



	Safety, Health and Environmental	
Rev 1.0	Risk Assessment and Method Statement Coronavirus Pandemic Control Measures	

Start Date	13 th May 2020		Version	2.0
Description of the Work to be carried out (Task/Activity)	Administration / Accounts / Projects / Health & Safety / Quality / HR / Directors This document has been created to ensure the current Government Guidelines are being implemented and maintained during the Coronavirus pandemic – IT IS VITAL THIS DOCUMENT IS READ, UNDERSTOOD AND SIGNED BY ALL STAFF ATTENDING THE OFFICE ON THEIR INITIAL VISIT AFTER 13TH MAY 2020.			
Duration of Works	Ongoing	Size of Workforce	Max 25	
Project Name & Reference	Playfords Head Office			
Site Address/Location	18 Blackstone Road, Huntingdon, PE29 6EF			
Manager & Contact Number	Andy Downing	07740 025801		
Emergency Contact	Andy Downing	07740 025801		
HSE Manager & Contact Number	Sophie Burgess	07734 567829		
Risk Assessment(s)	Refer to RA within this document & the Method of Work			
Method of Work (Mention site induction, Specific Site Safety Rules, Sequence of operations, tools, materials and equipment utilised, how the waste will be managed etc.)	'Safe to Start' Ensure the Site Safety Induction is carried out if required <ul style="list-style-type: none"> • These RAMS have been created to ensure the Government Guidelines are being adhered to whilst working in the office during the Coronavirus pandemic. • If you feel unsafe or unsure of the new working procedures – speak to your Manager immediately, who will be able to clarify any issues. • These measures have been put in place for YOUR SAFETY and those AROUND YOU – do not waiver from these new control measures at any point! 			

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Emergency Procedures (Rescue Plan, Permit to Work required etc.)	In the event of an accident first aid to be administered by a qualified first aider only. In the event of serious injury 999 Call to be made and ambulance requested to attend site. Any accidents are to be reported using the First Response form completed and handed in to the HSE Manager	
 First aid	Name of On-Site First Aider	Dial 111 or 999
	First Aid Box Location	
	Location of Nearest A&E	Hinchingbrooke Hospital, Hinchingbrooke Park, Huntingdon, PE29 6NT

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PLEASE NOTE: Assessing the significance of risks and impacts shall be based on the potential **Severity** and **Likelihood** of occurrence, the results of multiplying the two gives you the **Significance**. By introducing a Control Measure after the Initial Risk Rating should reduce the Residual Risk Rating.

Significance of Risk or Impact

Severity	1 = Trivial Risk	2 = Tolerable Risk	3-4 = Moderate Risk	6 = Substantial Risk	9 = Intolerable Risk
Likelihood	1 = Trivial Risk	2 = Tolerable Risk	3-4 = Moderate Risk	6 = Substantial Risk	9 = Intolerable Risk

Hazard or Aspect	Who or What is at Risk?	INITIAL Risk Rating			Control Measures Introduced	RESIDUAL Risk Rating		
		Severity	Likelihood	Significance		Severity	Likelihood	Significance
Self-Isolation	Employees / Directors	3	3	9	Anyone who meets one of the following criteria should not come to site: <ul style="list-style-type: none"> high temperature, new persistent cough, loss or change to your sense of smell or taste – Has a high temperature or a new persistent cough - follow the guidance on self-isolation Is a vulnerable person (by virtue of their age, underlying health condition, clinical condition or are pregnant) Is living with someone in self-isolation or a vulnerable person	1	3	3
Falling ill whilst at the office	Employees / Directors	3	3	9	If a worker develops a <ul style="list-style-type: none"> high temperature persistent cough while at work, loss or change to your sense of smell or taste Return home immediately Avoid touching anything Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow. They must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed.	1	3	3



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Travelling to the office	Employees / Directors	3	3	9	<p>Wherever possible workers should travel to the office alone using their own transport and the office need to consider:</p> <p>Parking arrangements ensuring social distancing of 2 metres to ensure people do not leave or approach their car at the same time.</p> <p>Other means of transport to avoid public transport e.g. cycling</p> <p>Public Transport – face covers to be worn at all times</p> <p>Providing hand cleaning facilities at entrances and exits. This should be soap and water wherever possible or hand sanitiser if water is not available</p>	1	3	3
Office Access & Egress	Employees / Directors/Visitors	3	3	9	<p>Stop all non-essential visitors. Any visitors who attend the office should be requested to wash their hands when entering and leaving the office. The visitors should also be made aware of our risk assessment content and our current operating procedures.</p> <p>Internal doors to remain open to prevent the touching of handles</p> <p>External doors must remain shut and where handles are touched, hands must be washed, or anti-bac gel/wipes used.</p> <p>Wash or clean their hands before entering or leaving the office</p> <p>Allow plenty of space (two metres) between people waiting to go through doors</p> <p>Do not share fobs or keys (where only one set of keys is available – then these should be wiped down before and after sharing)</p>	1	3	3
Deliveries	Delivery Personnel/ Employees/ Director	3	3	9	<p>To reduce deliveries to the office – arrange orders to be placed in bulk to ensure only one delivery is made rather than several if purchasing from same supplier</p> <p>Minimise unnecessary contact – non contact deliveries where the nature of the product allows for use of electronic pre-booking</p> <p>Ensure the 2metre distancing is followed – delivery personnel to place item on floor and employee/director pick up when distance is achieved</p> <p>Wash hands after touching any parcels and where possible wipe parcel down with anti-bac wipes.</p>	1	3	3
Hand Washing	Employees / Directors	3	3	9	<p>Ensure soap and fresh water is readily available and kept topped up at all times</p> <p>Provide suitable and sufficient waste bins for hand towels with regular removal and disposal.</p>	1	3	3



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Toilet Facilities	Employees / Directors	3	3	9	<p>Wash hands before and after using the facilities</p> <p>Enhance the cleaning regimes for toilet facilities particularly door handles, locks and the toilet flush</p> <p>Provide suitable and sufficient waste bins for hand towels with regular removal and disposal</p>	1	3	3
Canteens and Eating Arrangements	Employees / Directors	3	3	9	<p>Lunch to be eaten at desks only to avoid cross contamination in kitchen area.</p> <ul style="list-style-type: none"> Hand cleaning facilities should be available at the entrance of any room where people eat and should be used by workers when entering and leaving the area Drinking water dispenser to be wiped down after each use Hot water tap, cupboard handles, microwave and fridge door – to be wiped down after use with anti-bac wipes All waste should be put straight in the bin and not left for someone else to clear up Make your own drink 	1	3	3
Avoiding Close Working / Meetings	Employees / Directors	3	3	9	<p>Social Distancing of 2 metres (6feet) must be maintained at all times.</p> <p>If you need to talk to a colleague – either call them, use Skype. Do not enter the office if this is going to break the social distancing rule</p> <p>Consideration should be afforded where meeting rooms are utilised to ensure Social Distancing of 2 metres (6feet) is maintained at all times</p>	1	3	3
Personal Protective Equipment	Employees / Directors	3	3	9	<p>Wearing a face mask is optional and is not required by law, including in the workplace, Face masks may be worn in enclosed spaces – for example, public transport</p> <p>Wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face mask on and after removing it</p> <p>When wearing a face covering avoid touching your face or face covering, as you could contaminate them with germs from your hands</p> <p>Change your face mask covering if it becomes damp or if you've touched it</p> <p>Continue to wash your hands regularly</p> <p>Change and wash or dispose of your face mask daily</p> <p>If the material is washable wash in line with manufacturer's instructions, if it is not washable dispose of carefully in your usual waste</p> <p>Practise social distancing wherever possible</p>	1	3	3



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Office Work	Employees / Directors	3	3	9	<p>Hot Desk is not permitted – if you plan to visit the office phone ahead to ensure an empty desk is available</p> <p>Cleaning of the office will be undertaken daily</p> <p>Ensure you wipe your desk at the end of each working day</p> <p>Observe and follow the signs and posters displayed around the office – these are here for your own safety.</p>	1	3	3
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Risk Matrix

Likelihood	Severity		
	Slightly harmful (1)	Harmful (2)	Extremely harmful (3)
Highly unlikely (1)	TRIVIAL RISK (1)	TOLERABLE RISK (2)	MODERATE RISK (3)
Possible (2)	TOLERABLE RISK (2)	MODERATE RISK (4)	SUBSTANTIAL RISK (6)
Likely (3)	MODERATE RISK (3)	SUBSTANTIAL RISK (6)	INTOLERABLE RISK (9)


RISK LEVEL	ACTION AND TIMESCALE
TRIVIAL	No action is required, and no documentary records need to be kept.
TOLERABLE	No additional controls are required. Consideration may be given to a more cost-effective solution or improvement that imposes no additional cost burden. Monitoring is required to ensure that the controls are maintained.
MODERATE	Efforts should be made to reduce the risk, but the costs of prevention should be carefully measured and limited. Risk reduction measures should be implemented within a defined time period. Where the moderate risk associated with extremely harmful consequences, further assessment may be necessary to establish more precisely the likelihood of harm as a basis for determining the need for improved control measures.
SUBSTANTIAL/INTOLERABLE	Work should not be started until the risk has been reduced. Considerable resources may have to be allocated to reduce the risk. Where the risk involves work in progress, urgent action should be taken.

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The Personnel described in this Method Statement and associated Risk Assessments MUST sign as having read and understood the contents.

Name	Position	Signature	Date

This Risk Assessment & Method Statement was prepared by:

Name	Signature	Position	Date
Sophie Burgess		HSE Manager	12/05/20