

Task Specific Risk Assessment

Location: _____		Reference Number: RA No 116 - Office & Manufacturing Facilities COVID-19 Controls							
Activity	Hazard	Persons at Risk / How	Risk Factor LxS = RF			All of the following control measures must be implemented to reduce the risk factor to a tolerable level	Revised RF LxS = RF		
			L	S	RF		L	S	RF
General Office and manufacturing activities	COVID-19	Employees, contractors, and visitors	4	5	20	All persons that can work from home are to be encouraged to do so, to control the number of people present daily. Enhanced cleaning regime for door handles, desk phones, toilets, welfare areas and receptions area. Corridors and open areas to be demarked with two-meter spacings. One-way systems to be introduced where possible. Workstations to be protected where necessary with Perspex screens. Workstations to be kept clean and free of documents. Hot desking to be discouraged. Reception desks to be protected with screens where a receptionist is present.	2	5	10

Reviewed July 2021



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Likelihood of Harm Occurring			Severity of Injury or Harm			Risk Factor
H	M	L	H	M	L	High Risk > 24 Eliminate, discuss with Supervisor
5 or 6	3 or 4	1 or 2	5 or 6	3 or 4	1 or 2	Medium Risk 13 – 24 Reduce Risk, change work programme
Probable	Possible	Remote	Fatal/Major	Sprain/Strain over 7 day	Cuts/ Bruises	Low Risk < 12 Reduce as far as is Reasonably Practical

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General Office activities	COVID-19	Employees, contractors, and visitors	4	5	20	Windows should be vented to permit a supply of fresh air. Office area air conditioning units to be isolated to prevent operation. Breaks to be staggered. Start times can be staggered to permit a flexible working time to control numbers of people accessing and exiting the building at one time. Visitors to be discouraged from attending the offices, and then only by appointment which is approved by the Director with responsibility for the office location. Meetings to be held by virtual means where possible. If at any time a person should feel unwell, they must bring this to the attention of their manager, and they should be instructed to wait in a secure location until they can be assessed prior to returning them home.	2	5	10

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General Office activities	COVID-19	Employees, contractors, and visitors	4	5	20	Delivery drivers to remain in vehicles where possible. Personal deliveries are not permitted. Flexible working patterns and rotas to be implemented where possible. Enhanced hygiene facilities to be provided, suitable access to hot water and soap. Sanitising stations in position at all building entry points and eating areas. Extension of current remote working practices for at risk groups (and those who live with at risk groups). Employee declaration dependant. Modify parking arrangements to support increased social distancing. Workstations / positions to be dispersed and labelled to dictate a social distance of 2m. Toilet access restricted. Suitable "knock, announce and wait" signage to be erected.	2	5	10

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General Office activities	COVID-19	Employees, contractors, and visitors	4	5	20	All existing cups, glasses, plates, cutlery etc. removed from offices / production facilities. Employees to provide their own equipment and encouraged to bring packed lunches. Disposable cups to be provided for visitors. Enhanced Awareness / Compliance Signage to be erected to confirm expected social distancing and hygiene behaviours. Appointment of COVID-19 Responsible Person at each location to monitor daily building activities to ensure social distancing and hygiene rules are being maintained.	2	5	10

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I acknowledge that I have read and that I understand the contents of this Risk Assessment and agree to work safely at all times.

Name	Signature	Company

This Risk Assessment is to be written in accordance with The Management of Health and Safety at Work Regulations 1999

Supervisor/Responsible Person: _____ Date: _____