

RA No: RA-65		Contract Name and No: N/A
Activity: Coronavirus (COVID-19) - Office Work		Location of Activity: Marlborough Offices
Assessment Carried out by Thomas Nebu	Signature: <i>Thomas Nebu</i>	Review Date: May 2020
Assessment Checked by Mathew Nebu	Signature: <i>Mathew Nebu</i>	Next Review Date: May 2021
Do's / Don'ts: Refer COVID-19 Safe Operating Procedures (SOP) Updated 08 April 2020 QHSEv080420		

Activity/Equipment used	Hazards	Who might be harmed	Risk Level (H, M, L)	Controls	Residual Risk Level (H, M, L)	Comments
Office Work	Exposure from staffs who: 1) Live with someone with a confirmed case of COVID-19. 2) Have come into close contact (within 2 metres for 15 minutes or more) with a confirmed case of COVID-19. 3) Being advised by a public health agency that contact with a diagnosed case has occurred.	Office staffs and their family members, Drivers Clients, visitors, public	H	<ul style="list-style-type: none"> Anyone who meets one of the following criteria should not come to office: <ul style="list-style-type: none"> Has a high temperature or a new persistent cough. Is a vulnerable person (by virtue of age or underlying health/medical condition). Is living with someone in self-isolation or a vulnerable person. They must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed. All staffs encouraged to work-from-home if possible. Dedicated desk allocation and office entry permit system in place. clinically vulnerable and clinically extremely vulnerable individuals are advised to work from home. All staffs to follow management guidelines, updates regarding Covid-19 control measures. Equality in Workplace, Managers to be be mindful of the particular needs of different groups of workers or individuals. Payroll to be notified on any staff absence related to Covid-19 Government guidelines on sick pay and furlough process will be adhered to. 	L	

Activity/Equipment used	Hazards	Who might be harmed	Risk Level (H, M, L)	Controls	Residual Risk Level (H, M, L)	Comments
Office Work	Suspected Covid- 19 case whilst working at office	Office staffs and their family members, Drivers Clients, visitors, public	H	<ul style="list-style-type: none"> • If an employee / visitor is suspected to have the COVID-19, the Dept. Manager to follow COVID emergency response plan. • If a staff develops a high temperature or a persistent cough while at work, they should: <ul style="list-style-type: none"> ➢ 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. • Keep the number of staff attending to the unwell person to a minimum. Staff attending to the unwell person should wear masks and disposable gloves. Masks should be discarded after attending to each person suspected to have Covid-19. • Cleaning and disinfection of areas where a suspected Covid-19 case had been in the premises to be undertaken. 	L	

Activity/Equipment used	Hazards	Who might be harmed	Risk Level (H, M, L)	Controls	Residual Risk Level (H, M, L)	Comments
Office Work	Vulnerable/infected employees/visitors coming to Office	Office staffs and their family members, Drivers Clients, visitors, public	M	<ul style="list-style-type: none"> • Office desk allocated to staff who cannot work from home. • All other staff to get prior consent from respective managers if they wish to work from office. • Office staff advised to limit movements to various rooms within an office to reduce the exposure. • Strictly no operational staff to go into the main section of the offices - Supervisors to liaise between site and office to avoid as was far as possible the need for operatives to enter buildings. • <u>Anyone who meets one of the following criteria advised to restrain from coming to office.</u> • Has a high temperature or a new persistent cough (follow the guidance on self-isolation) • Is a vulnerable person • Is living with someone in self-isolation or a vulnerable person. • Stop all non-essential visitors, Supervisors to visit gangs only if essential. • No visitors or public are allowed to enter the office without prior permission from the respective manager. • Wherever possible staffs should travel to office alone using their own transport. • Avoid public transportation as much as possible. • Virtual meetings recommended as far as reasonably practicable. • Keep 2m distance wherever practicable • IT department to provide sufficient training, information and instruction to be able to access and use management systems or work-related software remotely(work from home). 	L	<p>Refer:</p> <p><u>COVID-19 RA & Safe operating procedures QHSEv260320</u></p> <p><u>RA-61-Remote Working QHSEv0420</u></p>

Activity/Equipment used	Hazards	Who might be harmed	Risk Level (H, M, L)	Controls	Residual Risk Level (H, M, L)	Comments
Office Work	Inadequate and unsafe welfare facilities	Office staffs, Drivers Clients, visitors	H	<ul style="list-style-type: none"> • Ensure soap and fresh water is always readily available and kept topped up. • All staffs to wash their hands/use sanitisers when entering & leaving office • Provide hand sanitiser where hand washing facilities are unavailable. • Staffs using mess hall/kitchen to maintain social distancing and good hygiene standards. • Clean kettles, microwaves, water dispensers etc. after use. • Break times should always be staggered to reduce congestion and contact where practicable. • Restrict the number of people using toilet facilities at any one time • Wash hands before and after using the facilities, avoid touching your face. • Recommended to bring pre-prepared meals and refillable drinking bottles from home. • Don't share utensils, cups, bottles or anything personal. 	L	

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Office Work	Covid-19 Virus, staff not following Govt guidelines on self-isolation, personal hygiene and social distancing.	Office staffs and their family members, Drivers Clients, visitors, public	H	<ul style="list-style-type: none"> • Daily gov.uk updates shared to all staff on QUEST Newsboard. • Covid safe workplace declaration displayed on all office notice boards. • Awareness posters & updates displayed on notice boards & quest app. • Effective communication to be maintained with all Clients & contractors. • Anyone who meets the isolation criteria not allowed in office. • If a staff develops a high temperature or a cough while at work, he/she should be sent home immediately. • Stop all non-essential visitors, Supervisors to visit gangs only if essential. • Keep 2m distance wherever practicable. • Hot desking will not be permitted, depot in-charge to allocate specific work arrangements to ensure social distancing. • Wherever possible workers should travel to office alone using their own transport. • All staff briefed to ensure cleaning hands before and after shift. • soap and water should be made readily available wherever possible and hand sanitiser if water is not available. • Minimise use of printers, paper punches, guillotine machines etc. and if used clean them after use. • All staffs to get prior consent from respective managers if they wish to work from office. • Protective Screens to be installed in supervisor – site staffs communication counters where 2 meter distancing cannot be achieved to prevent the spread of infection. 	L	

Activity/Equipment used	Hazards	Who might be harmed	Risk Level (H, M, L)	Controls	Residual Risk Level (H, M, L)	Comments
Office Work	Staffs cleaning areas where a suspected Covid-19 case has been reported	Cleaners and others	H	<ul style="list-style-type: none"> Only cleaners authorised by management to undertake the activity. They shall wear disposable gloves. Gloves should be removed and discarded if they become soiled or damaged and a new pair worn. Gloves should also be removed and discarded after cleaning activities are completed. Cleaners shall wear a mask. Masks should be changed if they become wet, hard to breathe in, physically damaged or visibly soiled Cleaners shall wash their hands with soap and water immediately after the gloves are removed and when cleaning is completed. Frequently touched surfaces (e.g. arm rests, seatbacks, tables, chairs, door knobs, light and air controls, and adjacent walls and windows) and lavatory surfaces should be wiped down with chemical disinfectants (use according to manufacturer's instructions) and allowed to air dry. 	L	<p>Refer:</p> <p>COVID-19 RA & Safe operating procedures QHSEv260320</p> <p>COVID-19 Safe operating procedures (SOP) updated 08 April 2020</p>

Risk Evaluation: When applying the risk rating H M L – use the method opposite	1	Minor
Risk = The severity x the probability = risk rating of the hazard causing harm	2	Over 7 days
Key to Risk Level: L = 1 – 4 M = 5 – 8 H = 9 – 16	3	Major
	4	Fatality

1	Possible but hardly ever
2	Occasional
3	More Frequently
4	Likely

X

Safety Recommendation

Actions Required: It is the works supervisor's responsibility to ensure the above control measures are implemented and the records accurately compiled