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<b>Model Assessment Title</b>	<b>COVID-19</b>	<b>Issue Date:</b> <b>Review Date:</b>	May 2020 July 2020 Nov 2020 Jan 2021 Aug 2021	<b>Prepared By:</b>	Dee Priestley (with N Foster)
<b>Model Assessment Number</b>	<b>RA 010</b>	<b>Revision Number:</b>	5.0	<b>Approved by:</b>	Andrew Cooper/ Daren Chessun
<b>Scope of Assessment</b>	Addresses the risks and impacts of the spread COVID-19				

Hazard description	Who might be harmed & how?	What are we doing to control the risk?	Additional Control Measures	Residual risk level		
				Likelihood(1-5)	Severity (1-5)	Risk (H/M/L)
The spread of Covid-19	Employees, visitors to the office for meetings, contractors i.e. cleaners, delivery drivers, vulnerable groups i.e. pregnant employees, those with chronic health conditions.	<p><b>Employees</b> To continue to be vigilant and follow the safety measures in place. Some flexibility for home working based on individual workload / requirements. Phased return until September.</p> <p><b>Contractors</b> No more than 3 contractor to carry out essentials works to be in the office at any one time.</p> <p><b>Visitors / Meeting Rooms</b> Maximum number of visitors will be limited to 6. Visitors will be</p>	Digital thermometer available at all offices for temperature checks on arrival at office.	<b>3</b>	<b>3</b>	<b>MED</b>



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		<p>required to follow the safety measures when attending the offices including hand washing, sanitising and temperature check on arrival and face coverings. All visitors must sign in and out of the office.</p> <p><b>Workstations</b> To help reduce the spread of COVID19 staff are required to sit at their allocated desk and avoid desk sharing where possible. Side to side or back to back working should still be considered also.</p> <p><b>Hand Washing</b></p> <ul style="list-style-type: none"> <li>• Hand washing facilities with soap and water in place.</li> <li>• Stringent hand washing taking place with signs to reinforce</li> </ul>	Employees to be reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands.			



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		<ul style="list-style-type: none"> <li>Drying of hands with disposable paper towels.</li> <li>Gel sanitisers in any area where washing facilities not readily available</li> </ul> <p><b>Cleaning</b> Frequent cleaning by contract cleaner and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods. <b>Alcohol wipes provided for regularly telephone, keyboard/mouse and general desk cleaning.</b></p>	<p>Checks to be carried out by line managers to ensure that the necessary procedures are being followed.</p> <p><b>Admin to regularly wipe keypads and internal door handles and reception pens etc.</b></p> <p><b>Reminders to staff to regularly clean touch surfaces on their desk e.g. telephone, keyboard/mouse etc.</b></p>			



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		<p><b><u>Ventilation</u></b> Encourage windows / doors to be open regularly for ventilation. Use of fans to improve air circulation where possible.</p> <p>Maintenance / servicing of air conditioning systems to continue.</p> <p><b><u>Symptoms of Covid-19</u></b> If anyone becomes unwell with a persistent new cough, high temperature or loss of taste or smell they will be sent home / asked not to attend work and advised to follow the self-isolation guidance.</p> <p>A Director should be notified immediately by any member of staff who received a positive COVID19 result.</p>	<p>CO2 monitors at each office to monitor air quality and potential poorly ventilated work areas.</p> <p>Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.</p>			



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		<p>Line managers will maintain regular contact with staff members during this time.</p> <p>Anyone identified as a close contact must follow the government guidelines at <a href="https://www.gov.uk/government/publications/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person#exempt">https://www.gov.uk/government/publications/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person#exempt</a></p> <p><b>Mental Health</b> The business will promote mental health &amp; wellbeing awareness to staff during the Coronavirus outbreak and will</p>	<p>Review of workload and meetings to be re-allocated where an individual is required to self-isolate.</p> <p>Regular communication of mental health information and open door policy for those who need additional support.</p>			



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		offer whatever support they can to help				
Application of First Aid provision	First Aider or nominated person	<p>Should a member of staff or visitor require first aid attention the following guidance to be adhered:-</p> <p><a href="https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm?utm_source=govdelivery&amp;utm_medium=email&amp;utm_campaign=coronaviruses&amp;utm_term=covid-first-aid&amp;utm_content=digest-26-aug-20">https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm?utm_source=govdelivery&amp;utm_medium=email&amp;utm_campaign=coronaviruses&amp;utm_term=covid-first-aid&amp;utm_content=digest-26-aug-20</a></p> <p>Account should be taken of the specific guidance of giving CPR.</p>				



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KEY

Determining Risk						Risk Control Hierarchy
Severity of foreseeable consequences	Likelihood that exposure to the hazard will result in injury					<p><b>Low – Acceptable risk level.</b></p> <p><b>Medium – Tolerable risk level.</b> Consider alternative control measures. Consider advice for implementation of additional controls measures</p> <p><b>High – Unacceptable risk level.</b> Implement additional/improved control measures to reduce risk. Seek advice for implementation of further controls.</p> <p>When determining risk controls, or considering improvements to existing controls, the following hierarchy should be considered:</p> <ul style="list-style-type: none"> <li>• Elimination</li> <li>• Substitution</li> <li>• Engineering controls</li> <li>• Signage, warnings and administrative controls</li> <li>• Personal protective equipment</li> </ul>
	Remote (1)	Unlikely (2)	Possible (3)	Probable (4)	Likely (5)	
<b>No Injury (1)</b>	Low	Low	Low	Low	Low	
<b>Minor Injury (2)</b> (primary first aid)	Low	Low	Low	Medium	Medium	
<b>Significant Injury (3)</b> (medical treatment, restricted work)	Low	Low	Medium	High	High	
<b>Major Injury (4)</b> (hospitalisation and/or lost time)	Low	Medium	High	High	High	
<b>Catastrophic Injury (5)</b> (fatality)	Medium	High	High	High	High	