government latest advice, to prevent further possible spread of the virus, if confirmation that the individual is cleared after testing, the individual is ok to return to work sooner. teams segregated and split into 2 separate teams so isolated and only % of workforce in the office at one time	2	5	10
004	Individuals Home Occupancy - passing virus on to co-habiting individuals	Employee who is suspected to have virus like symptoms, infecting co-habitants, resulting in a serious health issue or death to the individual.	Passing virus to elderly relative or someone with an identified underlying health condition	x	x	x	4	5	20	If any individual is deemed to be in the high risk category due to age or underlying health condition, where possible the Employee should avoid all contact, possibly isolating in deferent accommodation or remain isolated to one area of the house, and maintain good levels of hygiene control & cleaning regimes in shared areas. Good levels of communication required to prevent close contact with others.	2	5	10
005	Underlying Health Conditions - Age of Individual	Any employee that has a pre-existing identified underlying condition to disclose to the company	Unknown condition that then puts the individual at risk through type of work allowed to undertake.	x	x	x	3	5	15	Individual may be requested to work from home or an alternative role be allocated where practical to assist the business in other areas, Local assessment to be carried out with the employee if returning to the office. Consideration for the persons Mental Wellbeing, the effectiveness of TEAM morale and working together will also be a consideration	1	5	5
005	Failure to carry out programmed work	Failure to carry out scheduled work for our clients	Loss of business	x	x		3	3	9	Individuals work load to be rescheduled to members of staff that remain active, the ability for certain tasks to be performed by others with identical or transferable skillset	1	3	3
006	Exposure to respiratory droplets	Virus contraction due to exposure of an infected persons respiratory omissions.	Individual Contracting virus from infected individual	x	x	x	3	5	15	Employees must avoid touching their own faces and maintain good personal hygiene levels, wash hands immediately & frequently with warm water & soap or 60% Alcohol Hand Sanitiser, monitor own health and if symptoms break-out, individual to self isolate.	1	5	5
007	Surface Contamination	Virus contraction due to exposure to an infected surface.	Individual Contracting virus from an infected surface or contaminating a surface	x	x		3	5	15	Avoid direct skin contact with hard surfaces, P.P.E to be worn, hard surfaces to be cleaned with Anti-Bacterial Solutions/Wipes and disposed of following waste procedures. Wash hands frequently with warm water & soap or 60% Alcohol Hand Sanitiser, monitor own health and if symptoms break-out, individual to self isolate.	1	5	5

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008	Transportation & Travel	Virus contraction due to exposure to an infected individual or surface.	Individual Contracting virus from an infected individual or surface or infecting other individuals or contaminating surfaces	x	x	x	4	5	20	All non-essential travel to be postponed. Where practical self drive to office/sites in company or own vehicle, maintain cleanliness of vehicle, all hand contact components, steering wheel, door handles, controls, gear sticks & levers, If you require public transportation usage avoid busy commuting hours and travel during off peak hours, maintain social distancing follow current guidance for face masks/coverings. (Currently mandatory on all public transport)	2	5	10
009	Large Gatherings & Interactions	Virus contraction due to exposure to an infected individual or surface.	Individual Contracting virus from an infected individual or surface or infecting other individuals or contaminating surfaces	x	x		4	5	20	Follow latest government advice, avoid large gathering events, latest advice is to avoid social contact and maintain 2 meter distancing where possible (or 1m with risk mitigation where 2m is not viable). Avoid all unnecessary social interaction between others.	2	5	10
010	Face-to-Face Meetings (Non Essential)	Virus contraction due to exposure to an infected individual or surface.	Individual Contracting virus from an infected individual or surface or infecting other individuals or contaminating surfaces	x	x		2	3	6	Non-Essential meetings to be postponed, replace by conference/telephone calls & E-Mail communications. Essential Meetings avoid handshakes & direct contact, maintain social distancing (2m or 1m with risk mitigation where 2m is not viable)	1	3	3

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				E	C	P	L	S	R		L	S	R
011	Face-to-Face Meetings (Essential)	Virus contraction due to exposure to an infected individual or surface.	Individual Contracting virus from an infected individual or surface or infecting other individuals or contaminating surfaces	x	x		4	5	20	Essential Meetings avoid handshakes & direct contact, maintain social distancing (2 metre or 1m with risk mitigation where 2m is not viable). Avoid meetings in premises of social gatherings, If you come into contact with someone who presents Covid-19 symptoms, cancel the meeting and remove yourself from the immediate area and wash hands immediately with warm water & soap or 60% Alcohol hand sanitiser. Only absolutely necessary meeting participants should attend Attendees should be two metres apart from each other Rooms should be well ventilated / windows opened to allow fresh air circulation Consider holding meetings via Microsoft Teams , Zoom or other similar IT solutions. The ground floor offices can be used maximum 4 people to maintain greater then 1m distancing and set up for video calls. When necessary a maximum of 20 people can attend a meeting in the main boardroom/ energy centre. Chairs should be spaced staggered front and back to maintain 1m+ distancing with windows open. Hand sanitiser and masks are available in the room.	2	5	10
012	Awareness/notified of an Infected individual that you have been in contact with in recent days.	Possibly of Individual already contracted the virus	Symptoms yet to establish, Individual becomes unwell, transference of virus to others.	x	x	x	4	5	20	If known contact with an infected individual is discovered, timescales of interaction to be assessed, if less than 14 days Individual to follow self isolate procedures, inform line manager of requirement to self isolate. Contact NHS track and trace. If a larger outbreak in the office occurs A person will be nominated as the Single Point of Contact (SPOC) who will contact the Local Public Health Team for guidance PHE East of England Health Protection Team, Second Floor Goodman House, Station approach Harlow, Essex, CM20 2ET EastofEnglandHPT@phe.gov.uk or phe.EoEHPT@nhs.net Phone: 0300 303 8537 Out of hours advice: 01245 444 417 (Essex) and 01603 481 272 (South Midlands and Hertfordshire)	2	5	10

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013	General office movements	Virus contraction due to exposure of an infected persons respiratory omissions.	risk of individuals coming into contact within the current 2-1M social distancing	x	x		4	5	20	<p>utilise one way system in the building stairs to operate in one direction, use fire exits to exit building. One person in lift at any one time.</p> <p>Toilets changed to Double occupancy with in use signage.</p> <p>Desks to be rearranged to give 2m distance between users with reduced occupancy % of workforce in attendance. Increased hygiene cleaning restricted use of people in kitchen area and removal of all non essential equipment, employees requested to use their own mugs and utensils.</p> <p>Upstairs White desks seating can maintain 1.5m. Ideally opposite desks should not be left unoccupied as they are face to face at 1.5m</p> <p>Upstairs Commercial area - Desk configuration maintains 2m distancing</p>	1	5	5
									Downstairs FM Area - Desk configuration maintains 2m distancing				
													

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										Downstairs Estimation area - Desk configuration as above can be used. desk configuration as below should not be used for 2 person working as safe segregation cannot be maintained without face coverings as mandatory for both parties at all times.			
													
014	Disposal of Cleaning Materials	Used materials may contain virus and become a source of contamination	Incorrect disposal could lead to an individual(s) becoming infected	x	x		4	5	20	All cleaning materials/mopheads to be removed and then placed into a clinical waste bag which is then placed inside another bag. All waste bags to be cable tied and sealed awaiting disposal by approved waste contractor.	2	5	10
15	Deliveries & Visitors	Virus contraction due to exposure of an infected persons respiratory omissions.	Individual Contracting virus from an infected individual or surface or infecting other individuals or contaminating surfaces	x	x		4	5	20	Delivery drivers must unload all parcels at the main entrance and call for someone to collect. To minimise people & unnecessary goods coming into the office environment no private parcels will be accepted by reception. Visitors to the office should be kept to a minimum. Many Companies will be following the same rules and reducing contact. Always consider if a meeting can be held via phone or video.	2	5	10

No.	Activity	Hazard	Risk (Consequence)	People @ risk			Risk Rating			Control Measures	Residual Risk		
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16	Use of Kitchen	Virus contraction due to exposure to an infected individual or surface.	Individual Contracting virus from an infected individual or surface or infecting other individuals or contaminating surfaces	x	x		4	5	20	Users to wipe down and clean anything used - This includes; kettle, toaster and microwave. Fridge use permitted – Individuals to wipe down anything touched Employees are requested to bring a packed lunch to the office with them. If Possible bring own utensils and keep them for their use only, anything used MUST be washed or go in the dishwasher Leaving site to collect food is restricted by mutual consent and kept under review. Fruit will no longer be provided. keep under review and reinstate when safe to do so. The main office kitchen can hold a maximum of 4 people at any one time. Lunch may be ate at tables provided. 1 person to a table. The downstairs kitchen can hold a maximum of 2 person at a time maintaining 1m+ distancing . No entry if occupied. The kitchen 'boiling' tap is still in use. Use Personal mug, wash it at the end of the day and keep it in personal desk drawer.	2	5	10
	HAND WASHING AND HYGIENE MEASURES	Virus contraction due to exposure to an infected individual or surface.	Individual Contracting virus from an infected individual or surface or infecting other individuals or contaminating surfaces	x	x		4	5	20	follow the Government guidelines when washing your hands Masks and gloves are available for everyone that requires them or would like to use them. Hand gel dispensers have been placed around the office. These are to be used in addition to but not in place of proper handwashing Anti-bac spray is provided on each desk bank. This should be used to wipe the workstation at the start and end of each day	1	5	5
	TOILET FACILITIES	Virus contraction due to exposure to an infected individual or surface.	Individual Contracting virus from an infected individual or surface or infecting other individuals or contaminating surfaces	x	x		4	5	20	Toilets changed to Double occupancy with in use signage. Vacant enter - occupied enter with caution and if occupied maintain 1m+ distancing e.g. use toilet cubicles or 1 urinal and 1 cubicle. 2 urinals must not be used as distancing cannot be maintained One 1 person can enter each set of toilet facilities at one time. After using the facilities user to wipe all used surfaces with the anti-bac spray using a paper towel and dispose in the bin. To maintain standards of hygiene additional cleaning of bathroom facilities will take place each day.	1	5	5

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016	Disposal of Individuals P.P.E	Used garments may contain virus and become a source of contamination	Incorrect disposal could lead to an individual(s) becoming infected	x	x		4	5	20	All garments to be removed by the exposed surfaces being taken off in a manner that turns the exposed surface internally on each garment, each garment is then to be placed into a clinical waste bag which is then placed inside another bag. All waste bags to be cable tied and sealed awaiting disposal by approved waste contractor.	2	5	10

Date


06/07/2020

Issue Status

2

Next Review 02/10/2020

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WHE SHEQ Manager