

RISK ASSESSMENT

<u>GENERAL INFORMATION</u>	Risks resulting from adverse effects																																																																				
Site: Ferrovia Agroman Chiswick HQ Activity: General Office Tasks (COVID-19) Person conducting assessment: Robert Hackett Person Supervising work: Christin Dirking (Office Manager)	Risk Assessment no.: FA/HQ/02 Location: HQ (East & West Wing) Signature & Date: Signature & Date:																																																																				
<u>PERSONS AFFECTED</u>	<table border="1" style="width:100%; border-collapse: collapse; text-align: center;"> <tr> <th colspan="2" rowspan="2">Risk Quantification (Likelihood X Severity)</th> <th>Minor injury, insignificant damage or environmental impact</th> <th>Non-Reportable Minor injury, damage or environmental impact</th> <th>Reportable injury, moderate loss of process, limited property damage or environmental impact</th> <th>Reportable Major injury, damage or environmental impact</th> <th>Fatality, building loss, catastrophic environmental impact</th> </tr> <tr> <th colspan="5">SEVERITY</th> </tr> <tr> <th colspan="2">LIKELIHOOD</th> <th>1</th> <th>2</th> <th>3</th> <th>4</th> <th>5</th> </tr> <tr> <td>Near Certain</td> <td>5</td> <td>L(5)</td> <td>M(10)</td> <td>H(15)</td> <td>H(20)</td> <td>H(25)</td> </tr> <tr> <td>Probable</td> <td>4</td> <td>L(4)</td> <td>M(8)</td> <td>H(12)</td> <td>H(16)</td> <td>H(20)</td> </tr> <tr> <td>Possible</td> <td>3</td> <td>L(3)</td> <td>M(6)</td> <td>M(9)</td> <td>H(12)</td> <td>H(15)</td> </tr> <tr> <td>Unlikely</td> <td>2</td> <td>L(2)</td> <td>L(4)</td> <td>M(6)</td> <td>M(8)</td> <td>M(10)</td> </tr> <tr> <td>Remote</td> <td>1</td> <td>L(1)</td> <td>L(2)</td> <td>L(3)</td> <td>L(4)</td> <td>L(5)</td> </tr> <tr> <td colspan="2"></td> <td style="background-color: #d9ead3;">Low Risk (1-5)</td> <td style="background-color: #fcf8e3;">Moderate Risk (6-10)</td> <td colspan="3" style="background-color: #f2dede;">High Risk (12-25)</td> </tr> <tr> <td colspan="2"></td> <td style="background-color: #d9ead3;">ACCEPTABLE</td> <td style="background-color: #fcf8e3;">ALARP</td> <td colspan="3" style="background-color: #f2dede;">UNACCEPTABLE</td> </tr> </table>	Risk Quantification (Likelihood X Severity)		Minor injury, insignificant damage or environmental impact	Non-Reportable Minor injury, damage or environmental impact	Reportable injury, moderate loss of process, limited property damage or environmental impact	Reportable Major injury, damage or environmental impact	Fatality, building loss, catastrophic environmental impact	SEVERITY					LIKELIHOOD		1	2	3	4	5	Near Certain	5	L(5)	M(10)	H(15)	H(20)	H(25)	Probable	4	L(4)	M(8)	H(12)	H(16)	H(20)	Possible	3	L(3)	M(6)	M(9)	H(12)	H(15)	Unlikely	2	L(2)	L(4)	M(6)	M(8)	M(10)	Remote	1	L(1)	L(2)	L(3)	L(4)	L(5)			Low Risk (1-5)	Moderate Risk (6-10)	High Risk (12-25)					ACCEPTABLE	ALARP	UNACCEPTABLE		
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Employees: <input checked="" type="checkbox"/> Other Workers: <input checked="" type="checkbox"/> Public/visitors: <input checked="" type="checkbox"/> Young persons: <input checked="" type="checkbox"/> Expectant Mother: <input checked="" type="checkbox"/> Disabled: <input checked="" type="checkbox"/> Others: Extremely Vulnerable People <input checked="" type="checkbox"/> Approximate no. of persons at risk: 41	<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: left; padding: 5px;"><u>HAZARDS</u></th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;"> Mobile plant/vehicles <input type="checkbox"/> Deep excavations <input type="checkbox"/> Demolition <input type="checkbox"/> Work on/adjacent to water <input type="checkbox"/> Falls from height <input type="checkbox"/> Falls on level <input type="checkbox"/> COSHH <input type="checkbox"/> Other (List, including general wellbeing): </td> <td style="padding: 5px;"> Fall of material <input type="checkbox"/> Noise / vibration <input type="checkbox"/> Fumes / gas <input type="checkbox"/> Dust <input type="checkbox"/> Heat <input type="checkbox"/> Lifting Operations <input type="checkbox"/> Fatigue <input type="checkbox"/> </td> </tr> <tr> <td style="padding: 5px;"> Fire / Explosion <input type="checkbox"/> Flying particles <input type="checkbox"/> Collapse of structure <input type="checkbox"/> Contaminated ground <input type="checkbox"/> Soft ground <input type="checkbox"/> Lighting levels <input type="checkbox"/> </td> <td style="padding: 5px;"> Overhead services <input type="checkbox"/> Buried services <input type="checkbox"/> Manual handling <input type="checkbox"/> Vehicle / plant overturning <input type="checkbox"/> Confined spaces <input type="checkbox"/> Adverse weather <input type="checkbox"/> </td> </tr> </tbody> </table>	<u>HAZARDS</u>		Mobile plant/vehicles <input type="checkbox"/> Deep excavations <input type="checkbox"/> Demolition <input type="checkbox"/> Work on/adjacent to water <input type="checkbox"/> Falls from height <input type="checkbox"/> Falls on level <input type="checkbox"/> COSHH <input type="checkbox"/> Other (List, including general wellbeing):	Fall of material <input type="checkbox"/> Noise / vibration <input type="checkbox"/> Fumes / gas <input type="checkbox"/> Dust <input type="checkbox"/> Heat <input type="checkbox"/> Lifting Operations <input type="checkbox"/> Fatigue <input type="checkbox"/>	Fire / Explosion <input type="checkbox"/> Flying particles <input type="checkbox"/> Collapse of structure <input type="checkbox"/> Contaminated ground <input type="checkbox"/> Soft ground <input type="checkbox"/> Lighting levels <input type="checkbox"/>	Overhead services <input type="checkbox"/> Buried services <input type="checkbox"/> Manual handling <input type="checkbox"/> Vehicle / plant overturning <input type="checkbox"/> Confined spaces <input type="checkbox"/> Adverse weather <input type="checkbox"/>																																																														
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	<p>Notes:</p> <ol style="list-style-type: none"> Low Risk = Risk is ACCEPTABLE. No further preventative action required, consider cost effective solutions or improvements that impose no additional cost. Moderate Risk = Work may only start if the risk has been reduced to As Low as Reasonably Practicable (ALARP). Consider additional control measures that reduce the risk without significantly increasing cost. High Risk = Risk is UNACCEPTABLE. Do not start work or continue until risk level is reduced using additional and suitable control measures to a reasonably practicable level. Control measures are to ensure that residual risks are reduced to as low as reasonably practicable. Where controls fail to reduce to a ACCEPTABLE or ALARP level the assessment must be referred to your Line Manager. If the operations are likely to affect the public or the safe operation of a public transport system, the control measures must reduce the likelihood of significant harm to the level that existed before work is commenced. 																																																																				

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Work Activity & Associated Hazard(s)	EXISTING Control Measures	Likelihood	Severity	Risk L/M/H?	ALARP Y/N?	ADDITIONAL Control Measures	Likelihood	Severity	Risk L/M/H?	ALARP Y/N?	Additional Control Measures to be Implemented by; who and when
Spread of Covid-19 Coronavirus	<u>Home Working</u> Employees who can work from home must work from home, in accordance with government guidance	2	2	L	Y						
	<u>Extremely vulnerable</u> Those categorised as extremely vulnerable or those living with someone in that category	3	5	H	N	All have been advised to work from home – RED GROUP	2	2	L	Y	
	<u>Vulnerable persons</u> Those categorised as vulnerable as defined by government guidance.	3	5	H	N	All have been advised to work from home if able – AMBER GROUP	2	2	L	Y	
	<u>Other persons</u> Those not either identified as Extremely vulnerable or vulnerable.	2	3	M	N	Others will have been categorised as able to return to office work and are to follow strict social distancing – GREEN GROUP	2	2	L	Y	

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	<p>Hand Washing</p> <ul style="list-style-type: none"> • Hand washing facilities with soap and water in place. • Stringent hand washing taking place. <p>See hand washing guidance https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</p> <ul style="list-style-type: none"> • Drying of hands with Paper Towels or Electric Hand • Staff encouraged to protect the skin by applying emollient cream regularly https://www.nhs.uk/conditions/emollients/ • Gel sanitisers located in areas where washing facilities not readily available 	3	5	H	N	<p>Employees to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels or electric hand dryers. Details are contained within the FC COVID-19 Office Safe Operating Procedure (FC OSOP).</p> <p>Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth.</p> <p>Encourage staff to report any problems with their skin.</p> <p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice and the FC OSOP.</p> <p>Signs and posters have been displayed to remind all on the importance of stringent hand washing. Placement of signs and details on hygiene are included in FC OSOP.</p>	2	2	L	Y	
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<p>Social Distancing Social Distancing -Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency. https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people</p> <p>Taking steps to review work schedules including start & finish times/shift patterns, working from home etc. to reduce number of workers on site at any one time. Also relocating workers to other tasks.</p> <p>Redesigning processes to ensure social distancing in place.</p> <p>Conference calls to be used instead of face to face meetings.</p> <p>Social distancing also to be adhered to in canteen area and smoking area.</p>	<p>3</p>	<p>5</p>	<p>H</p>	<p>N</p>	<p>Signage erected to remind all to maintain social distancing measures, details of placement can be found in the FC OSOP.</p> <p>Staff to be reminded on a daily basis through the signage of the importance of social distancing both in the workplace and outside of it.</p> <p>Function Heads to undertake the review of their staff and implement rotation of work days in the office.</p> <p>Desk occupation and one-way travel within office to maintain social distancing. Details contained within FC OSOP.</p> <p>Meeting room occupation reduced in accordance with social distancing measures.</p> <p>Signage displayed in both kitchens indicating maximum occupation to be permitted.</p>	<p>2</p>	<p>2</p>	<p>L</p>	<p>Y</p>	
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	<p>Cleaning Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods.</p>	3	5	H	N	<p>Revised office cleaning regime. Rigorous monitoring will be carried out by the Office Manager to ensure that the necessary procedures are being followed.</p>	2	2	L	Y	
	<p>Face coverings It is a legal requirement under regulation (applicable from 15.06.2020) that people using public transport whilst at work, traveling between the Office and Sites, are required by law to wear a face covering.</p>	3	5	H	N	<p>Face coverings Face coverings are available at the Chiswick Office for those people who are required to travel from the office to sites via public transport. Failure to do so is punishable by fine or fixed penalty notice. Details contained within FC OSOP.</p>	2	2	L	Y	
	<p>Office Access/Egress All persons shall follow the Landlords guidance on social distancing when entering and exiting Chiswick Tower, movement within the common areas and use of lifts and staircases. Details contained within FC OSOP.</p>	3	5	H	N	<p>All persons shall have access to a return to work video which will demonstrate how to enter and leave Chiswick Tower, movement within the common areas and use of lifts and staircases, as well as access to our office on the 10th Floor. This will be via the company SharePoint. All persons shall be re-inducted on safe office use on their first day of return to work at the office. Details contained within the FC OSOP.</p>	2	2	L	Y	

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<p>Symptoms of Covid-19 If anyone becomes unwell with a new continuous cough or a high temperature in the workplace they will be sent home and advised to follow the stay at home guidance. Line managers will maintain regular contact with staff members during this time. Details contained within FC OSOP.</p> <p>If advised that a member of staff or public has developed Covid-19 and were recently on our premises (including where a member of staff has visited other work place premises such as domestic premises), the HR Director or his authorised person will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken.</p>	<p>3</p>	<p>5</p>	<p>H</p>	<p>N</p>	<p>Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a rapidly changing situation.</p> <p>The HR Department and Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.</p> <p>The Office Manager and Line Manager shall determine the employee's movements within the office and number of contact-points which may result in a deep clean of the potentially contaminated areas. Details in FC OSOP.</p>	<p>2</p>	<p>2</p>	<p>L</p>	<p>Y</p>	<p>Communications Director and the Comms Team to provide all internal messaging with the aid of the HSQE Director.</p>
<p>First Aid Office First Aiders are trained in accordance with industry standards.</p>	<p>3</p>	<p>5</p>	<p>H</p>	<p>N</p>	<p>All First Aiders are to attend and be briefed on the Ferrovial Construction "Advice for First Aiders" Tool Box Talk either before or as soon as possible after the office is re-opened. Details contained within the FC OSOP.</p>	<p>2</p>	<p>2</p>	<p>L</p>	<p>Y</p>	

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	<p>Fire Safety Office emergency plan in operation and emergency procedures displayed on notice boards and at fire points.</p>	3	3	M	Y	<p>The Landlord has instructed that the existing emergency evacuation arrangements for the office will be maintained and have advised that real emergency situations take priority over distancing rules.</p>					
	<p>Mental Health Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help Reference - https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/</p>	3	3	M	N	<p>Communication of mental health information and MHFA availability shall be displayed on the office notice boards including, Employee Assistance Program (EAP) and open door policy for those who need additional support.</p>	2	2	L	Y	
	<p>Office Maintenance (Water/Air-con) All water treatment is maintained in accordance with regulations by the Landlord. The shower unit within the disabled toilet is flushed weekly by the building cleaners. Perimeter and above ceiling fan-coil units are maintained in accordance with maintenance schedule.</p>	3	5	H	N	<p>Landlord will undertake a water system treatment to the entire building prior to tenants return. Fan coil (AC units) have been serviced prior to employees return to Chiswick Office.</p>	2	2	L	Y	
	<p>Drivers Persons should not share vehicles or cabs, where suitable distancing cannot be achieved.</p>	3	5	H	N	<p>Communicate with companies who deliver to us and advise on arrangements for safe deliveries and welfare arrangements for drivers.</p>	2	2	L	Y	Office Manager to communicate arrangements

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Review Date: 05/06/2020

Review by: Robert Hackett

Risk Assessment Feedback

The following comments were received during the briefing of this Risk Assessment, and will be forwarded to the Assessor for review:

Comment made by:

Date: