




## Risk Assessment

### Risk Assessment Details

**Risk Assessment Number**                    0000000004  
**Risk Assessment Date**                        18/06/2020  
**Risk Assessment Author**                    Phoebe Morris  
**Project/Contract**  
**Start Date**                                        18/6/2020  
**Expected Job Duration**  
**Client Contact**  
**Description**                                      Covid 19 - Office Working  
     CEMA Lighting Ltd  
     Unit 6a  
     Gallamore Lane Industrial Estate  
**Site Address**                                      Market Rasen  
     Lincolnshire  
     LN8 3HA

### Signatures

	Name	Title	Signature	Date
<b>Document Author</b>	Phoebe Morris			18/06/2020

#### Data Protection Statement

The information and data provided in this Risk Assessment applies only to the task, project or contract for which it was written. It shall not be duplicated, disclosed or disseminated by the recipient to any third party other than for the purpose of managing and controlling health and safety in relation to this task, project or contract.

It is the duty of all employees, contractors and agents to observe the provisions of this Risk Assessment, which has been produced in order to provide a code of good practice and conduct with the object of preventing accidents. At all times employees, contractor and agents must work in a safe manner both to prevent personal injury to themselves or to other personnel.

This Risk Assessment may contain personal data relating to one or more persons. Such data must not be disclosed to any third party or used for any purpose other than compliance with this Risk Assessment except with the written consent of the Company or the individual concerned.

**Risk Assessment Notes**

Working Hours: 9:00-5:00, Monday to Friday  
Visitors to sign record book

**Groups Affected**

Employees

**Main Contractor**

Pre-Control			Hazard: Coronavirus Covid-19 Close Working	Residual Risk		
P	S	RR	Serious ill health/death	P	S	RR
4	5	20	<b>Control Procedures</b>	1	5	5
			The company will remind the workforce of the specific control measures necessary to protect them, their colleagues & families.			
			Where possible tasks will be rearranged to enable them to be done by one person, or by maintaining social distancing measures (2 metres).			
			Where the social distancing measures (2 metres) cannot be applied, the frequency and time workers are within 2 metres of each other will be minimised.			
			Where the social distancing measures (2 metres) cannot be applied, the number of workers involved in these tasks will be minimised.			
			The company will provide screens and barriers where appropriate employees			
			Fixed teams or partnering will be used to reduce the number of person to person contact			
			All areas of the business will be assessed for alterations to assist with social distancing i.e entrances and exits, break rooms, canteens and similar settings			
			In an emergency, for example, an accident, fire or break-in, people do not have to stay 2m apart if it would be unsafe			
			The Company will maintain social distancing in the workplace wherever possible.			

Pre-Control			Hazard: Coronavirus Covid-19 Personal Hygiene	Residual Risk		
P	S	RR	Serious ill health/death	P	S	RR
4	5	20	<b>Control Procedures</b>	1	5	5
			Individuals must not touch eyes, mouth or nose with unwashed hands, particularly after coughing or sneezing. Hands should be washed with adequate soap or sanitiser immediately.			
			Hand Hygiene procedures should be in place and communicated to all employees. focus around coughing and sneezing into tissues which are disposed of in closed lid bins.			
			The company will Provide hand sanitiser (minimum 60% alcohol based) where hand washing facilities are unavailable.			
			The company will ensure adequate supplies of soap and fresh water are readily available and kept topped up at all times.			

Pre-Control			Hazard: Coronavirus Covid-19 Surface Contamination & Cleaning	Residual Risk		
P	S	RR	Serious ill health/death	P	S	RR
4	5	20	<b>Control Procedures</b>	1	5	5
			Enhanced cleaning procedures in place across the site, particularly communal areas and touch points including: Taps and washing facilities. Toilet flush and seats. Door handles and push plates. Handrails on staircases and corridors. Lift and hoist controls. Machinery and equipment controls. Food preparation and equipment controls. Telephone equipment. Key boards, photocopiers and other office equipment.			
			The use of digital and remote transfers of material where possible is encouraged rather than paper format, such as using e-forms, emails and e-banking.			
			Any location that has been closed or partially operated will be risk assessed to ensure they are clean and ready to restart before reopening			
			Work areas and equipment will be frequently cleaned between uses, using your usual cleaning products.			
			Workspaces will be cleaned with waste and belongings removed from the work area at the end of a shift			
			When cleaning after a known or suspected case of COVID-19 the company will refer to the specific guidance			
			Signs and posters will be used to build awareness of good handwashing technique, the need to increase handwashing frequency, avoid touching your face and to cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available			
			Cleaning procedures for goods and merchandise entering the site will be established and followed			

Pre-Control			Hazard: Coronavirus Covid-19 Travelling To & Driving At Work	Residual Risk		
P	S	RR	Serious ill health/death	P	S	RR
4	5	20	<b>Control Procedures</b>	1	5	5
			Wherever possible workers should travel to site alone using their own transport.			
			The company will consider additional parking arrangements for cars and bicycles.			
			Other means of transport should be used to avoid public transport e.g cycling			
			The company will consider the use of hand cleaning facilities at entrances and exits. This should be soap and water wherever possible or hand sanitiser if water is not available.			
			Where public transport is the only option for workers, the company will consider changing and staggering site hours to reduce congestion on public transport.			
			Corporate vehicles will have passenger numbers limited including leaving seats empty			

Pre-Control			Hazard: Coronavirus Covid-19 Welfare	Residual Risk		
P	S	RR	Serious ill health/death	P	S	RR
4	5	20	<b>Control Procedures</b>	1	5	5
			Introduce enhanced cleaning of all facilities throughout the day and at the end of each day. Consider increasing the number or size of facilities available on site if possible.			
			Provide suitable and sufficient rubbish bins in changing areas with regular removal and disposal.			
			The company will restrict the number of people using toilet facilities at any one time (e.g. use a welfare attendant and use signage), such as floor markings, to ensure 2 metre distance is maintained between people when queuing.			
			Wash hands before and after using the toilet facilities.			
			Enhance the cleaning regimes for toilet facilities particularly door handles, locks and the toilet flush.			
			Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.			
			Personal items and clothing will be encouraged to be placed in personal storage spaces, for example, lockers and during shifts			
			Clear use and cleaning guidance for toilets will be set to ensure they are kept clean and social distancing is achieved as much as possible			

Pre-Control			Hazard: Coronavirus Covid-19 Access & Egress	Residual Risk		
P	S	RR	Serious ill health/death	P	S	RR
4	5	20	<b>Control Procedures</b>	1	5	5
			The company will plan site access and egress points to enable social distancing. This will include changing the number of access points, either increase to reduce congestion or to decrease to enable monitoring, including in the case of emergencies.			
			The company will allow plenty of space between people waiting to enter site at site access and egress points.			
			Where possible, the company will use signage reminding workers not to attend if they have symptoms of Coronavirus (Covid-19) and to follow guidelines.			

Pre-Control			Hazard: Coronavirus Covid-19 Isolation & Ill coworkers	Residual Risk		
P	S	RR	Serious ill health/death	P	S	RR
4	5	20	<b>Control Procedures</b>	1	5	5
			If a worker develops a high temperature or a persistent cough while at work or has a recent loss of, or change, in normal sense of taste or smell (anosmia), they should return home immediately and avoid touching anything. Any coughing or sneezing should be done 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.			
			Anyone who has a high temperature or a new persistent cough or has a recent loss of, or change in, your normal sense of taste or smell (anosmia) should NOT come to site & follow the guidance on self-isolation. Anyone who is a vulnerable person (by virtue of their age, underlying health condition, clinical condition or are pregnant) should NOT come to site & follow the guidance on self-isolation. Anyone who is living with someone in self-isolation or a vulnerable person should NOT come to site & follow the guidance on self-isolation.			
			The company will review working arrangements for clinically extremely vulnerable and clinically vulnerable individuals on a case by case basis.			
			Clinically vulnerable individuals have been asked to take extra care in observing social distancing and will be helped to work from home where possible, either in their current role or in an alternative role.			
			Where not possible, clinically vulnerable workers will be offered the option of the safest available on-site roles, enabling them to stay 2m away from others.			
			Where clinically vulnerable people have to spend time within 2 metres of other people, the company will carefully assess whether this involves an acceptable level of risk.			
			Current guidance is checked regarding staff and who falls into clinically extremely vulnerable and clinically vulnerable groups.			
			We will provide support for workers around mental health and wellbeing. This could include advice or telephone support.			
Should any member of staff require to self isolate, we will enable workers to work from home where appropriate.						

Pre-Control			Hazard: Coronavirus Covid-19 Canteen and Common Areas	Residual Risk		
P	S	RR	Serious ill health/death	P	S	RR
4	5	20	<b>Control Procedures</b>	1	5	5
			Frequently clean surfaces that are touched regularly, using standard cleaning products e.g. kettles, refrigerators, microwaves.			
			Hand cleaning facilities or hand sanitiser will be available at the entrance to any room where people eat and should be used by workers when entering and leaving the area.			
			A distance of 2 metres should be maintained between users, wherever possible.			
			Crockery, eating utensils, cups etc. should not be used unless they are disposable or are washed and dried between use.			
			Break times will be staggered to reduce pressure on break rooms or places to eat.			
			Safe outdoor areas will be used for breaks.			
			The company will create additional space by using other parts of the workplace freed up by remote working			
			Seating and tables will be reconfigured to maintain spacing and reduce face-to-face interactions.			
			Workers will be encouraged to bring their own food to reduce contact in canteen environments			
			Staff will be encouraged to remain on-site and, when not possible, maintaining social distancing while off-site			

Pre-Control			Hazard: Coronavirus Covid-19 First Aid and Emergency Service Response	Residual Risk		
P	S	RR	Serious ill health/death	P	S	RR
4	5	20	<b>Control Procedures</b>	1	5	5
			Emergency plans including contact details will be kept up to date.			
			The company will give consideration to potential delays in emergency services response, due to the pressure on resources and plan accordingly.			

Pre-Control			Hazard: Coronavirus Covid-19 PPE and Face Coverings	Residual Risk		
P	S	RR	Serious ill health/death	P	S	RR
4	5	20	<b>Control Procedures</b>	1	5	5
			Face Coverings are different to PPE and are optional for staff, they will not be used as an alternative to the other control measures set out within the companys risk assessment			
			Should operatives choose to wear face coverings staff should ensure to Wash hands before and after wearing one whilst avoiding touching your face or face covering, as you could contaminate them with germs from your hands, Such Coverings should be changed should they become damp or be touched.			

Pre-Control			Hazard: Coronavirus Covid-19 Organisational	Residual Risk		
P	S	RR	Serious ill health/death	P	S	RR
4	5	20	<b>Control Procedures</b>	1	5	5
			The company will consider who is needed on site, for example, support staff should work from home if at all possible.			
			Monitoring the wellbeing of people who are working from home and helping them stay connected to those operating in an outdoor environment will be undertaken.			
			We will keep in touch with off-site workers on their working arrangements including their welfare, mental and physical health and personal security.			
			The company will provide equipment for people to work from home safely and effectively.			
			For those workers who are required to travel and stay away from home in onsite accommodation, fixed groups of workers will be created so that where contact is unavoidable, this happens between the same people.			
			The company will provide clear, consistent and regular communication to improve understanding and consistency of ways of working			
			We will engage with workers and worker representatives through existing communication routes to explain and agree any changes in working arrangements			
			Communication and training materials will be developed for workers prior to returning to site, especially around new procedures for arrival at work			
			Ongoing engagement with workers (including through trades unions or employee representative groups) will be done to monitor and understand any unforeseen impacts of changes to working environments			

Pre-Control			Hazard: Coronavirus Covid-19 Site Movement	Residual Risk		
P	S	RR	Serious ill health/death	P	S	RR
4	5	20	<b>Control Procedures</b>	1	5	5
			Site movement will be reduced by discouraging non-essential trips within buildings and sites.			
			One-way systems will be implemented where possible on walkways around the workplace			
			Signage will be used around site such as ground markings to mark and allow controlled flows of people moving throughout the site			
			The Company will reduce maximum occupancy for lifts, providing hand sanitiser for the operation of lifts and encouraging use of stairs wherever possible			
			The use of high traffic areas including corridors, lifts turnstiles and walkways will be regulated to maintain social distancing			
			In an emergency, for example, an accident or fire, people do not have to stay 2m apart if it would be unsafe			



Pre-Control			Hazard: Coronavirus Covid-19 Static Workers and Workstations	Residual Risk		
P	S	RR	Serious ill health/death	P	S	RR
4	5	20	<b>Control Procedures</b>	1	5	5
			The company will plan workstations to maintain social distancing wherever possible			
			Workstations should be assigned to an individual as much as possible			
			When its not possible for the company to move workstations further apart, arranging people to work side by side or facing away from each other rather than face-to-face.			
			Screens to separate people from each other will only be used when it is not possible to move workstations further apart			
			We will aim to use a consistent pairing system if people have to work in close proximity			
			Floor tape or paint to mark areas to help workers keep to a 2m distance will be used where appropriate			
			Occupancy levels will be managed to enable social distancing			
			Hot desking should be avoided and, where not possible, workstations will be cleaned between different occupants including shared equipment.			

Pre-Control			Hazard: Coronavirus Covid-19 Meetings	Residual Risk		
P	S	RR	Serious ill health/death	P	S	RR
4	5	20	<b>Control Procedures</b>	1	5	5
			Remote working tools to avoid in-person meetings will be used to reduce social contact			
			We will ensure that only absolutely necessary participants should attend meetings and should maintain 2m separation throughout			
			To avoid transmission during meetings, employees should not share pens or other objects			
			Hand sanitisers will be provided in meeting rooms			
			Meetings will be held outdoors or in well-ventilated rooms whenever possible			
			Where regular meetings are to take place, signage will be used to help people maintain social distancing			

Pre-Control			Hazard: Coronavirus Covid-19 Visitor and Customer Safety	Residual Risk		
P	S	RR	Serious ill health/death	P	S	RR
4	5	20		<b>Control Procedures</b>	1	5
Site guidance on social distancing and hygiene should be explained to visitors on or before arrival						
Visits will be encouraged to be carried out via remote connection/working where this is an option						
The number of visitors will be limited at any one time						
Schedules for essential services and contractor visits will be revised to reduce interaction and overlap between people						
A record of all visitors will be maintained						
Public notices will be visible to help inform workers, customers, visitors, contractors and the public to maintain social distancing whilst near the workplace						

Probability (P)	Severity (S)	Risk Ranking (RR = P * S)
1 Highly Unlikely	1 Trivial	< 1 - No Action Required
2 Unlikely	2 Minor injury	> 2 - Low Priority
3 Possible	3 Over 3 Day injury	> 8 - Medium Priority
4 Probable	4 Major injury or condition	>10 - High Priority
5 Certain	5 Incapacity or Death	>15 - Urgent Action Required

### Required PPE

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I have read and understood the contents of this Risk Assessment.

Anything I did not understand has been explained to me to my satisfaction.

I agree to follow the Risk Assessment and understand that any control procedures are provided for my safety and the safety of others.

**Print Name**

**Signed**

**Date**

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