



# RISK ASSESSMENT

For further guidance see PROC HS08 – Risk Assessment Procedure

<b>JOB REFERENCE</b>	TRAC RA 61			<b>CLIENT</b>	GENERIC	
<b>JOB DESCRIPTION</b>	RETURN TO OFFICE			<b>LOCATION</b>	Aberdeen Corporate	
<b>COMPLETED BY</b>	Ian Somers/Paul Stephen/Fiona Clark/Emma Young			<b>DATE</b>	29.07.2020	
<b>Severity</b>	Negligible (1)	Minor (2)	Moderate (3)	Major (4)	Catastrophic (5)	<b>Rating (Severity x Likelihood)</b>
<b>Likelihood</b>						
<b>Almost certain (5)</b>	Low	Medium	High	High	High	1 - 6 = LOW
<b>Likely (4)</b>	Low	Medium	Medium	High	High	8 -12 = MEDIUM
<b>Possible (3)</b>	Low	Low	Medium	Medium	High	15-25 = HIGH
<b>Unlikely (2)</b>	Low	Low	Low	Medium	Medium	Medium or above ratings are to be approved by H&S Rep/Senior Management
<b>Highly Unlikely (1)</b>	Low	Low	Low	Low	Low	

ACTIVITY	HAZARD DESCRIPTION		INITIAL RISK			PREVENTIVE/CONTROL MEASURES	FINAL RISK		
	Individual tasks in sequence	Hazards Description/Effect	Who/what is at risk	S	L		R	S	L
Personal Hygiene	Getting or spreading coronavirus by not washing hands or washing them in adequately	Staff Visiting Drivers	4	3	12	Follow professional guidance on cleaning and hygiene Provide water, soap and drying facilities at wash stations Provide information on when and how to wash hands properly and display posters Provide hand sanitiser for the occasions when people can't wash their hands Audit for compliance Schedule replenishment of hand washing/sanitising facilities Advise on consequences of measures to health e.g. checking their skin for dryness and cracking	4	2	8
Use of communal areas	Getting or spreading coronavirus in communal areas such as canteens,					Identify areas where people can't meet the social distancing rules, eg narrow corridors, doorways, storage areas Identify areas and equipment where people will			



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		corridors, toilet facilities, smoking shack, entry/exit points, changing rooms				touch the same surfaces e.g. kettles, micro-wave, Identify areas and surfaces that are frequently touched but are difficult to clean Identify areas where air movement may be less than in other work areas, leave doors open to reduce the amount of contact with doors and improve workplace ventilation			
Cleaning		Getting or spreading coronavirus by not cleaning surfaces, equipment, and workstations				Identify surfaces that are frequently touched and by many people, e.g. handrails, door handles, vehicle door handles (inside and outside), Reduce the need for people to move around site as far as possible. Avoid hot desking Minimum use of Printers Provide sanitation at Printers Establish cleaning regime with contract cleaners Establish vehicle cleaning routine Keep surfaces clear to make it easier to clean and reduce the likelihood of contaminating			



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						objects Audit compliance of all measures Publish cleaning responsibilities and levels Provide instruction and training to those allocated cleaning responsibilities Establish routine for ensuring adequate stocks  Establish cleaning arrangements should anyone show symptoms of COVID 19 at work			
Human Factor		Mental health and wellbeing affected through isolation or anxiety about coronavirus				Have regular meetings/calls with those still working at home Talk openly with each other and ensure all are aware of who to go to if they have concerns Communicate regularly with all in the office and at home Ensure breaks are taken and discourage overtime Reiterate assistance available through Health Shield			



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Maintaining social distancing	Contracting or spreading the virus by not social distancing					Identify places where, under normal circumstances, maintaining social distance rules will be difficult  Use physical means to assist identifying social distancing  Wear face coverings when unable to maintain social distancing and avoid beyond 15 minutes			
Working from home	Musculoskeletal disorders due to using DSE at home					This requires a separate risk assessment based on individual needs and availability of equipment			
Circulation	Poor workplace ventilation leading to risks of coronavirus spreading					Maintain air circulation systems in line with manufacturers' recommendations			



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	Increased risk of infection and complications for vulnerable workers					<p>All personnel identified as being in the following categories are to contact Sarah Milne for further guidance:</p> <p>Clinically extremely vulnerable Self-isolating Having symptoms of coronavirus Those who may be at higher risk_of poorer outcomes</p>			
Use of RPE/PPE	Inappropriate protection	People				Face coverings are not PPE and are not required to be worn in the workplace except where stated due to the inability to maintain social distancing			

**AUTHORISATION**



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<b>NAME</b>	Ian Somers	<b>DESIGNATION</b>	Compliance Manager	<b>DATE</b>	29/07/20
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