


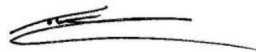
## RISK ASSESSMENT

GENERAL INFORMATION			
<b>Assessors Name:</b>	D Cooke	<b>Date of Assessment:</b>	29/10/20
<b>Company:</b>	Red Rock Electrical	<b>Reference No.</b>	Issue 2
<b>Location:</b>	Covid -19 Main Office Operations		
<b>Applicable Areas:</b>	All areas EX7 0PJ		

DESCRIPTION OF WORK ACTIVITY / TASK
General office administration tasks plus warehousing, taking of deliveries, maintenance and issuing of equipment

SAFE SYSTEMS OF WORK REQUIRED	
<b>Yes / No</b> Safe Working Procedure(s) required?	<b>Yes / No</b> Permit(s) to Work required?
<i>If Yes, specify:</i>	<i>If Yes, specify:</i>
Covid secure guidelines	

<b>CURRENT RISK LEVEL</b>	<b>Low</b>
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DECLARATION			
Based on this risk assessment, the level of risk has been reduced as far as reasonably practicable (ALARP).			
<b>Signature:</b> Assessor		<b>Position:</b>	Darren Cooke H&S Manager
<b>Signature:</b> Manager / Supervisor		<b>Name &amp; Position:</b>	Tim Jewitt Operations Manager
<b>Due date of next assessment:</b>			

## RISK ASSESSMENT

RISK ASSESSMENT					
Hazard / Risk Description - identify hazards & associated risks	Persons at Risk <i>refer to table</i>	Existing Controls in Place e.g. training, information, physical controls	Existing Risk Level <i>refer to table</i>	Additional Controls	Residual Risk Level <i>refer to table</i>
Contraction of Covid-19 in the office environment	A,C,D,H,I	<ul style="list-style-type: none"> <li>• Where possible consider working from home.</li> <li>• All employees to wash hands or use hand sanitiser on entering and leaving the building.</li> <li>• Minimise movement around the offices.</li> <li>• Deconflict travel plans to avoid office being at full capacity.</li> <li>• Timely collection of print media from communal printer.</li> <li>• Personal responsibility for cleaning of equipment after use.</li> <li>• Rearrange office spaces to avoid face to face working</li> <li>• Any meetings to take place via conference call, or outside in a large volume of fresh air.</li> <li>• Last person to leave cleans all handles and high traffic contact points.</li> </ul>	Med (10)	<ul style="list-style-type: none"> <li>• Investigate screens between desks in multi occupancy offices.</li> <li>• Pedestrian traffic management. 1 way system, priority to persons returning to workstations etc</li> <li>• Open windows to increase the amount of fresh air in the building</li> </ul>	Low (5)
Contraction of Covid-19 from external visitors	A,C,D,H,I	<ul style="list-style-type: none"> <li>• Bulk deliveries to be made at the rear of the building into a designated area allowing the 2m distance to be observed.</li> <li>• All non-essential visits cancelled</li> <li>• Post to be handled only by the office manager.</li> <li>• Side gate to remain closed and locked.</li> <li>• No entry sign to be placed at the office entrance and doorbell installed.</li> </ul>	Med (10)	<ul style="list-style-type: none"> <li>• Delivery drivers needing facilities are to be escorted and additional cleaning to be carried out after they leave.</li> </ul>	Low (5)

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Contraction of Covid-19 from visiting engineers	A, C, D, H, I	<ul style="list-style-type: none"> <li>• Material requirements are to be sent in advance to allow the office to prepare and position in a safe area.</li> <li>• Engineer visits scheduled and staggered.</li> <li>• Engineers to enter the office only to use facilities.</li> <li>•</li> </ul>	Low (5)		Low (5)	
Contraction of Covid-19 from use of communal welfare facilities	A, C, D, H, I	<ul style="list-style-type: none"> <li>• Single occupancy for all welfare facilities</li> <li>• Use a "shout out" system to confirm if the facilities are in use or not.</li> <li>• Additional cleaning is to be implemented, particularly door handles, locks, toilet flush and taps in the toilets, all surfaces, hot tap, door handles and dishwasher controls in the kitchen and the controls of the water dispenser in the foyer.</li> </ul>	Low (5)		Low (5)	
Contraction of Covid-19 from international travel	A, C, D, H, I	<ul style="list-style-type: none"> <li>• All non-essential travel cancelled</li> <li>• FCO website to be consulted to ensure where possible travel is only to those destinations deemed safe</li> <li>• Travel outside of the Covid-19 safe corridor is to be approved by senior management. 14 day self-isolation is to be enforced on return.</li> </ul>	Low (5)		Low	

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Contraction of Legionella	A, C, D, H, I	<ul style="list-style-type: none"> <li>• Airconditioning system subject to schedule of maintenance.</li> <li>• Air conditioning systems to be run for 20 minutes with windows open prior to office reoccupation.</li> <li>• All water taps to be run for 20 minutes prior to office reoccupation.</li> </ul>	Low (5)		Low (5)
Injury due to using machinery that has been dormant during lockdown.	A	<ul style="list-style-type: none"> <li>• Machinery only used by competent persons</li> <li>• All machinery to have a before use inspection, paying particular attention to safety devices and guards.</li> <li>• Any machinery requiring a thorough inspection is to be quarantined until this is carried out.</li> </ul>	Low (5)	•	Low (5)
<b>With existing controls in place the overall risk is assessed as:</b>			<b>Med</b>	<b>With the above additional specified controls in place the overall risk is assessed as:</b>	
<b>Low</b>					

PERSONS AT RISK – AFFECTED GROUPS					
<b>A:</b> Company Employees	<b>B:</b> Principal Contractor Employees	<b>C:</b> Contractor Employees	<b>D:</b> Self-Employed Persons	<b>E:</b> New / Expectant Mothers	<b>F:</b> Young Persons
<b>G:</b> Disabled Persons	<b>H:</b> Visitors	<b>I:</b> General Public	<b>J:</b> Other - specify:		

## RISK ASSESSMENT

RISK LEVELS						
Likelihood	x	Severity	=	Risk Rating Action Scale	Risk Level	
1 = Very low or very unlikely		1 = No injury or illness		1 – 5	No further action needed	Low
2 = Unlikely		2 = Minor / first aid injury or illness		6 – 10	Safe system of work required before work can proceed	Medium
3 = Likely		3 = "3 day" injury or illness		11 – 20	Consider Permit to Work (PTW)	High
4 = Very likely		4 = Major injury or illness		21 – 25	Withdrawal of process – do not proceed	Intolerable
5 = Almost certain		5 = Fatality, disabling injury, etc.				