

BM Advisory
Arundel House
1 Amberley Court, Whitworth Road
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Risk Assessment

1.0 Risk Assessment Details

- 1.1 Risk Assessment Number**
- 1.2 Risk Assessment Date** 10/06/2020
- 1.3 Risk Assessment Author**
- 1.4 Project/Contract**
- 1.5 Start Date**
- 1.6 Expected Job Duration**
- 1.7 Client Contact**
- 1.8 Description** Coronavirus disease (COVID-19)
- 1.9 Site Address** Arundel House, 1 Amberley Court, Whitworth Road, County Oak, Crawley, RH11 7XL

2.0 Signatures

	Name	Title	Signature	Date
Document Author	James Strudwick	Facilities		10/06/2020

Data Protection Statement

The information and data provided in this Risk Assessment applies only to the task, project or contract for which it was written. It shall not be duplicated, disclosed or disseminated by the recipient to any third party other than for the purpose of managing and controlling health and safety in relation to this task, project or contract.

It is the duty of all employees, contractors and agents to observe the provisions of this Risk Assessment, which has been produced in order to provide a code of good practice and conduct with the object of preventing accidents. At all times employees, contractor and agents must work in a safe manner both to prevent personal injury to themselves or to other personnel.

This Risk Assessment may contain personal data relating to one or more persons. Such data must not be disclosed to any third party or used for any purpose other than compliance with this Risk Assessment except with the written consent of the Company or the individual concerned.

3.0 Hazards and Control Procedures :

Pre-Control			Hazard: Coronavirus Covid-19 Access & Egress	Residual Risk		
P	S	RR	Serious ill health/death	P	S	RR
4	4	16	Control Procedures	2	4	8
			On site, all non-essential visitors will be stopped.			
			The company will consider introducing staggered start and finish times to reduce congestion and contact.			
			Where possible, the company will use signage reminding workers not to attend if they have symptoms of Coronavirus (Covid-19) and to follow guidelines.			
			The company will remove or disable entry systems that require skin contact (e.g. fingerprint scanners).			
			The company will require all workers to use sanitiser or wash their hands for 20 seconds using soap and water when entering and leaving the site.			
			The Company will regularly clean common contact surfaces in reception, office, access control and delivery areas e.g. scanners, turnstiles, screens, telephone handsets and desks, particularly during peak flow times.			

Pre-Control			Hazard: Coronavirus Covid-19 Close Working	Residual Risk		
P	S	RR	Serious ill health/death	P	S	RR
4	4	16	Control Procedures	2	4	8
			All staff should be two metres apart from each other where possible, as per government instructions for COVID-19, including in the shared facilities.			
			Workers who are unwell with symptoms of Coronavirus (Covid-19) should not travel to or attend the workplace.			
			Avoid skin to skin and face to face contact.			
			Stairs will be used in preference to lifts and one ways systems used where possible			
			Where meetings are essential 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			
			Where the social distancing measures (2 metres) cannot be applied, workers should work side by side, or facing away from each other, rather than face to face.			
			Where the social distancing measures (2 metres) cannot be applied, common touchpoints, doors, buttons, handles, vehicle cabs, tools & equipment will be regularly cleaned.			

Where the social distancing measures (2 metres) cannot be applied, ventilation in enclosed spaces should be increased.
Where the social distancing measures (2 metres) cannot be applied, Workers will wash their hands before and after using any equipment.
Where face to face working is essential to carry out a task when working within 2 metres this will be kept to 15 minutes or less where possible.

Pre-Control			Hazard: Coronavirus Covid-19 Kitchen Arrangements	Residual Risk		
P	S	RR	Serious ill health/death	P	S	RR
4	4	16	Control Procedures	2	4	8
			Staff are encouraged not to prepare food in the office and are instead encouraged to bring in food from home or order lunch to be delivered.			
			Break times should be staggered to reduce congestion and contact at all times.			
			Drinking water should be provided with enhanced cleaning measures of the tap mechanism introduced.			
			Frequently clean surfaces that are touched regularly, using standard cleaning products e.g. kettles, refrigerators, microwaves.			
			Hand cleaning facilities or hand sanitiser will be available in any room where people eat and should be used by workers when entering and leaving the area.			
			A distance of 2 metres should be maintained between users, wherever possible.			
			All rubbish should be put straight in the bin and not left for someone else to clear up.			
			Crockery, eating utensils, cups etc. should not be used unless they are disposable or are washed and dried between use.			
			Tables should be cleaned between each use.			

Pre-Control			Hazard: Coronavirus Covid-19 Isolation & Ill coworkers	Residual Risk		
P	S	RR	Serious ill health/death	P	S	RR
4	4	16	Control Procedures If a worker develops a high temperature or a persistent cough while at work, they should return home immediately and avoid touching anything. Any coughing or sneezing should be done into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow. They must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed.	2	4	8
			If in isolation, to avoid emotional & physical stress, people should attempt to introduce their own suitable controls to mitigate impact. Controls include creating personal schedules, getting up at reasonable times, carrying out homeworking in designated spaces, allowing for breaks ensuring and lunch is obtained throughout the day.			
			Anyone who has a high temperature or a new persistent cough should NOT come to site & follow the guidance on self-isolation. Anyone who is a vulnerable person (by virtue of their age, underlying health condition, clinical condition or are pregnant) should NOT come to site & follow the guidance on self-isolation. Anyone who is living with someone in self-isolation or a vulnerable person should NOT come to site & follow the guidance on self-isolation.			
			If a member of staff has helped someone who was taken unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves.			
Pre-Control			Hazard: Coronavirus Covid-19 Personal Hygiene	Residual Risk		
P	S	RR	Serious ill health/death	P	S	RR
4	4	16	Control Procedures Individuals must not touch eyes, mouth or nose with unwashed hands, particularly after coughing or sneezing. Hands should be washed with adequate soap or sanitiser immediately.	2	4	8
			Hand Hygiene procedures should be in place and communicated to all employees. focus around coughing and sneezing into tissues which are disposed of in closed lid bins.			
			The company will allow regular breaks to wash hands.			
			The company will Provide hand sanitiser (minimum 60% alcohol based) where hand washing facilities are unavailable.			
			The company will ensure adequate supplies of soap and fresh water are readily available and kept topped up at all times.			

Pre-Control			Hazard: Coronavirus Covid-19 Surface Contamination	Residual Risk		
P	S	RR	Serious ill health/death	P	S	RR
4	4	16	Control Procedures Enhanced cleaning procedures in place across the site, particularly communal areas and touch points including: Taps and washing facilities. Toilet flush and seats. Door handles and push plates. Handrails on staircases and corridors. Lift controls. Machinery and equipment controls. Food preparation and equipment controls. Telephone equipment. Key boards, photocopiers and other office equipment.	2	4	8

Pre-Control			Hazard: Coronavirus Covid-19 Travelling To & Driving At Work	Residual Risk		
P	S	RR	Serious ill health/death	P	S	RR
4	4	16	Control Procedures Wherever possible workers should travel to site alone using their own transport. Other means of transport should be used to avoid public transport e.g cycling The company will put consideration into how someone taken ill would get home. The company will consider the use of hand cleaning facilities at entrances and exits. This should be soap and water wherever possible or hand sanitiser if water is not available. If workers have no option but to share transport, the journeys should be shared with the same individuals and with the minimum number of people at any one time. If workers have no option but to share transport, Good ventilation should be used (i.e. keeping the windows open) and facing away from each other may help to reduce the risk of transmission. Where public transport is the only option for workers, the company will consider changing and staggering site hours to reduce congestion on public transport. Where public transport is the only option for workers, the company will consider avoiding using public transport during peak times (07:00 to 9:00 and 16:00 to 17:30).	2	4	8

Pre-Control			Hazard: Coronavirus Covid-19 Welfare	Residual Risk		
P	S	RR	Serious ill health/death	P	S	RR
4	4	16	Control Procedures	2	4	8
			Introduce staggered start and finish times to reduce congestion and contact at all times in changing areas.			
			Introduce enhanced cleaning of all facilities throughout the day and at the end of each day.			
			Wash hands before and after using the toilet facilities.			
			Enhance the cleaning regimes for toilet facilities particularly door handles, locks and the toilet flush.			
			Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.			

Pre-Control			Hazard: Coronavirus Covid-19 PPE	Residual Risk		
P	S	RR	Serious ill health/death	P	S	RR
4	1	4	Control Procedures	1	1	1
			The company will not use PPE for Coronavirus (COVID 19) where the two metre social distancing guidelines are being met			
			If required, Single use PPE will be disposed of so that it cannot be reused.			
			Where our staff are required to work in specific environments (e.g. where persons are shielding, with symptoms, or confirmed Coronavirus (Covid-19) cases may be present e.g. healthcare or in a home environment) additional PPE will be considered specific to the Coronavirus (Covid-19) risk.			

Probability (P)	Severity (S)	Risk Ranking (RR = P * S)
1 Highly Unlikely	1 Trivial	< 1 - No Action Required
2 Unlikely	2 Minor injury	> 2 - Low Priority
3 Possible	3 Over 3 Day injury	> 8 - Medium Priority
4 Probable	4 Major injury or condition	>10 - High Priority

5 Certain	5 Incapacity or Death	>15 - Urgent Action Required
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