

F-HS-17009	Risk Assessment		
Version No:	8.2	Sheet:	Page 1 of 5
Owner:	Group Health & Safety / Technical Training Manager	Issue Date:	27/03/19

Business Unit :	Encocam Ltd	Date of Risk Assessment :	19 th May 2020
Department/Location :	Stonehill, Herald, Central Services and Blackstone offices	Risk Assessment Team :	Ernest Apau, Nick Mears
Reference No :	COVID-19 -002		

Name/Description of task: Transmission of covid-19 virus								
What are the hazards?	Who might be harmed and how?	Current Risk Level (HC x L)	What are you already doing?	What further action is necessary?	Action by whom	Action by when	Done	Remaining Risk Level (HC x L)
Coronavirus	Employees, cleaners, clinically vulnerable & extremely vulnerable when they breathe in droplets from a person infected with the virus or sick yet asymptomatic or become infected by touching table, chair, then touching their eyes, nose, or mouth.	3 x 1 M3	<p>Daily temperature screening of employees at reception areas before they enter office space.</p> <p>Hand washing facilities with soap and water in toilets.</p> <p>Hand sanitizer dispenser machines have been installed and addition hand sanitizer bottles have been provided.</p> <p>Extremely vulnerable office staff/Engineers/some support services staff working from home to reduce congestion in offices.</p>	<p>Raise awareness about importance to wash hands regularly with soap and water or clean with alcohol-based hand rub.</p> <p>Provide disinfection/cleaning stations to enable employees to routinely disinfect workstations, common surface areas.</p> <p>Monthly chemical fogging of offices.</p> <p>Install social distancing screens around workstations.</p>	<p>Ernest/Nick</p> <p>Parviz/Antanas</p> <p>Changiz/Ernest</p> <p>Changiz</p>	<p>31/07/20</p> <p>31/07/20</p> <p>31/07/20</p> <p>31/07/20</p>		

F-HS-17009	Risk Assessment		
Version No:	8.2	Sheet:	Page 2 of 5
Owner:	Group Health & Safety / Technical Training Manager	Issue Date:	27/03/19

			Use floor tape to mark high traffic areas to help office staff to keep a 2m distance.	Ernest/Nick	31/07/20		
			Implement one-way flow system in offices.	Ernest/Nick	31/07/20		
			Reduce staff numbers in the Stonehill & Central Services offices by rotating staff in the office and working from home.	Helen Dighton/Matt hew Dyer	31/07/20		
			Reduce staff numbers in Herald office by rotating staff in the office and working from home.	Tess Ashmead/Nigel Blackwell	31/07/20		
			Implement face masks policy in offices.	Ernest Apau	31/07/20		

F-HS-17009	Risk Assessment		
Version No:	8.2	Sheet:	Page 3 of 5
Owner:	Group Health & Safety / Technical Training Manager	Issue Date:	27/03/19

Hazard Consequence	Description	Score	Risk Matrix				
Major	Potentially major injury including death, major amputation or paralysis, life/career threatening injuries		Hazard consequence	High 3	M3	H6	H9
Moderate	Simply not the other two				L2	M4	H6
Minor	Potentially minor injury treatable by first aid only				L1	L2	M3
			Low 1	Medium 2	High 3	Likelihood of accident occurring	
Likelihood of accident occurring	Description	Score					
Highly likely	Virtually certain to occur at some point; could happen now						
Likely	Simply not the other two						
Unlikely	Small chance only of occurring because of low exposure or excellent controls						
Overall risk rating:	Low 1	Low 2	Med 3	Med 4	High 5	High 6	
1) Please circle or highlight box. 2) The box you circled/highlighted will explain the action you must take.	Acceptable risk, review task within 12 months.	Acceptable risk, review task within 12 months.	Actions required within 6 months. Inform direct Manager / Team Leader.	Actions required within 6 months. Inform direct Manager / Team Leader.	Task must be stopped immediately and direct Line Manager and Head Of Operations must be Informed.	Task must be stopped immediately and direct Line Manager and Head Of Operations must be Informed.	

F-HS-17009	Risk Assessment		
Version No:	8.2	Sheet:	Page 4 of 5
Owner:	Group Health & Safety / Technical Training Manager	Issue Date:	27/03/19

Hierarchy of Control:	
1) ELIMINATION, 2) SUBSTITUTION, 3) ENGINEERING CONTROLS, 4) ADMINISTRATIVE CONTROLS, 5) PERSONAL PROTECTIVE CLOTHES AND EQUIPMENT	
1) Elimination	Redesign the job or substitute a substance so that the hazard is removed or eliminated. For example, duty holders must avoid working at height where they can.
2) Substitution	Replace the material or process with a less hazardous one. For example, use a small MEWP to access work at height instead of step ladders. Care should be taken to ensure the alternative is safer than the original.
3) Engineering Controls	Use work equipment or other measures to prevent falls where you cannot avoid working at height. Install or use additional machinery such as local exhaust ventilation to control risks from dust or fume. Separate the hazard from operators by methods such as enclosing or guarding dangerous items of machinery/equipment. Give priority to measures which protect collectively over individual measures.
4) Administrative Controls	These are all about identifying and implementing the procedures you need to work safely. For example: reducing the time workers are exposed to hazards (e.g. by job rotation); prohibiting use of mobile phones in hazardous areas; increasing safety signage, and performing risk assessments.
5) Personal Protective Clothes and Equipment	Only after all the previous measures have been tried and found ineffective in controlling risks to a reasonably practicable level, must personal protective equipment (PPE) be used. For example, where you cannot eliminate the risk of a fall, use work equipment or other measures to minimise the distance and consequences of a fall (should one occur). If chosen, PPE should be selected and fitted by the person who uses it. Workers must be trained in the function and limitation of each item of PPE.

Risk Assessor Details:	Agreed By:
Name in Block Capitals: ERNEST APAU/NICK MEARS	Name in Block Capitals: _____
Signature: _____	Signature: _____
Position in Company: _____	Position in Company: _____
Risk assessment review date: 19 th May 2023	

F-HS-17009	Risk Assessment		
Version No:	8.2	Sheet:	Page 5 of 5
Owner:	Group Health & Safety / Technical Training Manager	Issue Date:	27/03/19