



# Risk Assessment

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Issue Date: 02/06/2017

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Risk assessment	Head office COVID-19	RA no.		Date	28/05/20	Review date	28/08/20	Revision no.	01
Company name	ARJ Construction	Authors	Lee Daniel			Approved by	Sean Kneller		
Project	N/A	Address	Bedford House, Rutherford Close, Stevenage, SG1 2EF			Site Manager	N/A		

PPE Requirement

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Severity	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
	1	2	3	4	5	

Likelihood

**Likelihood**

- Rating 1 = very unlikely
- Rating 2 = unlikely
- Rating 3 = likely
- Rating 4 = very likely
- Rating 5 = almost certain

**Severity**

- Rating 1 = no injury
- Rating 2 = minor injury or illness
- Rating 3 = 7 day injury or illness
- Rating 4 = specified injury or illness
- Rating 5 = fatality, disabling injury and so on

**Risk = likelihood x severity**      1 - 4      Acceptable      5 - 10      Further review/control      12 - 25      Unacceptable

Hazard	Who might be harmed and how	Control measures	Likelihood	Severity	Risk	Any further action required
Spread / contract COVID-19 if feeling unwell	Staff and others may be exposed to the virus	<p>If someone is showing symptoms or is feeling unwell then they should follow the government guidelines on self-isolation.</p> <p>If someone needs to self-isolate, then they need to let their line manager know as soon as possible.</p>				



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		<p>If someone starts to feel unwell at work then they should leave work immediately, while avoiding touching anything and then let their line manager aware.</p> <p>If a member of staff coughs or sneezes, then they must do this into a tissue or the crock of their elbow. The tissue must be disposed of and they must wash their hands.</p> <p>At the beginning of each day, staff will be required to complete a questionnaire which asks a series of questions as to whether they are unwell or showing any symptoms. Any members of staff that answer yes to any of the questions will be asked to follow the self-isolation guidance. The questionnaire must be returned to the SHEQ department each morning. The SHEQ department will also carry out spot checks to make sure everyone is completing the questionnaire.</p> <p>All no essential visitors to the office will be stopped, however where others need to come to the office then questionnaire number 2 must be completed and sent to <a href="mailto:Danielle.kingston@arj.co.uk">Danielle.kingston@arj.co.uk</a></p>				
Spread / contracting COVID-19 with existing health conditions	Those who are classed as clinically extremely vulnerable or extremely vulnerable could have serious health problems if they contracted the virus	An individual risk assessment will be carried out for those who are classified as clinically vulnerable with particular attention being paid to the government guidance on helping people who are clinically vulnerable work from home. Where this is not possible then all measures will be taken to keep them at least 2m away from people at all times, using screens where this is not possible.				
Spread of the virus when travelling to work	Staff could spread or contract COVID-19 when travelling to work and are around other people they	Follow the government guidelines and avoid public transport where possible.				



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	would not normally be	Where members of staff need to use public transport then they will need to be familiar and adhere to the government guidance on using public transport.				
Spread of the virus while at work / social distancing	Members of staff will be accessing and working in the office at same time / visitors such as sub-contractors, Arj site staff and others will occasionally attend the office. Cleaners will attend twice daily.	<p>To maintain social distancing when accessing the office, 2m markings have been established away from the entrance door to ensure that members of staff who arrive at the same time can wait 2m away until it is their turn to enter the building.</p> <p>A one-way system with designated walkways and 2m spacings has been created throughout the building – please see Head office COVID-19 plan for further information.</p> <p>A perspex screen has been installed on the reception desk to provide a barrier between those entering the building and the member of staff at the desk.</p> <p>The desk layout on both the ground and first floors has been revised so the space between each person sitting at a desk is 2m. Staff will be instructed not to move desks.</p> <p>The number of people permitted to use the office facilities such as the kitchen and toilet facilities will be limited to one person at any one time. Please see the Head Office COVID-19 plan and use of the Toilet Facilities Process for further information.</p> <p>It has been identified there are 2 areas where there is a two-way walkway, these are the stairs and the walkway on the first floor adjacent to the director office. To minimise any interface on the stairs, a mirror has been installed on the landing of the stairs to allow people to see if anyone is going up or down the stairs. Good communication will be required by those using the stairs at the same time. And members of staff will need to communicate when using the short walkway adjacent to the directors office on the first floor.</p>				



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		<p>There is a separate exit out of the office as indicated in the Office Plan which separates those entering and those leaving the building.</p> <p>Visitors and others as identified will be advised on the measures prior to arrival and will be required to adhere to the Head Office COVID-19 plan. Visitors will be met in the reception and taken through the office following the one-way system.</p>				
<p>Spread of COVID-19 though lack of hygiene</p>	<p>Members of staff and visitors could be exposed to the virus when entering and using the office</p>	<p>Hand sanitizers has been provided at the entrance to the building. Staff and visitors will be required to use this before touching the front door.</p> <p>In the ground floor foyer area, a clinical wash station has been installed where staff and visitor will be required to wash their hands for at least 20 seconds using soap and water before drying their hand with the paper towels provided which will then be placed in the bin.</p> <p>An additional wash station has been provided on the first floor with several hand sanitisation points established throughout and adjacent to the exit door.</p> <p>Soap and water are available in the toilets and in the kitchen and each kitchenette.</p> <p>Staff will be inducted into the office requirements and hygiene measures.</p> <p>COVID-19 signage has been displayed.</p> <p>Visitors will be advised on the office measures prior to arrival.</p>				
<p>Spread of the virus from surfaces etc.</p>	<p>Members of staff, visitors, sub-</p>	<p>Cleaning provisions have been provided and those who use the facilities such as the kitchen, microwave, kettle etc. and the</p>				



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	<p>contractors, delivery drives and cleaners could be exposed to the virus when entering and using the office</p>	<p>printing facilities must clean up after themselves using the products provided with the towels / wipes disposed of in the bin.</p> <p>The office will be cleaned more regularly by a sub-contractor during the day and at the end of the day with more emphasis on touched items such as handles, rails, kitchen facilities, printers, desks, chairs, computers etc. The cleaners will populate a cleaning schedule which will be monitored.</p>				
<p>Spread of the virus through deliveries / incoming goods</p>	<p>Staff who receive the goods that may be contaminated</p>	<p>The delivery of personal goods to the office will not be allowed.</p> <p>Those who arrange the goods must take receipt of them. Social distancing must be maintained between the delivery driver and the member of staff.</p> <p>Prior to handling the goods, the member of staff must wash their hands and wipe the goods down using the wipes provided which shall then be disposed of in a bin. Once the member of staff has finished handling the goods, they must wash their hands again.</p> <p>If a delivery driver needs to go into reception, they will be required to sanitize and wash their hands. Drivers once finished at reception will leave the building through the storage room which leads directly out to the front of their building.</p>				
<p>Essential works in the office by sub-contractors and the cleaners</p>	<p>Interface with staff during the works where there could be transmission of the virus</p>	<p>Prior to arrival a risk assessment detailing how the sub-contractor will manage the risk of spreading the virus which will need to be accepted before they can commence any works.</p> <p>Staff working in the office will be made aware of any works due to be carried out by any 3<sup>rd</sup> party and where necessary, arrangements will be made to ensure that social distancing is maintained during any interfaces.</p>				



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		Areas where work has been carried out will be cleaned by the contractor involved once complete and then again by the cleaners before re-occupying.				
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