

Risk Assessment – COVID-19 Site Risk Assessment



Task / Activity Description: Partial opening of Newcastle office	Risk Assessment Number: COVID-19 NEWCASTLE OFFICE
Department: Delivery – OFFICE FUNCTIONS	Date of Assessment: 01-09-2020
COMPLETED BY: John Mills – Head of QHSE	Date of next review: ONGOING AND LIVE – REVIEW AS NEEDED

Consequences					Frequency of Occurrence				
					(1)	(2)	(3)	(4)	(5)
Severity	People	Asset Integrity / Business Impact	Environment	Reputation	Improbable	Unlikely	Possible	Likely	Probable
Insignificant (1)	First aid, RWDC, MTC	Slight damage, loss or impact	Slight impact of limited duration	Local media interest		LOW RISK			
Minor (2)	LTI	Business impact or loss <1 day,	Minor effect	Local written media					
Moderate (3)	Multiple LTI's, one PD	Business impact or loss <1 week	Localised effect	Local TV National papers			ALARP AREA		
Major (4)	One fatality, multiple PD's	Business impact or loss <1 month	Regional assistance required	National TV International papers				HIGH RISK	
Critical (5)	More than one fatality	Business impact or loss >1 month	International assistance required	International TV Extended coverage					

	Score	Risk Explained:	Action to take:
	15-25	High Risk	Do not proceed
	8-12	Alarp Area	Proceed with consideration for reducing risks further
	1-6	Low Risk	Proceed with task

Hazard Identified:	Initial Rating:			Who is at Risk?	Control Measures to be taken:	Residual Rating:		
	F	S	R			F	S	R
Employees travelling to and from Newcastle office – potential exposure to people with COVID-19 during travelling – contact with others	5	5	25	-Nomad employees -Other commuters moving around	-Employee to travel alone in own vehicle to minimise any exposure with others -No public transport to be used if possible or as last resort and adopt social distancing measures when on public transport -Traffic route reviewed for journey management and planning – crowding etc -Weather conditions assessed prior to journey from safety angle and crowding etc -Car parking considered on arrival and departure for proximity to other car users in vicinity -Avoid unnecessary stop offs increasing risk when commuting to from office and home	1	5	5
Potential of Nomad employee infecting other employees in office while working in the office – contact with others	4	5	20	-Nomad employees	-Each employee to assess own fitness / health on morning of travel and any concerns or issues journey to be cancelled and self-isolate as required -Consider working from home where this can be achieved without impacting work -Employees to adopt social distancing as per the office plan to reduce risk of exposure to others and always maintain safe distance in office -Seating plan has been initiated to plan by design safe social distancing in office -Posters and awareness of COVID-19 controls posted in office and passed to employees for awareness and understanding	2	5	10

					<ul style="list-style-type: none"> -Info board in place at reception for all employees detailing key information to review -Consider staggered start and leaving times of the office to ensure individual entry and exit for business start and close each day and throughout the day – this is to be department led and agreed with line managers -Hand sanitiser units made available in entrance corridors so employees can cleanse hands prior to entering office -Hand gels available inside the office for employees to use -Sanitiser wipes available throughout the office for wiping down equipment and machinery as needed -Employees to advise Nomad office manager if they observe low levels of stock to allow replenishments to be planned -All employees given induction presentation on safe re occupation of the office covering various aspects -Thermal camera in place to be used on entry along with face covering in all common areas 			
Employees using communal areas outside of Nomad office control – Lifts and communal lobbies – risk of contact with others	4	5	20	<ul style="list-style-type: none"> -Nomad employees -Other building users 	<ul style="list-style-type: none"> -Follow instructions laid out in presentation for communal areas – floor barriers in place around ground floor reception desk, max 1 person per lift, use lifts going up and stairs coming down for a ‘one-way system’ (exceptions anyone with difficulty walking etc) 	2	5	10

					-Maintain social distancing when in these areas -Limit time in areas to low as possible			
Employees using communal areas outside of Nomad office control – Toilets – contact with others	4	5	20	-Nomad - employees -Other building users in toilets -Cleaners	-Max of one person to use toilets (male or female) at any one time -Regular cleaning of toilets by FM cleaners with signage in place when cleaning taking place as normal -Toilet signs in place stating 1 max in each toilet -Use of other toilets (ground floor) in building when required as overflow option	1	5	5
Employees using common areas for welfare purposes inside Nomad office – kitchen area – contact with others	4	5	20	-Nomad employees	-All employees to sanitise hands before entering the kitchen – signs and hand gel available -Kitchen use to be staggered and max of 2 people in kitchen area at any one time -Kitchen tables and chairs are marked and taped out of use to prevent anyone sitting on tables preventing others entering to use facilities -Kitchen signage in place detailing controls -Cleaning company personnel to attend when office is empty of others for cleaning -Consider bringing in food to avoid travelling out for food increasing risk and exposure to other personnel -Standard cleaning of utensils to be adopted to all employees -Hand gels and wipes available in the kitchen as extra precautions available to employees	1	5	5

					-Face covering to be used in common areas at all times			
Employees using common areas inside Nomad office – Lab area and stores	3	5	15	-Nomad employees	<ul style="list-style-type: none"> -Lab area is now a one-way system with one door used for going in (main lab door) and one going out (storeroom door) to avoid any collisions of people going in and out – both have signs in place on doors -Additional hand gels and wipes made available in the lab area as well for employees to use as necessary -Consider propping the lab doors open if needed throughout day work in office to reduce frequency of door opening and closing and handling / pressing the door release button -Face coverings to be worn in common lab areas 	1	5	5
Employees using common areas inside Nomad office – corridors – contact with others	5	5	25	-Nomad Employees	<ul style="list-style-type: none"> -Corridors are narrow and an obvious snag point for people to potentially walk into one another when in the office - Awareness raised on induction review and presentation to stay alert and pre check corridors before transiting down them -Consider ‘backing up’ if someone is coming towards you in a corridor and come to a mutual agreement with the opposite employee on right of way to maintain social distancing -Where necessary alert people vocally in corridor if they do not see you or react to you -Face coverings to be used in all common areas as required 	2	5	10

					-Hand sanitiser available in common areas			
Visitors coming into the office	2	5	10	-Nomad employees -Visitors	-Visitors to be assessed with travel approval process Nomad has in place from host -All visitor must complete visitor declaration form as per process in place and have this reviewed by QHSE team prior to acceptance of any visitor coming in -Visitors to be logged with office manager as well for knowledge and timing etc -Visitors to follow all controls in office as employee – camera check, PPE and follow social distancing rules	1	5	5
Deliveries coming in and shipments going out of the office	2	5	10	-Nomad employees -Visitors / delivery drivers / couriers	-Deliveries will be taken as normal in goods lift and left in Nomad office practising social distancing -FM in One Trinity have advised no extra precautions to take for deliveries other than social distancing -Hand gels and wipes available as needed for deliveries and handling of goods	1	5	5
Face to face meetings in the office – contact with others	2	5	10	-Nomad employees	-Meetings to be completed at safe social distance from one another if face to face needed in open office area or board room only – where needed use other facilities for group meetings – Microsoft teams’ facility to maintain distancing between people and avoid face to face meetings altogether -Face coverings worn by those in a physical meeting room as per requirement	1	5	5
Proximity work in office where 2 metre distance can’t be achieved – loss of safe	2	5	10	-Nomad employees	-Due to the work Nomad completes this is not a risk at this time – bench work can be done by one person on the bench and no	1	5	5

social distancing between one employee and others					proximity to be done with more than one person involved -Delivery inspections or close up examinations can be done one by one avoiding the need to breach a safe distance from one another			
Contamination of equipment from one user to another during office work	3	5	15	-Nomad employees	-All employees to practice good personal hygiene controls throughout the working day -Employees encouraged through signage on arrival to wash / sanitise hands before entering office -Equipment not to be shared as everyone has their own workstation equipment and maintain this one their own desks -Common bench equipment used by various people to limit people handling this to minimise risk -Where common equipment needs to be handled by multiple people consider use of the wipes taking into account their moisture and nature of work and equipment	1	5	5
Emergency arises such as fire or medical emergency and distancing cannot be maintained	2	5	10	-Nomad employees	-In instances where an emergency arises the priority of safety of people overrides any social distancing measures in place and takes precedence. -First aid if required or handling, touching or assistance to anyone in need again takes priority and the 2-metre social distancing rule should be ignored -Consider PPE to protect the first aid responder in any assistance needed to others	1	5	5

				<p>– face mask, gloves if close proximity support is needed to anyone in need</p> <p>-1-page document on first aid response during COVID-19 prepared and made available to first aiders</p> <p>-1-page fire safety measures prepared and made available to all employees to relay emergency response intention should one occur from a fire perspective</p>			
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Risk Rating = Frequency x Severity

Additional / General Comments:

This risk assessment documents the available control measures for all employees in the Newcastle office for the re occupation of the office and for interim work until a full re occupation under normal circumstances can take place.

All controls follow COVID-19 common control measures to reduce the risk as low as reasonably practicable for all employees and follows the best practice and governmental advice

All employees have a personal responsibility to themselves and their co-workers to adhere to the working controls within this risk assessment for their time in the office to minimise the risks and keep themselves and each other safe

This risk assessment will remain in place as long as necessary and is supplemented by the following documents and guidance

- Nomad Posters and visual aids on COVID-19
- Risk Matrix for Newcastle Office
- Newcastle office reoccupation presentation overview
- Guidance documentation for employees

The above documents have been communicated to all employees along with this risk assessment