

Project Name	XXXXXXXX	Date of Risk Assessment	16/06/20	Assessment No.	WS-13	Site Activity	Bentfield Place		
What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?			Action by whom?	Action by when?	Done?	
Covid -19	Employees, sub-contractors, Delivery persons	Always carry tissues with you and use them to catch your cough or sneeze. Then bin the tissue, and wash your hands, or use a sanitiser gel Wash your hands often with soap and water for at least 20 seconds.	Cleaning of touched surfaces at frequent intervals. Agreement to who will undertake this activity required			Covid Committee	Before office reopened		
		Use a sanitiser gel if soap and water are not available	Individuals to be assigned desks to utilise to maintain social distancing			HR	Individuals 1 <sup>st</sup> day		
		Avoid touching your eyes, nose and mouth with unwashed hands	Doors where possible to be wedged opened to reduce need to touch surfaces				Every day		
		Avoid close contact with people who are unwell Avoid touching surfaces such as door handles and finger plates, but remember to maintain 3 points of contact when climbing a ladder etc.	Staff to be inducted into Covid-19 Bentfield Place procedures			Line Manager	Individuals 1st day		
		For areas of high use, use disinfectants to keep areas clean. Door handles and stair rails, meeting tables, and coffee stations should all be frequently cleaned using a bleach-based cleaner.	Additional Covid 19 signage to be placed in bathrooms, & offices to reinforce hygiene and social distancing measures			WS	Before office reopened		
		Be defensive during interactions with others. During this period of uncertainty, monitor yourself and others and pay special attention to limit social contact with others. Train yourself to not cross-contaminate or to touch your face. Share respect, not potentially harmful germs							
		Ensure sufficient welfare supplies including soap, warm water, toilet paper etc are available							
		Use technology to minimise number of peoples in meetings and number of meetings. Limits on number of people in meeting rooms dependent on size.							

		Visitors to be tested with digital non touch thermometer to check temperature when entering.			
		Wear face coverings if travelling to work on public transport or sharing a vehicle			
		Where workers on site are not required to wear Respiratory Protective Equipment (RPE) for a specific task and their workplace (which may include welfare and changing facilities, site offices or site meeting rooms) meets <b>all</b> of the criteria below, you wear a face covering and they should be worn in: <ul style="list-style-type: none"> <li>an enclosed space;</li> <li>where social distancing isn't always possible; and</li> <li>where they come into contact with others they do not normally meet.</li> </ul>			
		The higher-risk groups include those who: <ul style="list-style-type: none"> <li>are older males</li> <li>have a high body mass index (BMI)</li> <li>have health conditions such as diabetes</li> <li>are from some Black, Asian or minority ethnicity (BAME) backgrounds</li> </ul> Should take extra care to follow all procedures and safety measures put in place due to their increased risk.			
<b>Method Statement required?</b>	<b>Yes/No</b>	<b>Method Statement Number</b>	<b>Additional Risk Assessment</b> <i>(Tick box as required)</i> <input checked="" type="checkbox"/>	<b>Noise</b>	<b>COSHH</b>
				<b>Asbestos</b>	<b>Lead</b>
				<b>Radiation</b>	<b>Expectant Mothers</b>
					<b>Young Persons</b>
				<b>Other - insert below</b>	
		<b>Name</b>	<b>Signature</b>		<b>Date</b>
		Person completing the Risk Assessment	William Sargeant		04/12/2020
		Person reviewing the Risk Assessment			
		<b>Trigger Events or next Review Date</b>	Updated Government guidance or 3 weeks.		
			16/06/2020		