



RISK ASSESSMENT


Working in the Pulborough office during the COVID 19 “Return to Work” transition period.

Scope of Works.

To carry out administration tasks during the COVID 19 return to work transition period.

The following hazards are associated with this works.

1. Contact with persons infected with COVID 19.
2. Contact with surfaces infected with COVID 19.

Sites: Pulborough Office				Location or Equipment: Working and traveling during the COVID 19 return to work period.		Risk Assessment. 028		
Activity / Area	Hazard	Who May Be Harmed	Risk L/hood	Risk Severity	Hazard Score	Control Measures	Risk Level With Present Measures.	Additional Control Measures Required (What, Who, Date)
Traveling to work and using Public Transport	Carriers of COVID 19 may cough or sneeze and droplets enter mouth, nose or eyes.	Office Staff	Persons with COVID 19 traveling on public transport. (4)	Illness and persons in high risk groups, Death (4)	16 (4 x 4)	<ol style="list-style-type: none"> 1. Infection Control Procedures. Infection control procedures in place and communicated to all employees. Procedure should include early warning signs and symptoms and should be reviewed on declaration of newly affected areas etc. 2. Information on COVID 19 communicated amongst all staff. Information communicated on COVID 19 using official medical and government guidance. 3. Avoid Peak Hours on Public Transport. Avoid traveling on public transport if possible. Travel outside peak times. 4. Face Coverings. Face coverings are to be worn. 5. Social Distancing. Aim to stay 2 metres (6ft) away from other people while on public transport, standing ticket barriers and standing on the platform. 	4 (1 x 4)	None required

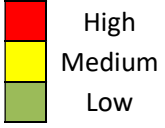
Traveling to work and using Public Transport	Contact with unsensitised surfaces. Carriers may cough or sneeze and droplets on to surfaces	Office Staff	Office Staff coming in to secondary contact with infected surface could develop symptoms of the virus. (4)	Illness and persons in high risk groups, Death (4)	16 (4 x 4)	<p>1. Surface on Public Transport. Avoid contact with any surfaces with uncovered hands.</p> <p>2. Hand Hygiene. Individuals must not touch eyes, mouth or nose with unwashed hands, particularly after coughing or sneezing. Hands should be washed with adequate soap or sanitiser immediately.</p> <p>3. Infection Control Procedures. Infection control procedures in place and communicated to all employees. Procedure should include early warning signs and symptoms and should be reviewed on declaration of newly affected areas etc.</p> <p>4. Information on COVID 19 communicated amongst all staff. Information communicated on COVID 19 using official medical and government guidance.</p> <p>5. Handheld devices and equipment. Clean any items you may have used while travelling such as mobile devices, bags, travel wallets ect with Anti-Bacterial spray or wipes.</p>	4 (1 x 4)	None required
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Working in the Pulborough Office	Carriers of COVID 19 may cough or sneeze and droplets enter mouth, nose or eyes.	Office Staff	Persons with COVID 19 working within the building. (4)	Illness and persons in high risk groups, Death (4)	16 (4 x 4)	<p>1. Infection Control Procedures. Follow measures set out in “Working safely in our offices during the COVID 19 Pandemic” guidance notes. Infection control procedures in place and communicated to all office staff.</p> <p>2. Information on COVID 19 communicated amongst all staff. Information communicated on COVID 19 using official medical and government guidance.</p> <p>3. Training, visitors, and contractors. See 2.1.5 and 2.1.7 “Working safely in our offices during the COVID 19 Pandemic” guidance notes.</p> <p>4. Social Distancing within office. See 2.1.1, 2.1.2 and 2.1.3 “Working safely in our offices during the COVID 19 Pandemic” guidance notes.</p> <p>5. Working at desks. See 2.1.4 “Working safely in our offices during the COVID 19 Pandemic” guidance notes.</p>	4 (1 x 4)	None required
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<p>Working in the Pulborough Office</p>	<p>Contact with unsensitised surfaces. Carriers may cough or sneeze and droplets on to surfaces</p>	<p>Office Staff</p>	<p>Engineer coming in to secondary contact with infected surface could develop symptoms of the virus. (4)</p>	<p>Illness and persons in high risk groups, Death (4)</p>	<p>16 (4 x 4)</p>	<p>1. Infection Control Procedures. Follow measures set out in “Working safely in our offices during the COVID 19 Pandemic” guidance notes.</p> <p>2. Office Cleaning See 2.19 “Working safely in our offices during the COVID 19 Pandemic” guidance notes.</p> <p>3. Information on COVID 19 communicated amongst all staff. Information communicated on COVID 19 using official medical and government guidance.</p> <p>4. Ventilation. See 2.1.10 “Working safely in our offices during the COVID 19 Pandemic” guidance notes.</p> <p>5. Deliveries. See 2.1.8 “Working safely in our offices during the COVID 19 Pandemic” guidance</p> <p>6. Door entry system. After using push button entry system wash hands.</p>	<p>4 (1 x 4)</p>	<p>None required</p>
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Travelling in company or Personal vehicles	Contact with unsensitised surfaces. Carriers may cough or sneeze and droplets on to surfaces	Office Staff	Engineer coming in to secondary contact with infected surface could develop symptoms of the virus. (4)	Illness and persons in high risk groups, Death (4)	16 (4 x 4)	<p>1. Hand Hygiene. Individuals must not touch eyes, mouth or nose with unwashed hands, particularly after coughing or sneezing. Hands should be washed with adequate soap or sanitiser immediately.</p> <p>2. Infection Control Procedures. Infection control procedures in place and communicated to all employees.</p> <p>3. Face Coverings. If two or more persons are traveling inside a vehicle. Face coverings are to be worn.</p> <p>4. Information on COVID 19 communicated amongst all staff. Information communicated on COVID 19 using official medical and government guidance.</p> <p>5. Inside the cab. Clean inside of the cab at the start of every day with Anti-Bacterial spray or wipes. Don't forget to clean areas such as steering wheel, gear selector, hand break, ventilation controls, radio / sav nat, seat controls, door handles inside, window controls etc.</p> <p>6. Outside the cab. Clean door handles and petrol caps at the start of every day with Anti-Bacterial spray or wipes.</p>	4 (1 x 4)	None
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Risk Factor Matrix

Multiple Fatality	5	10	15	20	25	Fatality	
Fatality	4	8	12	16	20	Permanent Disability	
Serious	3	6	9	12	15	Temporary Disability	
Moderate	2	4	6	8	10	Strains, Sprains, Cuts	
Minor	1	2	3	4	5	Bruising	
	Improbable	Low	Medium	High	Very High		

Assessed by :	K. P. Spicer
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Signature :	<i>K. P. Spicer</i>
Date :	13.05.2020