

- Any additional significant hazards not covered in the generic assessment are to be recorded and control measures devised and implemented to reduce and/or eliminate the risk.
- Hazards that are not specific / relevant may be deleted and/or crossed out.
- Site management MUST authorise the assessment below to certify that this risk assessment is applicable to site conditions.
- The risk assessment must be reviewed regularly to ensure that it is still applicable to site.

Site / Location	Brancana Court	Date	(19.05.2020)	Site Management authorisation	
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No.	What are the hazards?	Who might be harmed and how?	Risk Rating			Precautions/controls already in place	Residual risk rating			Further action necessary / required
			L	M	H		L	M	H	
1	Risk of exposure to Coronavirus	Site Operatives, Visitors, Customers – may experience High Temperature, persistent cough, loss of, or change in, normal sense of taste or smell (anosmia) and severe illness which may require hospital treatment.			X	Anyone who meets one of the following criteria should not come to the workplace: <ul style="list-style-type: none"> • Has a high temperature; a new persistent cough or loss of, or change in, your normal sense of taste or smell (anosmia) • Is a clinically vulnerable person (by virtue of their age, underlying health condition, clinical condition or are pregnant) • Is living with someone in self-isolation, Contact your line manager to inform them of the reasons why you are not attending site and when you expect to return in line with the governments self-isolation guidance .	X			Testing is available for all staff and can be booked online at the gov.uk website. Subcontractors to inform Site / Contract Manager as appropriate.
2	Exposure to Coronavirus, spread of infection.	Someone falls ill on site			X	<ul style="list-style-type: none"> • If they are still fit to do so, they should travel home immediately in their own vehicle, avoiding touching anything on site where possible. • If they begin to cough or sneeze, provide them with tissues but maintain a 2m distance when placing them nearby for collection. • If they are unfit or unable to drive themselves the individual should be quarantined until a member of their household, who they will be self-isolated with, attends to collect them. • The individual should then follow the governments self-isolation procedure and notify their Line Manager. • Do not send ill personnel away from site in a shared vehicle with their colleagues or via public transport unless in exceptional circumstances. 	X			

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3	Psychological well being	Employees stress levels and mental health could be affected.			X	<ul style="list-style-type: none"> Regular communication is in place, to ensure staff are well informed about returning to work safely. Workplace controls put in place are documented and communicated to employees through Line Managers. Employee workload continually assessed and monitored. Employees able to raise concerns to senior management 	X			
4	Travel to work / Site	Cross contamination of multiple teams			X	<ul style="list-style-type: none"> Individuals to attend using their own transport, cars, cycles, vans etc. to minimise potential exposure. Where vehicles are shared, this must be kept to the minimum number possible. The same individuals should share the vehicle, not continuously swapping. Wherever possible maintain a distance of two metres and avoid touching their faces Ensure good ventilation, e.g. keep windows open where possible. The vehicle should be cleaned regularly using gloves and standard cleaning products, with particular emphasis on handles and other areas where passengers may touch surfaces 	X			There are some circumstances when wearing a face covering may be marginally beneficial as a precautionary measure. The evidence suggests that wearing a face covering does not protect you, but it may protect others if you are infected but have not developed symptoms.
5	Entry Points	Spread of Virus through surfaces & close proximity.			X	<ul style="list-style-type: none"> All operatives who have entered the building should use the hand sanitiser or wash their hands thoroughly. Staff can stagger arrival and departure times where required. Non-essential visitors should be stopped before entering the Office, notices are placed at entrances. Remind operatives of the new procedures. Delivery drivers to maintain a 2 metre distance, place the parcel in the entrance way, Staff can then retrieve the parcel when the delivery person has moved 2 metres away. 	X			

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6	Site Visitors	Spread of Virus through surfaces & close proximity.			X	<ul style="list-style-type: none"> Main entrance has notices, directing Visitors to ring for attention. 2 metre line marked on reception floor. Delivery to Stores has a contact number and a doorbell to call for attention, 2 metre marking on floor outside. All Visitors to be asked if they are aware of social distancing guidelines and whether they have any symptoms of Covid-19 or are feeling unwell. Site Manager will complete Site attendance register. Manager to refuse entry where not confident / comfortable that safety can be maintained. Sight signage - 2 metre social distancing. 	X			
7	Subcontractor's working	Spread of Virus through surfaces & close proximity. Unsafe working practices.			X	<ul style="list-style-type: none"> All subcontractor's follow an approval procedure and must submit Risk Assessments and Method Statements (RAMS) prior to work. Office Management responsible for the works to review RAMS to ensure COVID-19 risk have been assessed. 	X			
8	Working in an office environment.	Spread of Virus through surfaces & working in close proximity.			X	<ul style="list-style-type: none"> Maintain 2 metre social distancing wherever possible. Desks to be spaced 2 metres apart. Think also about routes to and from the desk, eliminating walkways close to other workers desks. Where it is impossible to keep people 2 metres apart, screen and/or barriers to be used. Use back to back or side-to-side working. Marking 2 metre spaces on floors, corridors etc. as a guide for staff to maintain social distancing. Printers to be moved to a clear area within the rooms, a 2-metre box can be placed on the floor to remind people. Workstations are restricted to one person, when they need to be used by someone else, they must be cleaned before and after. IT will try to work remotely to fix any issues before then going to individual PC's. 	X			

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9	Cleaning	Spread of Virus through surfaces & close proximity.			X	Enhanced cleaning procedures should be in place, particularly in communal areas and at touch points including: <ul style="list-style-type: none"> • Taps and washing facilities • Toilet flush and seats • Door handles and push plates • Hand rails on staircases and corridors • Meeting room • Food preparation and eating surfaces • Telephone equipment, key boards, photocopiers and other office equipment • Rubbish collection and storage points should be increased and emptied regularly throughout and at the end of each day. 	X			
10	Toilet Facilities	Spread of Virus through surfaces & close proximity.			X	<ul style="list-style-type: none"> • Wash or sanitise hands before and after using the 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. • Notices and signs in place to highlight hand washing technique and remind people to wash and sanitise 	X			
11	Kitchen facilities	Spread of Virus through surfaces & close proximity.			X	<ul style="list-style-type: none"> • Kitchen Rest area capacity is a maximum of 2 people to allow 2 metre rule to be maintained. Seating not in use to be clearly highlighted. • Stagger breaks so that people not overlap to prevent cross-contamination. • Hand cleaning available in the Kitchen. • Staff to clean down the kitchen area / table after use. • Operatives may prefer to rest at their desks or in their vehicles away from the rest of the workforce. 	X			

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			L	M	H		L	M	H	
12	Meeting's / Briefings	Spread of Virus through surfaces & close proximity.			X	<ul style="list-style-type: none"> Cancel or rearrange all non-essential meetings. Use telephone, Teams or Wildix video calling as an alternative to a face to face meeting. Rooms should be well ventilated / windows opened to allow fresh air circulation. Consider holding meetings in open areas where possible. Room capacity designated to allow 2 metre rule to be enforced. Marking places on where to sit. Hand sanitiser to be made available on entry to meeting rooms. All surfaces to be cleaned at the end of each meeting 	X			
13	Provision of First Aid	Spread of Virus through close proximity, administering first aid, including resuscitation & CPR.			X	<ul style="list-style-type: none"> The primary responsibility is to preserve life and first aid should be administered if required and until the emergency services attend. Disposable gloves to be worn. Eye protection and half mask respirator recommended. Wash hands with soap and water before and after putting PPE on. Clean PPE thoroughly after use. Where possible, it is recommended that you do not perform mouth-to-mouth ventilation; perform chest compressions only- seek advice from the 999 operator. If a decision is made to perform mouth-to-mouth ventilation, use a resuscitation face shield where available. Should you have given mouth-to-mouth ventilation there are no additional actions to be taken other than to monitor yourself for symptoms of possible COVID-19 over the following 14 days. 	X			