




Risk Assessment

Company		GMS Security Services		Site		Head Office		Assessment Number		BN/CV/Sept 2020					
Task / Activity		COVID-19 Risk Assessment													
Date Conducted		12/09/2020		Review by Date		12/09/2021		Date Reviewed							
Assessment Team		Ben Neate				Assessors		Ben Neate							
Hazard and associated risk.			Present Risk			Controls				Residual Risk					
1) Hazard	2) Hazard Effect	3) At Risk	4) Severity	5) Probability	6) Risk Rating	7) Control Measures				8) Severity	9) Probability	10) Risk Rating	11) Acceptable?	12) Further Actions to Reduce Risk Further	13) Completed
Potential exposure to an infectious colleague	Infection with coronavirus leading to COVID	A	5	4	20	<ul style="list-style-type: none"> Maximum of 7 workers in the office all a minimum of 2m apart. No hot desking permitted. Workers identified as clinically extremely vulnerable, who must be Socially Shielded are not permitted in the workplace Workers identified as clinically vulnerable are not permitted in the workplace Government guidance on self-isolation / household isolation formally communicated to all workers Workers are formally instructed to adhere to self-isolation / household isolation guidelines Wherever possible, workers work from home. Only workers who cannot work from home attend the workplace No, or minimal, physical contact between workers – 2m social distancing maintained at all times. Work processes modified to minimise the number of people required in the workplace at any one time Maximum 2 in the kitchen at any one time. 				5	2	10	M	<ul style="list-style-type: none"> Carry out spot checks to ensure workers are complying with this risk assessment and office protocols. Ensure Government guidance is followed and checked daily - https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19 Supervise workers and enforce Social Distancing, if required 	




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Potential exposure to an infectious visitor	Infection with coronavirus leading to COVID-19	A	5	4	20	<ul style="list-style-type: none"> • Meetings conducted by phone, video call or email, wherever possible • Visitors are restricted to essential visitors, by appointment only • No unannounced visitors allowed into workplace • Visitors are requested to confirm they are observing Government advice on self-isolation / household isolation, in advance of their visit • Deliveries offloaded by delivery driver are dropped outside and retrieved by our workers only when delivery driver is at least 2m away. No hand to hand deliveries. • Proof of delivery is not recorded via touchscreen devices. • We do not share pens with delivery drivers. • NHS track and trace process in place using QR codes. • Access doors through office chocked open to restrict touch points. • Hand sanitising enforced. • Visitors escorted at all times and areas sanitized afterwards. 	5	2	10	M	<ul style="list-style-type: none"> • Carry out spot checks to ensure workers are complying with this risk assessment and office protocols. • Ensure Government guidance is followed and checked daily - https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19 • Supervise workers and enforce Social Distancing, if required 	
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<p>Potential transfer of virus through droplets in the air</p>	<p>Infection with coronavirus leading to COVID-19</p>	<p>A</p>	<p>5</p>	<p>3</p>	<p>15</p>	<ul style="list-style-type: none"> • Reasonable natural ventilation levels within workplace; doors and windows open when occupied • All workers instructed to cover mouth and nose with a tissue or sleeve (not hands) when coughing or sneezing • All workers instructed to put used tissues in the bin straight away and wash hands afterwards. • Disposable tissues and lidded bins provided for workers. Tissue waste double bagged and stored for minimum of 72 hours before going into general waste. • Catch It – Bin It – Kill It posters displayed in the workplace • Meetings conducted by phone, video call or email, wherever possible • Business critical visitors only. • Physical meetings observe 2m distancing, only absolutely necessary participants (virtual attendees to reduce physical presence) no shared pens or resources • Physical meetings held outside or in well ventilated, larger rooms, where possible • Worker arrival/departure times are staggered to reduce congestion • Workers instructed to maintain Social Distancing minimum of 2m wherever possible • Breaks are staggered to reduce use of facilities, workers can take breaks in cars or outside • Workers encouraged to stay on site during breaks • Only 2 people allowed in the kitchen at any one time. • Workstations separated to maintain minimum of 2m distancing between workers • NO crossing on stairs, one person at a time. 	<p>5</p>	<p>2</p>	<p>10</p>	<p>M</p>	<ul style="list-style-type: none"> • Carry out spot checks to ensure workers are complying with this risk assessment and office protocols. • Ensure Government guidance is followed and checked daily - https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19 • Supervise workers and enforce Social Distancing, if required 	
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Potential transfer of virus through droplets on hard surfaces	Infection with coronavirus leading to COVID-19	A	5	3	15	<ul style="list-style-type: none"> • Hard surfaces (toilet flush levers, door handles, fridge door handles, kettles, worktops) and floors cleaned regularly with disinfectant product • Workers are formally encouraged to wash their hands for 20 seconds with hot water and soap often and on entry to work, before eating food, after using the toilet, before smoking or vaping, when leaving work and when returning to their homes • Provision of sufficient handwashing facilities – hot running water, soap and disposable towels is maintained • Regular formal inspection of handwashing facilities and corrective actions, when necessary • NHS / Government Handwashing technique posters displayed in all welfare facilities. • Hand sanitisers provided, where available, throughout workplace • Workers do not share pens, ipads, tools, etc. • Workers wipe hard surfaces at workstation (keyboards, phones, desks, photocopier panels/buttons) with disinfectant wipes or with appropriate cleaning equipment at end of shift • Tissue waste double bagged and stored for minimum of 72 hours before going into general waste. • Workers encouraged to bring own drinks bottles, lunch containers to workplace. 	5	2	10	M	<ul style="list-style-type: none"> • Formally review records of cleaning and improve provision, if required • Implement cleaning of kitchen appliances after each use (buttons, etc.) with disinfectant wipes   	
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Effects of isolation from colleagues on well-being	Mental health issues	E	3	3	9	<ul style="list-style-type: none"> Regular contact with remote workers, through phone calls, email, video meetings Access provided to systems to enable working from home Work tasks and timeframes agreed and regularly monitored to reassure workers and provide assistance, where required Workplace colleagues provided with regular information and clear communication of changes to rules and practices Open discussion and consultation with the workforce about any changes made 	3	2	6	M	<ul style="list-style-type: none"> Maintain regular contact with workers and support, as required Communicate health and well-being support services; <p> https://www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing/guidance-for-the-public-on-the-mental-health-and-wellbeing-aspects-of-coronavirus-covid-19 </p>	
Authorised by The Responsible Manager		Name: Ben Neate				Signed: Ben Neate					Dated: 12/05/2020	

Certificate of Understanding



Risk Assessment

All officers working on the site shall read the Risk Assessment Record and must complete this acknowledgement, that they understand the assessment requirements and responsibilities.

Personnel No	Name	Signature	Date

RISK ASSESSMENT - SEVERITY AND FREQUENCY DESCRIPTION TABLE NUMERICAL MATRIX APPROACH

Risk Assessment

FREQUENCY

		RARE Accidents could only happen under exceptional conditions. The situation is well controlled and reasonable precautions have been undertaken. 1	UNLIKELY The situation is well controlled, but occasional lapses could occur. Personnel are well trained. 2	LIKLEY If the situation is not well managed, an accident could occur. 3	VERY LIKELY Inadequate Health and Safety controls. If conditions remain unchanged, there is a high probability of an accident. 4	CERTAIN Inadequate Health and Safety controls an accident will occur. 5
SEVERITY	MINOR INJURY No time lost 1	1	2	3	4	5
	HARMFUL Injury resulting in up to 3 days off work 2	2	4	6	8	10
	EXTREMELY HARMFUL Injury resulting in over 3 days off work 3	3	6	9	12	15
	MAJOR INJURY Unconsciousness, fracture, amputation or penetrating eye injury. (RIDDOR) 4	4	8	12	16	20
	FATALITY OR MULTIPLE FATALITIES 5	5	10	15	20	25

(S) Severity x (F) Frequency = (RR) Risk Rating