

STREETS HEAVER COMPUTER SYSTEMS LIMITED - RISK ASSESSMENT

Risk assessment - topic/area covered	
Location(s):	Lincoln Office – The Point, Lincoln
Department/staff:	All Staff
Tasks/activities:	Working during the coronavirus pandemic
Other information:	N/A

Risk assessment sign off					
Prepared by:	D Skinner	Signature:		Date:	02/09/2020
Reviewed by:		Signature:		Date:	
Date for review:	This risk assessment should be reviewed if additional risks not covered are identified or if there is any reason to suggest that the control measures are deemed to be insufficient.				

Document issue record				
Amendment number	Issue date	Date amended	Person amending	Remarks
1				
2				
3				
4				
5				

Key										
L: Likelihood	5	5	10	15	20	25	High risk: 15-25	High-risk activities should cease immediately. Further effective control measures to mitigate risks must be introduced.		
	4	4	8	12	16	20				
	3	3	6	9	12	15	Medium risk: 8-12	Medium risks should only be tolerated for the short term and only whilst further control measures to mitigate the risks are being planned and introduced.		
	2	2	4	6	8	10				
	1	1	2	3	4	5	Low risk: 1-6	Low risks are largely acceptable. Where it is reasonable to do so, efforts should be made to reduce risks further.		
		1	2	3	4	5				
S: Severity				DR: Degree of risk			RR: Residual risk			
Guidance.	<ol style="list-style-type: none"> Identify the persons at risk and the significant hazards. Calculate an initial RR for the activity. Identify risk control measures that reduce the risks to an acceptable level. Calculate a revised RR - assuming the control measures are followed. (Consider changing both the likelihood (L) and the severity (S) ratings.) 									

PPE assessment		Note. In many instances you will be able to reduce risks further by asking staff/others to wear/use PPE. You should identify which items are required for the task here:						
Type of PPE:								
	Head	Foot	Eye	Hand	Hearing	Hi-visibility	RPE	Fall arrest
				Yes			Yes	
Additional requirements:		Face masks can be worn should the employee feel it necessary.						
Note. PPE must only be considered when other control measures, such as guarding, local exhaust extraction, preventing noise at source, eliminating the need to work at height etc. are not possible. PPE should always be considered as a last resort option. PPE should only be worn when there is reasonable justification for doing so.								

Risk assessment									
Activity	Persons at risk	Significant hazards	Initial			Risk control measures	Residual		
			L	S	DR		L	S	RR
Working during the coronavirus pandemic	Staff, visitors, and others	Serious ill-health conditions	3	5	15	<ul style="list-style-type: none"> You must follow the government's guidance on working during the pandemic. (https://www.gov.uk/coronavirus) If you leave your home, you should minimise any time spent outside and ensure that you are two metres apart from anyone not in your household. If you are unable to maintain this distance, you must stop working. These rules must be followed at all times. A maximum of 23 people to be working in the office during the 1st phase of re-opening – which will begin on the 7th of September 2020. 	1	5	5

Risk assessment									
Activity	Persons at risk	Significant hazards	Initial			Risk control measures	Residual		
			L	S	DR		L	S	RR
Work on premises controlled by others during the pandemic	Staff, visitors, and others	Serious ill-health conditions	3	5	15	<ul style="list-style-type: none"> Before attending, check that the premises have made suitable and sufficient arrangements for managing the risks associated with coronavirus. This includes ensuring there are appropriate washroom and welfare facilities. Management to ensure all persons attending the premises are made aware of any additional/new rules imposed by the premise's controller. All persons to follow these rules at all times. 	1	5	5
If you may be exposed to the Covid-19 virus	Staff, visitors, and others	Serious ill-health conditions	3	5	15	<ul style="list-style-type: none"> If you have symptoms of coronavirus (new cough and/or high temperature), you must self-isolate, stay at home for seven days. If you live in a household with someone who has the symptoms above, you must stay at home for 14 days from the day their symptoms started. If you develop symptoms, you must stay at home for seven days from the start of your symptoms. You must follow the government guidance on coronavirus. (https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-advice/). In a case where someone is showing symptoms of COVID-19 at work, they must leave the premises and ensure they get tested. The area they were working in "workspace" will need immediate cleaning and restricted access until this is completed. The office will continue to operate as normal. If an employee is notified that they have been in contact with someone positive for COVID-19 via the Track & Trace system they must follow government guidance and ensure their workspace is cleaned and physical distance is maintained. In the event of a confirmed positive case in the office, only those who have been in close contact will need to self-isolate. In the event of an outbreak – 5+ positive cases confirmed within a week – the office will close for 14 days whilst a deep clean takes place and those in the office will need to work from home. 	1	5	5

Preventing infection spreading	Staff, visitors, and others	Serious ill-health conditions	3	5	15	<ul style="list-style-type: none"> • Wash your hands with soap and water often - do this for at least 20 seconds. • Use hand sanitiser gel if soap and water are not available. • Wash your hands regularly throughout the day. • Use hand sanitiser regularly throughout the day. • Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze. • Dispose of tissues in appropriate waste receptacles as quickly as possible. • Maintain the two-metre distance rule at all times. • Do not touch your face or eyes if your hands are not clean. • Clients are only permitted to attend Streets Heaver's offices once this has been agreed by a Director. All Public Health England guidance and this risk assessment must be followed. • Contractors are permitted to attend the premises to carry out routine maintenance of the company's infrastructure. All guidance issued by Public Health England and this risk assessment must be followed. • Client visits (to their premises) are only permitted by Directors and all guidance issued by Public Health England and this risk assessment must be followed, such as PPE and hand sanitiser. 	1	5	5
Using welfare facilities	Staff, visitors, and others	Serious ill-health conditions	3	5	15	<ul style="list-style-type: none"> • Wash your hands with soap and water before and after entering a welfare facility. • Do not use the facility if you are unable to maintain the two-metre distance rule at all times. • If you are unable to take breaks in the welfare facilities due to overcrowding, you should not work on the premises. If you believe this may be the case, you should report this to a Director immediately. 	1	5	5

Following prescribed safe systems of work	Staff, visitors, and others	Accident or injury caused by working in an unsafe manner.	3	5	15	<ul style="list-style-type: none"> • Under no circumstances are you to complete tasks that you are not deemed competent in/authorised to perform. There are to be no exceptions to this rule. If you need to complete new duties, you will be trained in the safe systems of work prior to completing it. • Prescribed safe systems of work must be followed at all times. If you cannot do so, e.g. the required PPE is not available, you must not do the job. The safe system of work must be formally amended before adopting new work practices. New safe systems must not increase risks to those completing the job or anyone else who may be affected. • There may be times due to staff absences when direct supervision levels may be lower than normal. During these times staff are expected to maintain normal working practices. Anyone failing to do so will be subject to the Company's disciplinary procedures. • If training that has a fixed expiry date runs out, the management team will speak to the training provider to seek guidance. In many instances, grace periods are being extended to reflect the lack of available courses. 	1	5	5
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