

Risk Assessment Form

Activity to be Assessed	Workspaces risk assessment which is supplementary to our general risk assessments and is to address the specific precautions taken to reduce the risk of transmission of Covid 19.	Location	Various - Site Specific risk assessments are available on request.	Reference Number	CA20/02
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People who may be affected:

WYCA Staff - Office	Yes	Cleaning Staff	Yes	Contractors	Yes	General Public.	Yes
WYCA Staff - Field	Yes	Drivers and Delivery Staff	Yes	Emergency Services	Yes	Other: Please list	
Visitors	Yes	Security / Customer Care	Yes	People with additional needs			

Risk Rating

To calculate a risk rating for each hazard you should assess the severity of harm and likelihood of occurrence using the tables below. These 2 figures multiplied together give the rating - Severity of Harm(S) x Likelihood of Occurrence(L) = Risk Rating

Note: If after controls are in place the risk remains high work must not commence until the risk has been reduced to moderate or low. Except in very rare circumstances the severity of harm will not change, improvements in rating are achieved by reducing the likelihood.

Severity of Harm(S)	Rating	Likelihood of Occurrence (L)	Rating
Insignificant - No Harm, injury or damage.	1	Extremely Unlikely - Wont occur.	1
Minor - First aid treatment only.	2	Unlikely - Probably wont occur.	2
Moderate - Lost time injury up to 7 Days.	3	Possible - Could occur.	3
Major Injury - Lost time injury 7 Days or over, RIDDOR reportable.	4	Likely - Probably will occur.	4
Catastrophic (Permanent physical or mental incapacity, Death)	5	Almost Certain - Will occur.	5

Risk Rating	Description
1 - 8 (Low)	Low level of risk: No further action is necessary unless circumstances change. Ensure controls are maintained.
9 -15 (Moderate)	Medium level of risk: Examine task closely. Additional controls may be required. Ensure controls are maintained
16-25 (High)	High level of risk: Improvements in risk control are necessary. Suspend task until new controls are implemented

Hazard / Risk			Assessment (Without Controls)			Control Measures or Mitigations	Assessment (With Controls)		
No	Hazard	Risk to Health and Safety	S	L	R		S	L	R
1	Building or Facility Being Re-opened after Covid Lockdown.	Exposing Staff, visitors or members of the public to latent virus.	4	4	16	<p>Thoroughly inspect any building or facility that has been either entirely or partially vacant.</p> <p>Check the condition of all services or support equipment in the building or facility, such as:</p> <ul style="list-style-type: none"> • Mechanical Systems, heating boilers etc. • Water Systems • Potable water: flush system. • Safety Systems such as smoke detectors. fire alarms, etc. <p>Undertake additional required testing at the point the building is due to reopen i.e. legionella.</p> <p>Carry out deep clean and sanitisation of the premises ensure anyone involved is supplied with and trained in the use of any PPE they require.</p> <p>Flush the building by opening windows and doors to encourage ventilation.</p>	4	2	8

2	Using buildings and facilities during Covid 19 pandemic.	Exposure to virus due to contact with customers, other staff, contractors, etc.	4	4	16	<p>All persons to undergo Covid related induction including CA policy on social distancing.</p> <p>Establish social distancing measures such as using floor tape or paint to mark areas to help workers keep to a 2m distance.</p> <p>Small offices / rooms (e.g. BSM offices) will need a maximum occupancy displayed on entry door. In toilet facilities this may require preventing use of cubicles, sinks or urinals and limiting numbers of users.</p> <p>Provide hand sanitiser at multiple locations including:</p> <ul style="list-style-type: none"> • Reception • Toilets • Banks of Desks • Printers, etc. <p>Provide liquid soap in all toilets. Display signs relating to hygiene and social distancing requirements. Provide screens where required, in particular at receptions and other public facing areas.</p>	4	2	8
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<p>2 Ctd</p>	<p>Using buildings and facilities during Covid 19 pandemic.- Ctd</p>	<p>Exposure to virus due to contact with customers, other staff, contractors, etc. - Ctd</p>	<p>4</p>	<p>4</p>	<p>16</p>	<p>Consider introducing other measures such as: Switching off air conditioning to reduce the potential spread of the virus, whilst considering working temperature. One way systems in multi storey buildings to reduce contact on stairs and in corridors etc stairwells? Restricting access between different areas of a building or site. Provision of additional storage for bicycles to allow more people to cycle to work. Any staff showing symptoms should self isolate and arrange testing.</p>	<p>4</p>	<p>3</p>	<p>12</p>
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3	Using buildings and facilities during Covid 19 pandemic.	Exposure to virus from contact with surfaces and objects.	4	4	16	<p>Advise staff to maintain enhanced levels of personal hygiene and regular handwashing, every 30 minutes if possible.</p> <p>Increase frequency and level of cleaning and disinfecting of objects and surfaces that are touched frequently, such as:</p> <ul style="list-style-type: none"> • Entrances to buildings. • Communal areas. • Corridors. • Doors, handles, push plates. • Light switches. • WCs and rest rooms. • Vending machines. • Keypad door locks. • Hard surfaces. <p>Remove entry barrier access and pass card doors to reduce hand contact.</p> <p>Remove water dispensers or supply wipes or disinfectant spray at them.</p> <p>Limit access to high use areas i.e. kitchen facilities</p>	4	2	8
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4	Using buildings and facilities during Covid 19 pandemic.	Exposure to virus when using Work Stations	4	4	16	<p>Hand sanitizer and wipes to be available at each bank of desks. Establish social distancing in working areas, Staff must be sat further apart at their desks. Ensure people maintain social distancing by applying floor markings to indicate the “danger” area. If desk screens are used they should be plastic rather than cloth based to ensure ease of cleaning. If it is not possible to properly separate people consider arranging it for them to work side by side or facing away from each other rather than face-to-face. Avoid hot desking where possible, if necessary ensure the whole workstation is sanitised between users. Limit the numbers of people in the building at anyone time by establishing team rotas where staff will still work at home and only come into the office when it is their rota time.</p>	4	2	8
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5		Exposure to virus when using Printers	4	3	12	<p>Instruct staff to limit printing to an absolute minimum.</p> <p>Place markings on floor to establish social distancing round printers.</p> <p>Only 1 person to use a printer at a time.</p> <p>Provide wipes etc so people can wipe the touch screens before and after each use?</p>	4	1	4
6	Using buildings and facilities during Covid 19 pandemic.	Exposure to virus when attending Meetings	4	4	16	<p>Place markings on floor to establish social distancing in meeting rooms.</p> <p>Maintain social distancing.</p> <p>No physical contact, handshakes etc.</p> <p>Where possible try to only meet with people you are in regular contact with i.e. team members rather than large groups who do not come into regular contact.</p> <p>Promote video conferencing as the preferred first option.</p> <p>Reduce meeting times.</p> <p>Ensure only absolutely necessary participants attend meetings.</p> <p>Avoiding sharing pens and other objects.</p> <p>Providing hand sanitiser in meeting rooms.</p> <p>Ensure good ventilation whenever possible.</p>	4	2	8



7	Using buildings and facilities during Covid 19 pandemic.	Exposure to virus when using kitchens, canteens etc	4	3	12	<p>Consider closing kitchens etc, due to potential for contact on taps, kettles, microwaves, fridges etc.</p> <p>If kitchens etc are to be kept open consider measures such as:</p> <ul style="list-style-type: none"> • Designated times for teams. • Restricting Access to 1 or 2 at a time. • Removing fridges due to great potential for contact exposure from touching other peoples food containers. • Remove seating. • Encourage staff to eat at desks. • Limit time to short visits • Staff to only use their own cups spoons etc and not share. 	4	1	4
8	Using buildings and facilities during Covid 19 pandemic.	Exposure to virus when receiving Deliveries or Collections	4	4	16	<p>Maintain social distancing.</p> <p>Where possible accept deliveries by appointment only.</p> <p>Use appropriate PPE when receiving deliveries or during collections.</p> <p>Do not sign for either.</p> <p>Quarantine all deliveries for 72hrs before opening.</p> <p>Wash or sanitise hands after each collection or delivery.</p>	4	1	4

9	Using buildings and facilities during Covid 19 pandemic.	Exposure to virus when using Lifts.	4	3	12	<p>Close lifts to all except those who have difficulty walking or have other underlying health conditions.</p> <p>Reduce occupancy for lifts, in order to maintain social distancing rules.</p> <p>Mark out safe space in the lift to encourage social distancing if more than one person is using it.</p> <p>Providing handsanitiser for the operation of lifts.</p> <p>Making sure that people with disabilities are able to access lifts.</p>	4	1	4
10	Using buildings and facilities during Covid 19 pandemic.	Emergency events	4	4	16	<p>In the event of an evacuation, safe egress from the building may need to take priority over social distancing.</p> <p>Building / facility managers to ensure sufficient first aiders and fire wardens present whilst people are in the building.</p> <p>Consider changing areas of responsibility due to reduced numbers of occupants, e.g. 1 per floor rather than by zone.</p>	4	1	4

	Shared building with other organisations : (all of the above plus):							
11	Using buildings and facilities during Covid 19 pandemic.	Exposure to virus when sharing buildings with other organisations.	4	4	16	4	2	8

Where possible relocate staff to Wellington House.
 Collaborate with landlords, tenants and other occupants in multi-occupancy premises to ensure a consistent approach to the use of common areas such as receptions and staircases.
 Consider controls such as:

- Staggered break times for each occupant to reduce pressure on break rooms or canteens.
- Staggered start and finish times to reduce pressure on entrances, lifts, staircases etc.
- Installing screens to protect staff in receptions or similar areas.
- Adjusting entry requirements to reduce physical contact with barriers, key pads, etc.

Assessed by	Designation	Signature	Date
Keith Purvis	Interim HSP		02/06/2020
Dave Pearson	Director, Transport & Property Services		02/06/2020

Reviewed By (Review = Date of previous assessment + 12 Months, or in the event of any significant change to process, environment, etc.)	Designation	Signature	Date