Safe System of Work and Risk Assessment

# Task: Contact with Covid-19 and other viruses/ bacteria- Contract and Operations Managers

Location: Head Office

Assessed By: Helen Walsh

Date: 05/01/2021

Safe System of Work:

1. List of any Particular Hazards as identified by RA:

* Exposure to COVID-19 and other viruses and/ or bacteria

# Who may be affected:

* + Office Staff
  + Operational Staff
  + Visitors
  + Clients

Covid-19 Protocols Contract and Operations Managers:

1. If you have any symptoms of NEW AND CONTINIOUS COUGH AND/OR HIGH TEMPERATURE AND/OR LOSS OF TASTE OR SMELL, you should self-isolate for 10 days. If you live in a household, where any of your family members are showing symptoms, they should self-isolate, but you should too for 10 days.
2. Wash your hands as soon as you arrive to the place you are about to visit. If no soap and water available, please use hand sanitisers. These are available at the head office.
3. Ensure you wear a face covering as mandatory at each site you are visiting.
4. Please always adhere to 2-metre social distancing rule. Avoid sharing any stationery or equipment with others.
5. Ensure that you adhere to 2-metre social distancing rule when on site with our cleaning staff and be vigilant to any staff that are not following these protocols.
6. Please only come to the office if you absolutely need to, but ensure you phone first. If you require to pick up any stock or paperwork, this will be arranged for you and ready in the downstairs lobby. Payroll to be completed remotely. Please wear a face covering should you be required to enter the main office areas.
7. You should not share your car/ van with any passengers. However the government guidelines do recommend that if it is for commuting purposes and it is to avoids a colleague using public transport. You should not change passengers often and keep it to as small a number as possible. The windows should be open at all times and any passengers should face away from each other. The vehicles interior and door handles need to be wiped down with anti-bacterial wipes or spray after each passenger leaves the vehicle. Contracts Managers and Operations Managers should not share a vehicle, they must use their own vehicle.
8. In any event you should ensure you wipe down interior of your car with a disinfectant as often as reasonably practicable. Chemicals are available in the head office if you wish to collect.
9. Ensure all IT equipment is cleaned including your mobile telephone.
10. Site audits should still take place. Please tell a client when you are going to be on site to audit and complete a self-audit where possible, unless your client requests otherwise; you should sign on behalf of the client, do not let client to touch your Ipad. The audit may have to be completed outside of the clients normal working hours.
11. Please adhere to the client COVID-19 policies, however if these are at odds with Rapid’s COVID 19 policies then

you must politely inform the client of this and speak with your line manager for guidance before proceeding.

1. The use of face coverings / masks at all client sites is mandatory. If you don’t have your own face covering, we do have a small number for you to collect should you wish to wear one whilst going about your business. We do have a supply of hand sanitiser at the office for you also. Please ring office if you wish to collect.
2. As an alternative please use remote video meetings where practical.

Risk Assessment Who is at risk?

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ☒ | Employees | ☐ | Visitors | ☐ | Contractors | ☒ | Members of Public | ☒ | Client/Other |

Additional Assessments Required:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ☒ | COSHH | ☐ | Manual Handling | ☐ | DSE |
| ☒ | New & Expectant Mothers | ☒ | Young Persons | ☒ | Personal |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Hazard identified and nature of possible harm | Severity | Probability | Risk Rating | Controls | Severity | Probability | Risk Rating | Result |
| Contact with Covid-19 and other viruses/ bacteria | 5 | 4 | 20 | * **ENSURE** you wear a face covering as mandatory when visiting sites (clients) * **ENSURE** you wear a face covering should you be required to enter the main office at head office. * **ENCOURAGE** all cleaning staff to wear a face covering / mask whilst carrying out their duties on client sites. * **ALWAYS** ensure 2 metre social distancing rule; follow on site rota to ensure the minimum amount of employees in the office at any time. * You **SHOULD NOT** share your car/ van with any passengers unless as outlines in the protocols * Conference calls to be used instead of face to face meetings; if not possible, ensure 2m social distancing rule. * You should **ENSURE**, you wipe down interior of your car with a disinfectant as often as reasonably practicable.   \* **ENSURE** your IT equipment is cleaned as well, ensure you include your personal phone in the   * **DO NOT** touch your face or mouth. Cough and sneeze in your elbow, not your hands. * **ENSURE** the compliance with hand washing arrangements: wash hands for at least 20 seconds when you come to work, and when you arrive home; before handling the food or after using a toilet. * If soap and water is unavailable, ensure that gel sanitiser is being used. * **DO NOT** share stationery with fellow members of the team or delivery drivers. * If you develop any symptoms contact your line manager, **DO NOT** leave your house for at least 10   days. | 5 | 1 | 5 | LOW |

|  |  |  |
| --- | --- | --- |
| Manager’s Name Helen Walsh | Manager’s Signature | Date of Review – Government Updates |
| Manager’s Name | Manager’s Signature | Date of Review |
| Manager’s Name | Manager’s Signature | Date of Review |



Almost Certain

High

Medium

Low

Improbable

Minor

Low

Medium

High

Major

Consequence

Probability

Risk Assessment Guidance – 5 x 5 Matrixes and How to Score Each Hazard

|  |  |  |
| --- | --- | --- |
| SEVERITY (CONSEQUENCE) CATEGORIES | | |
| Major | 5 | Causing death to one or more people. Loss or damage is such that it could cause serious business disruption (e.g. major fire, explosion or structural damage). |
| High | 4 | Causing permanent disability (e.g. loss of limb, sight or hearing). |
| Medium | 3 | Causing temporary disability (e.g. fractures). |
| Low | 2 | Causing significant injuries (e.g. sprains, bruises, lacerations. Loss or damage to fixtures and fittings). |
| Minor | 1 | Causing minor injuries (e.g. cuts, scratches). No lost time likely other than for first aid treatment. Loss or damage in the form of superficial damage to interior decorations for example. |

|  |  |  |
| --- | --- | --- |
| PROBABILITY (LIKELIHOOD) CATEGORIES | | |
| Almost Certain | 5 | Absence of any management controls. If conditions remain unchanged there is almost a 100% certainty that an accident will happen (e.g. broken rung on a ladder, live exposed electrical conductor, and untrained personnel). |
| High | 4 | Serious failures in management controls. The effects of human behaviour or other factors could cause an accident but is unlikely without this additional factor (e.g. ladder not secured properly, oil spilled on floor, poorly trained personnel). |
| Medium | 3 | Insufficient or substandard controls in place. Loss is unlikely during normal operation; however, it may occur in emergencies or non-routine conditions (e.g. keys left in fork lift trucks; obstructed gangways; refresher training required). |
| Low | 2 | The situation is generally well managed – however occasional lapses could occur. This also applies to situations where people are required to behave safely in order to protect themselves but are well trained. |
| Improbable | 1 | Loss, accident or illness could only occur under freak conditions. The situation is well managed and all reasonable precautions have been taken. Ideally, this should be the normal state of the workplace. |

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| --- | --- | --- | --- | --- | --- |
| 5 | 10 | 15 | 20 25 | | **HIGH – UNACCEPTABLE**  **Stop the activity. Consult Manager.** |
|  | 8 | 12 |  |  |
| 4 | 16 | 20 |  |
| 3 | 6 | 9 | 12 15 | | **MEDIUM – ADEQUATE**  **Look to improve at next** |
| 2 | 4 | 6 | 8 | 10 |  |
|  |  |  |  | **LOW – SATISFACTORY**  **No further action. Maintain** |
|  |  |  |  |  |
| 1 | 2 | 3 | 4 | 5 |  |