

RISK ASSESSMENT	
<b>Activity/Process:</b>  Laser House: Operational Covid-19 Control Processes	<b>Reference No:</b> 299
	<b>Location:</b> Laser House Cricket Lane Beckenham BR3 1LH
<b>Identified Hazards:</b>  Catching Covid-19 with mild symptoms resulting in self-isolation in accordance with Government guidelines.  Catching Covid-19 with significant breathing symptoms resulting in hospitalisation  Death as a result of catching Covid-19  Passing the virus on to other office based personnel / family / household members  Passing the virus on to Laser House visitors etc.	
<b>Persons at Risk:</b> 1. Office personnel 2. Other company personnel e.g. warehouse personnel 3. Building visitors including site based company personnel and client personnel 4. Delivery personnel e.g. couriers / Royal Mail delivery personnel 5. Appointed tradesmen working at Laser House.	
<b>Control Measures:</b> <b>(Numbering relates to identified hazards as detailed above)</b>  <b>1/2/3/4/5.</b> If office / workshop personnel are feeling unwell (in any capacity) they must not come to work.  <b>1/2/3/4/5.</b> If anyone in their household is feeling unwell with coronavirus symptoms or is self-isolating (in accordance with government guidelines) then operatives must not come to work.  <b>1/2/3</b> Where practicable when travelling to / from work the use of public transport should be avoided especially the tube / bus network in London. When planning site specific labour resource on a project by project basis, complexity of operative journeys should be taken in to account. When travelling on public transport travelling within the current peak times of 05.45 – 07.30 and between 16.00 and 17.30 should be avoided when possible.  <b>1/2/3.</b> When driving to and from Laser House where possible no passengers should be carried within vehicles. Where this is an absolute necessity for passengers to travel in vehicles the vehicle occupants should sit as far away from each other as possible and vehicles should be cleaned regularly using gloves and standard cleaning products. When driving the air-conditioning should be turned off and windows wound down to provide ventilation.  <b>1/2/3/5</b> Established one way pedestrian routes throughout the building to be complied with by all building personnel / visitors at all times.	

**Control Measures:**

(Numbering relates to identified hazards as detailed above)

**3/5.** Limit building visitors / appointed trades personnel to essential visitors / service providers and by appointment only. Visitors / service providers to be provided with a building specific visitors induction (to include building Covid-19 operational controls) upon arrival with a delegated office based person responsible for the visitor(s) at all times whilst at Laser House.

**4.** Delivery personnel to off load parcels / post at the main entrance door to avoid having to enter Laser House

**1/3.** No passing on the stairs, personnel should wait at the top / bottom of the stairs if in use. Personnel using the stairs in the same direction as others should maintain a 2m distance at all times.

**1/2/3/5.** Limit toilet use to one person at a time (where practicable).

**1/2/3/5.** Two persons limits as established within the kitchen area / within meeting rooms to be fully complied with at all times.

**1/2/3/5.** Increased daily cleaning of door handles / push plates / desks etc within the office areas and also toilets / wash basins etc throughout the working day using anti-bacterial spray / wipes etc. Hand sanitiser as positioned on the desks to be used on a frequent basis by all building personnel.

**1/2/3.** Anti-bacterial wipes / hand sanitiser shall be positioned in close proximity of free issue work equipment e.g. photocopiers and for kitchen provisions e.g. kettles / microwaves etc. Equipment users are required to clean the touch points on the equipment after every use.

**1/2/3/5.** Establish and maintain adequate hand-washing and sanitising points at all times ensuring adequate stocks of hygiene consumables are maintained.

**1/2/3/4/5.** Establish and maintain 2m social distancing between personnel / visitors etc at all times where practicable to do so. Where this is not possible Senior Management must consider whether the activity / work area is vital to its operation.

**1/2/3.** Desks / work stations within the building as established to provide 2 metre distancing must be maintained at all times so that operatives work back to back or side by side and not directly facing each other.

**1/2/3.** Where possible the sharing of work equipment e.g. staplers / pens etc should be avoided, where this is not possible then such equipment should be sanitised after use.

**1/2/3/4/5.** Any operational concerns relevant to the control measures as detailed within this risk assessment must be brought to the attention of the Health & Safety Manager / Director immediately.

**1/2/3/4/5.** Company personnel to strictly comply with company operational guidance, and Government guidance in relation to the Covid-19 virus, reference to the following website link is made: <https://www.nhs.uk/conditions/coronavirus-covid-19/>.

4 x 1 = Medium	4 x 2 = High	4 x 3 = Very High	4 x 4 = CRITICAL
3 x 1 = Low	3 x 2 = Medium	3 x 3 = High	3 x 4 = Very High
2 x 1 = Very Low	2 x 2 = Low	2 x 3 = Medium	2 x 4 = High
1 x 1 = Trivial	1 x 2 = Very Low	1 x 3 = Low	1 x 4 = Medium

**Severity Of Hazard: (Horizontal Axis)**

- 1 = Minimal - Superficial injuries or illness/localised effects  
 2 = Minor – Potentially more serious effects  
 3 = Significant - Major injuries or ill health/potential HSE notification requirement  
 4 = Severe/Fatal – Reportable/full incident investigation requirement

**Likelihood Of Occurrence: (Vertical Axis)**

- 1 = Very unlikely    2 = Unlikely    3 = Possible    4 = Foreseeable

**UNCONTROLLED RISK RATING: 4 x 4 = CRITICAL**

**RESIDUAL RISK RATING: 4 x 1 = MEDIUM**

**Assessed By:**

Martyn Tubb

**Date of Issue:**

12<sup>th</sup> May 2020