





Grangewood Builders Ltd HS079		<b>RISK ASSESSMENT</b>				
		Description:	COVID-19 (SARS-CoV-2) - Office Operations			

Location:	GWB Offices	Rev #	E	Reg #	HR-NA
Assessed By:	Brett. S. Edkins. CMIOSH	Date:	June.2020	Review	Ongoing




**Note:** this assessment serves to assess the foreseeable impact on operations whilst adhering to the 'Hierarchy of Control' and the prescription of 'reasonably practicable' where possible.  
 This assessment will be supported by the latest UK Gov guidance document: "Working safely during COVID-19 in offices and contact centres. Guidance for employers, employees and the self-employed"

Hazard	Likely Harm	Party Affected	Risk Rating			Existing Controls	Additional Control Measures Required / Comment	By Whom	By When	Residual Risk Rating		
			S	L	R					S	L	R
(General) contact with SARS-CoV-2 virus	Spread of virus and potential contract of COVID-19	All	5	5	H	Communication of and the practice of, at all times, the general principles for hygiene and pathogen control  - Wash your hands often - Wash with soap and water for at least 20 seconds. - If soap and water is not available: Use an alcohol-based hand sanitiser that contains ≥60% alcohol based concentrate solution - Avoid touching eyes, nose, mouth  Communication of this risk assessment to all persons within the company	Wash hands upon arrival and before departure - utilise sanitizer between commuting points  Discourage the use of air hand-dryers. Preference for paper towels to be used so as to reduce aerosol spread/contact  Communications to be entertained in good time to ensure understanding and compliance	All (observe principles)  HR Depart (comms)  Facilities Manager (implement, monitor)  Office Managers (monitor)	Before start  +  On-going	5	2	M



<b>KEY:</b>	<b>Party</b> M = Management S = Supervisor O = Operative T = Third Party C = Client	<b>S - Severity</b> 1 = Trivial Injury/ies 2 = Minor Injury/ies 3 = Major Injury/ies to one person 4 = Major Injury/ies to several people 5 = Death	<b>L - Likelihood</b> 1 = Improbable Occurrence 2 = Remote Occurrence 3 = Possible Occurrence 4 = Probable Occurrence 5 = Likely Occurrence	<b>R - Risk = S x L</b> 15 - 25 = High Risk 8 - 12 = Medium Risk 1 - 6 = Low Risk
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(General) spread of SARS-CoV-2 virus	Contracting COVID-19 (including spread from potential asymptomatic individuals)	All	5	5	H	<p style="color: red;">Observation of the 2m distancing protocol at all times - it is expected that one will remove themselves from a proximity breach with immediate effect (if possible) and not exceeding a time of 5min from said initial breach</p> <p style="color: green;">Hand washing regime: Wash hands upon arrival + before and after meals, before and after toilet breaks, as well as before office departure</p> <p>(consider the use of hand creams to counter the drying of the skin due to higher frequency washing)</p> <p style="color: green;">The use of soap &amp; water takes precedence due to it effective ability to break down lipids and proteins, whilst washing away harboured materials</p>	<p>Higher standard of and higher frequency of cleaning and disinfectant operations (*see also "cleaning operations")</p> <p style="color: red;">Heavily discourage the sharing of cigarettes, food, drink, mobile phones, etc (ie: any paraphernalia that is subject to increased use in proximity to the mouth and/or hands)</p> <p style="color: blue;">Do not share work equipment -if necessary: wipe down with ≥60% alcohol based solution or disinfectant capable of breaking down 'enveloped viruses'</p>	All (observe principles)	HR Depart (comms)	Facilities Manager (implement, monitor)	Office Managers (monitor)
								On-going	5	2	M



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COVID-19 infection to individual (1/2)	Mild fever, respiratory illness, and various other symptoms Absolute worst case: death  Spread of SARS-CoV-2 Increased viral load/shedding	O / T	5	5	<b>H</b>	Communication of government guidance for potentially ill persons Contact NHS 111 immediately in order to be assessed by an appropriate specialist as quickly as possible  <b>Dynamic assessment:</b> Albeit strict; persons showing any symptoms related to COVID-19, common cold, and flu, must be sent home (observe self-isolation SoP and regain clearance from a specialist)	Follow (latest) self-isolation protocol as set out by WHO &/or NHS  Signage within welfare to remind personnel of actions required when symptomatic, as well as to maintain standards as any persons could be unknowingly asymptomatic	All (observe principles)  HR Depart (comms)  Facilities Manager (implement, monitor)	On-going	5	2	<b>M</b>
COVID-19 infection to individual (cont.. 2/2)	Mild fever, respiratory illness, and various other symptoms Absolute worst case: death  Spread of SARS-CoV-2 Increased viral load/shedding	O / T	5	5	<b>H</b>	Intense decontamination of areas frequented by the now symptomatic person to be undertaken immediately  All areas, through movement and contact tracing, are to be highlighted and excluded, and subsequently decontaminated	Individuals that were historically within close proximity to individuals now showing symptoms is to be monitored  Thorough communication of event to office, and subsequent reassurance	Office Managers (monitor)  Appointed Cleaner (ops)	On-going	5	2	<b>M</b>



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Cleaning / Disinfectant Operations (1/2)  General	Spread of SARS-CoV-2 and contract of COVID-19	O / T	5	5	<b>H</b>	<p style="color: red;">Other chemicals may be utilised provided they are effective against 'enveloped viruses'</p> <p>For internal surfaces: Solution containing 0.12% sodium hypochlorite to be made by mixing bleach with cool tap water (do not use hot water).</p> <p>For external surfaces: Utilise solutions containing Chlorocresol (such as 'Jeyes Fluid')</p> <p>Cleaning personnel: To be issued gloves, boots, and apron impervious to acid corrosion, as well as a faceshield and surgical mask to protect against splash</p> <p style="color: orange;">Refer to separate risk assessment for cleaning operations</p>	<p>Refer to sodium hypochlorite recipe guidance (end of RA) / refer to manufacturer guidance</p> <p>Certain PPE can be reused but only if said status given by manufacturer <u>and</u> provided said PPE undergoes disinfecting post use (eg: apron, boots, gloves)</p> <p>Allow for the dynamic registering of cleaning (laminated schedule)</p> <p style="color: orange;">Monitor cleaning schedules - archive weekly</p>	<p>All (observe principles)</p> <p>HR Depart (comms)</p> <p>Facilities Manager (implement, monitor, archive)</p> <p>Appointed Cleaner (ops)</p> <p>Office Managers (monitor)</p>	<p>Daily ≥4 times</p> <p>*after site start - changing</p> <p>*before &amp; after meal breaks</p> <p>*after site end - changing</p> <p>*reactive situations</p>	5	2	<b>M</b>



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Cleaning / Disinfectant Operations (cont.. 2/2)  Reactive	Spread of SARS-CoV-2 and contract of COVID-19	O / T	5	4	H	<p>Persons discovered to have become symptomatic: Intense decontamination of areas frequented by the discovered symptomatic persons are to be undertaken immediately</p> <p>All areas, through movement and contact tracing, are to be highlighted, excluded, and subsequently decontaminated</p> <p>Due to the higher rates of viral shedding directly before and after becoming symptomatic: consider 24hr shut down to facilitate a deep clean</p> <p>Report to senior management - follow up and communicate to individual UK Gov protocol</p> <p>Cleaning regime for reusable kit/items to be followed - *see asymptotic section</p>	<p>Individuals that were historically within close proximity to individuals now showing symptoms are to be monitored</p> <p>Thorough communication of event to site, and subsequent reassurance</p> <p>Intense recording of as much data relating to the event, marking down: locations, paths to and from, persons undertaking cleaning operations, identified symptomatic person/s, companies, timings and subsequent comms to site personnel</p>	<p>All (observe principles)</p> <p>HR Depart (comms)</p> <p>Facilities Manager (implement, monitor)</p> <p>Appointed Cleaner (ops)</p> <p>Office Managers (monitor)</p>	Reactive	5	2	M



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Waste generated from cleaning operations (incl. mucus, saliva, ejected aerosols) [1/2]  <b>General</b>	Spread of SARS-CoV-2 and contract of COVID-19	O / T	5	2	<b>M</b>	The COVID-19 regulatory position statement (RPS) only applies to waste from cleaning people or places infected or potentially infected with SARS-CoV-2  <u>Generated waste to be separated as:</u>  <b>#1:</b> general hand cleaning + general disinfectant operations <b>#2:</b> general day-by-day collection of nasal mucus, ejected aerosols, or saliva within tissues or similar by all persons throughout property	Identify segregated bins to ensure compliant separation during interface by persons  <b>#1</b> can be single bagged. <b>#2</b> to be double bagged - presume potentially infectious for 48hrs  Notify waste collection contractor of contents and the time passed since bagging/storing	All (observe principles)  HR Depart (comms)  Facilities Manager (implement, monitor)	Pre-start  +  On-going	5	1	<b>L</b>
Waste generated from cleaning operations (incl. Mucus, saliva, ejected aerosols) [cont.. 2/2]  <b>Reactive</b>	Spread of SARS-CoV-2 and contract of COVID-19	O / T	5	3	<b>H</b>	The COVID-19 regulatory position statement (RPS) should apply here  Generated waste from reactive cleaning operations is to be presumed infectious for at least 72 hours  Double bag all the generated waste - segregate, identify, and notify site	Engage waste removal contractor and notify of status for higher potential of hazardous waste  Healthcare waste management protocol may need to be enforced depending on council	Appointed Cleaner (ops)  Office Managers (monitor)	Pre-start  +  On-going	5	2	<b>M</b>

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Lack of risk perception and/or risk management	Breakdown in behavioural practices alongside negative cultural influence  Spread of SARS-CoV-2	M / O / T	5	5	H	Monitoring of human behaviour  All persons are accountable - hold each other to the set standard  <i>Superiors to lead by example</i>  <i>Positive reinforcement takes precedence - discipline thereafter</i>  Communications are to be simple and concise. The use of colour is to used to emphasis and better guide human behaviour	The measures necessary to minimise the risk of spread of infection relies on everyone taking responsibility for their actions and behaviours -  <i>Superiors to discipline where appropriate</i>	All (observe principles)  HR Depart (comms, monitor, discipline)  Facilities Manager (implement, monitor)	On-going	5	2	M
"Fake news" / spread of misinformation	Erosion of built culture and collective understanding	All	5	3	M	Ensure utilised resources are reputable such as the; WHO, NHS, UK Gov, etc  Be mindful of emotive language (facts become boring, whilst emotion is what drives)	<i>Challenge misinformation when heard of or seen</i>  Reassure individuals of the truth - relay existing controls so as to teach rather than scold	All	On-going	5	1	L

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Persons of higher risk (NHS/WHO classified)	Increased risk of severe illness	Specified individuals	5	3	H	Daily review of: Public Health England Guidance "COVID-19: Guidance on social distancing for everyone in the UK and protecting older people and vulnerable adults"  Persons of higher risk are to be identified and consulted with directly (incl. those that potentially interface with site and 3rd party individuals that are directly employed by GWB)  HR to directly engage identified employed individuals and seek confirmation of understanding of discouraged attendance	Commute out of peak hours and only if necessary - Remote working where possible  Reduce risk of cross-contamination / contraction by reduced interfacing with and between sites ≤1 site visit a day  Site visits: persons to adhere to the specified Site Operating Procedure	All (observe principles)  HR Depart (comms)  Facilities Manager (implement, monitor)  Office Managers (monitor)	On-going	5	1	L
Group Gatherings (planned / unplanned)	Spread of SARS-CoV-2	All	5	5	H	Staggered start and finish times for all  <i>One-way systems where reasonably practicable (great emphasis on said control measure)</i>  Muster-points to be elongated so evacuating personnel can stand lined-up rather than grouped in clusters	Where group gathering are planned then 2m ruling is to be observed - consider breaking down into smaller manageable groups  Monitor numbers - dynamic assessment approach required	HR Depart (comms)  Facilities Manager (implement, monitor)  Office Managers (monitor)	On-going	5	1	L

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Depletion of occupational respiratory protection masks (various)	Loss of 'final protection factor' within occupational health risk controls	O	4	4	H	In contrast to appointed cleaners, it is not envisaged that any office persons would require PPE in order to safely undertake their operations  Great emphasis on assessment via the 'Hierarchy of Controls' where PPE acts as a final resort	Ensure RPE is utilised for occupational health risks rather than free utilisation in fear of COVID-19 contraction  WHO discourages the use of wide-spread gloves and masks outside of a clinical environment - observe the 'hierarchy of control' where PPE acts as a final resort	All (observe principles)  HR Depart (comms)  Facilities Manager (implement, monitor)  Appointed Cleaner (ops)	Pre-start  +  On-going	4	1	L
Aggression and violence	Breakdown in culture and standards  Spread of SARS-CoV-2	All	4	2	M	Ensure monitoring and cleaning standards are kept high - no exceptions  Engage individuals with a calming approach whilst still observing the 2m ruling. Consistently engage workers and ask for feedback - encourage engagement to aid a cohesive environment	Aggression and violence is to be seen as a product of the environment rather than the individual "breaking"  Enquire the reasons behind and seek to remedy systems	HR Depart (comms, monitor)  Facilities Manager (implement, monitor)	On-going	4	1	L



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SARS-CoV-2 shedding through asymptomatic individuals	Spread of SARS-CoV-2 and contract of COVID-19	All	5	5	<b>H</b>	Strict hygiene controls Strict monitoring of human behaviour  Ensure complete adherence to cleaning regime for site so as to eliminate risk posed by contaminated surfaces through viral shedding  Consider face-shields for all personnel Only reuse PPE if manufacturer allows  Cleaning process for PPE: 2 separate buckets/basins One with soap & warm water solution, the other with bleach and cool water. 1st: use the soap & water solution to ensure viral breakdown 2nd: follow it with the bleach and water solution to ensure surface sterilisation	Heavily discourage the sharing of cigarettes, food, drink, mobile phones, etc (ie: any paraphernalia that is subject to increased use in proximity to the mouth and/or hands)  *soap and water solution to break down the viral proteins and lipids  *bleach solution ensures sterilisation of surfaces	All (observe principles)  HR Depart (comms)  Facilities Manager (implement, monitor)  Office Managers (monitor)	On-going	5	3	<b>M</b>
Stress  Mental & Physical Wellbeing	Breakdown in mental and physical wellbeing  Reduced productivity	All	3	3	<b>M</b>	All persons working from home are to be issued specifically developed guidance  See doc: GWB H&S Depart Health Notice - Working from Home	HR and Line manager to engage with identified persons every other day to help keep motivated  Reassure persons and maintain standards to help reduce anxiety	HR Depart + Line Manager (comms)	3	1	<b>L</b>	



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Property entry and exit (signing-in)	Spread of SARS-CoV-2	All	5	5	H	<p>Single person appointment signing individuals in and out whilst observing 2m ruling (consider widespread use of fobs or identity cards)</p> <p>Visitors are the responsibility of the recipient person - in turn, they are to take responsibility of said persons for emergency evacuations</p> <p>Visitors should give 24hr notice where possible</p>	<p>Fire Marshalls to ensure roll call during evacuation - confirm status with GWB senior management</p> <p>Discourage shop attendance during day - encourage personnel to bring their own food and drink or purchase before first entry</p>	<p>All (observe principles)</p> <p>HR Depart (comms)</p> <p>Facilities Manager (implement, monitor)</p> <p>Office Managers (monitor)</p>	Pre-start	+	5	2	M
<p>Poor cleaning standards</p> <p>Poor management of welfare facilities</p>	<p>Increasing anxiety to workers who feel the site is not being maintained as it should be</p> <p>Spread of SARS-CoV-2</p>	O / T	5	4	H	<p>Cleaning schedules must be on display, current, and completed.</p> <p>Standard to be communicated and recorded - consider checklist and guidance for constant reference</p> <p>Standards to take into account high traffic areas, objects of significant hand contact and aerosol collection</p>	<p>Monitor operations and record undertakings</p> <p>Allow for grievances to be raised anonymously</p> <p>Provide feedback to site on any amendments made in reaction to</p>	<p>HR Depart (comms)</p> <p>Facilities Manager (implement, monitor)</p> <p>Appointed Cleaner (ops)</p>	On-going		5	2	M



<b>KEY:</b>	<b>Party</b>	<b>S - Severity</b>	<b>L - Likelihood</b>	<b>R - Risk = S x L</b>
	<p>M = Management</p> <p>S = Supervisor</p> <p>O = Operative</p> <p>T = Third Party</p> <p>C = Client</p>	<p>1 = Trivial Injury/ies</p> <p>2 = Minor Injury/ies</p> <p>3 = Major Injury/ies to one person</p> <p>4 = Major Injury/ies to several people</p> <p>5 = Death</p>	<p>1 = Improbable Occurrence</p> <p>2 = Remote Occurrence</p> <p>3 = Possible Occurrence</p> <p>4 = Probable Occurrence</p> <p>5 = Likely Occurrence</p>	<p>15 - 25 = High Risk</p> <p>8 - 12 = Medium Risk</p> <p>1 - 6 = Low Risk</p>

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		<b>Description:</b>		<b>COVID-19 (SARS-CoV-2) - Office Operations</b>													
<b>Location:</b>		<b>GWB Offices</b>						<b>Rev #</b>	<b>E</b>	<b>Reg #</b>	<b>HR-NA</b>						
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Breach of 2m ruling due to specified activities (incl. safety critical)		Spread of SARS-CoV-2 and contract of COVID-19		O / T	5	2	M	Manual handling operations may create scenarios where a breach could be envisaged - it is at this point a dynamic assessment needs to be made where the use of manual handling aids can be used to eliminate the risk of proximity breach  Proximity breach's should not exceed 15min  Breach of ruling may be permissible during emergency evacuations but cognition of group gatherings at muster points must be assessed			If a dynamic assessment shows manual handling aids cannot be used then the findings of the assessment is to be recorded  Use of facemasks or face-shields is to be utilised during a breach operation		All (observe principles)  Facilities Manager (implement, monitor)	Pre-start  +  On-going	5	1	L
Poor management of welfare facilities  Poor monitoring  Congestion		Increased anxiety from persons whom feel standards are not adequate  Failure in implementing this risk assessment  Spread of SARS-CoV-2		All	5	4	H	Staggered times for start and end of works/operations  Max numbers calculated for areas and visually displayed  Monitor operations and record undertakings - including any remedials			Hold all persons accountable  Lead by example  Allow for grievances to be raised anonymously Provide feedback to site on any amendments		HR Depart (comms, monitoring)  Appointed Cleaner (ops)	Pre-start  +  On-going	5	2	M




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First Aid and emergency situations (including dynamic change)	Spread of SARS-CoV-2 and contract of COVID-19	O / T	5	4	H	<p>First aid for non-specified injuries should be self-administered where possible.</p> <p>Where this is not possible: full protection is be worn as per breach of 2m ruling protection stipulations</p> <p>Dispose of equipment post first aid operations</p>	<p>Contact emergency services only when essential</p> <p>call NHS 111 to assess hospital / ambulance requirement and subsequent travel + first-aid care advice</p>	First Aiders (implement, monitor)	On-going	5	2	M
Workstations	Spread of SARS-CoV-2 and contract of COVID-19	All	5	3	H	<p>Workstations to be laid out so as to observe 2m ruling - utilise visual aids to reinforce desired human behaviour</p> <p>Persons to be placed side by side, and avoid face to face seating's.</p> <p>Stagger forward facing seating</p> <p>Hot desks to be discouraged</p> <p>Persons to keep to a single workstation (negage sharing)</p>	<p>Visual comms to be simple, concise, and not harbour ambiguity</p> <p>Utilise colour to prevent actions (red), encourage actions (green), and give warning (yellow)</p>	<p>HR Depart (comms, monitoring)</p> <p>Appointed Cleaner (ops)</p>		5	2	M



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Poor communication of visual control measures & Information fatigue	Breakdown in understanding resulting in undesired human behaviour Spread of SARS-CoV-2	All	5	4	H	2m visual demarcations on access area floors/queuing points to be circular in nature with a radius of no larger 300mm (avoid 'block/squared demarcations that merely run a line at every 2m points)  Signage to be visually attractive and concise - use minimal amount of words by mainly communicating through imagery  Information revised and regularly change visual comms alongside minor adjustments to its locations	Adequacy of comms to be monitored daily by observing human behaviour  No matter the frequency: amend where required  Strategic placement of visual comms  Monitor human behaviour for info fatigue - ie: becoming "blind" to signage (etc)	Facilities Manager (implement, monitor)  HR Depart (monitor)	On-going	5	1	L
Lack of segregation and management of site access and egress	Spread of SARS-CoV-2 and contract of COVID-19  Breakdown of culture	All	5	4	H	Thorough planning and communication of standards to be done in good time, implemented in good time, and maintained  Implement one-way systems where possible  Contractors to be appointed a designated/separate access egress	Barriers and signage are to be adequate and maintained - no ambiguity, questioning, or confusion is to exist.  If it unfortunately exists, then measures are to be reassessed	Facilities Manager (implement, monitor)  HR Depart (comms, monitor)	Pre-start  +  On-going	5	2	M

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Construction Site Operations		Spread of SARS-CoV-2 and contract of COVID-19		Site interfacing						Refer to separately developed risk assessment for site operations		H&S Depart		On-going									
Traveling to and from work [1/3]		Spread of SARS-CoV-2 and contract of COVID-19		All		5		4		H		Avoiding public transport where possible  Observe the 2m ruling whilst on public transport and travel outside of peak times so to better observe the 2m ruling  Utilise a hand sanitizer (≥60% alcohol based solution) between commuting points if access to soap & water is not immediately available  Carpooling: personnel of the carpooling should be of the same household. Where persons are not of the same household then physical distancing must, at all times, be achievable within the confines of said vehicle  Ensure robust ventilation		All (observe principles)  HR Depart (comms)		Pre-start  +  On-going		5		2		M	

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Traveling to and from work [2/3]	Spread of SARS-CoV-2 and contract of COVID-19	All	5	4	H	Avoiding public transport where possible  Surgical masks to be provided to individuals whom are obliged to take public transport whilst at work / as part of their job role obligations (ie: visiting various sites)  Advise persons to utilise "cloth face coverings" whilst on public transport and/or areas of human congestion where the 2m ruling is likely to be breached (as per latest UK Gov prescription)  Cloth face coverings should be washed/disinfected after each use. It is important to always remove face coverings correctly and wash your hands after handling or touching a used face covering	<b>RPE:</b> 'Respiratory Protective Equipment' such as dust masks, fume masks, etc  <b>Note:</b> face coverings ≠ RPE and/or surgical masks  Face coverings may not protect the wearer, but it may keep the wearer from spreading the virus to others (min 2 layers of cotton cloth)  Carpooling: personnel of the carpooling should be of the same household.	All (observe principles)	Pre-start  +  On-going	5	3	H

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Traveling to and from work [cont. 3/3]	Spread of SARS-CoV-2 and contract of COVID-19	All	5	4	H	<u>Public transport:</u>  Persons to bear in mind that they are to appreciate the heightened risk of aerosol collection on the mask and touching said mask (pre-sanitisation) can aid spread  Assume yourself to be asymptomatic  Disposable masks cannot be reused or sanitised  Assume utilised PPE to be contaminated  PPE is to be considered the privilege of occupational health protection - such as clinical health workers and cleaners	Physical distancing takes precedence, alongside hand hygiene - PPE is an absolute last resort  Consider the human behavioural issues associated with PPE, such as; complacency, the increased desire to adjust fittings which leads to increased contact, stored contaminants, and the increased likelihood to breach 2m ruling due to their poor perception that they are adequately protected	All (observe principles)  HR Depart (comms)	Pre-start  +  On-going	5	3	H

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Returning Travellers	Spread of SARS-CoV-2 and contract of COVID-19	Individual / T	5	1	L	Daily review of: Public Health England Guidance "COVID-19: Specified countries and areas with implications for returning travellers or visitors arriving in the UK"  HR Management Team to directly engage any employees of interest and communicate the set government guidance as per their Category 1 & 2 findings	Identified individuals required to self-isolate shall (if possible) continue operations from their home via digital platforms/means  Ongoing communications between quarantined individuals and HR	HR Depart (comms, monitor)	On-going	5	1	L

Signature of Assessor:



Brett. S. Edkins. CMIOSH  
08.06.20

Signature of Advisory Reviewer:



Daniel Christou. Tech IOSH  
08.06.20

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