

BATCHELLER MONKHOUSE

COVID-19 RISK ASSESSMENT

Introduction

The risks to people arising from exposure to the Coronavirus as a result of the work activities of Batcheller Monkhouse have been assessed in order to avoid, so far as is reasonably practicable, harm to people from COVID-19.

This document sets out the significant findings of the risk assessment and must be read and acted upon alongside the company’s COVID-19 Control Policy and the written directions which are displayed in the company’s office.

All of the company’s other policies and procedures remain in place and you must follow them in the usual way. In particular, you must make sure that you have completed a Display Screen Equipment (DSE) assessment for any computer workstations which you use at home to confirm that they are suitable for use, and you must follow the company’s lone working procedures when you are working on your own, either at home or in the office, so that you remain safe when you are alone.

Methodology

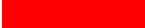


Risk is a combination of the likelihood of harm happening to someone and, if it does happen, how serious the consequences will be. The two factors are then combined to give a risk rating. The methodology used for this COVID-19 risk assessment is as follows.

Likelihood: very unlikely = 1; unlikely = 2; may happen = 4; likely = 6; very likely = 8; certain = 10

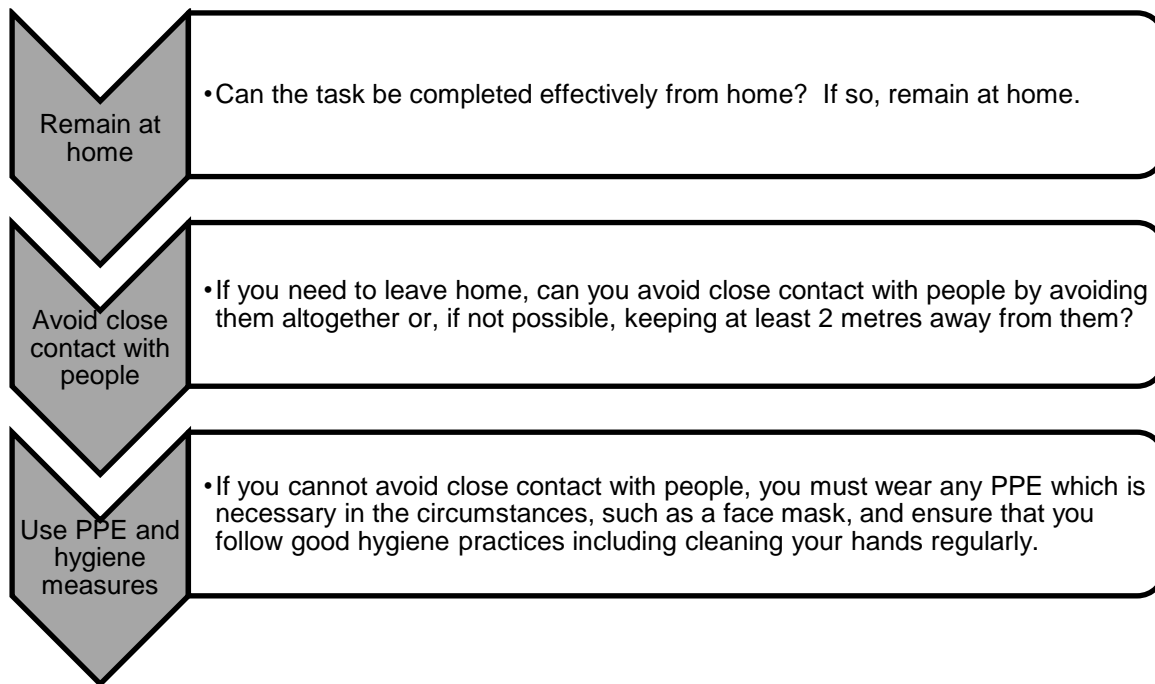
Severity: delay = 1; minor injury = 2; lost time injury = 4; major injury = 6; single death = 8; multiple death = 10

Risk rating = likelihood x severity

Risk Assessment Matrix

		SEVERITY (S)						Action	Risk Category	
		10	8	6	4	2	1			
LIKELIHOOD (L)	10	100	80	60	40	20	10	Required	 High	
	8	80	64	48	32	16	8			
	6	60	48	36	24	12	6	Likely	 Medium	
	4	40	32	24	16	8	4			
	2	20	16	12	8	4	2	Unlikely	 Low	
	1	10	8	6	4	2	1			

Risk control hierarchy



The starting point is to work from home if your work can be completed effectively in this way.

If you cannot complete your work effectively from home, you must confirm with your line manager that you or anyone in your household is not in a higher risk group, you are not self-isolating, and that there are no other reasons why you should remain at home (such as if you are caring for young children, elderly or ill people).

If it is agreed that you need to travel away from your home into our office, to client's sites, or elsewhere to carry out your work, then the work which you undertake must be planned and managed by you so that the risk control measures outlined in the risk assessment record below are implemented in order to reduce the risks so far as is reasonably practicable.

If you will be working in our office, this is an environment which is controlled by us and the risks can be managed directly by us and by you. If, however, you need to travel to other sites, then there may be a number of factors outside our and your direct control and the risks may therefore be higher. You must therefore complete a job-specific risk assessment, using the "COVID-19 Site Visit Risk Assessment Form" which has been produced for this purpose and put a copy of the completed form on the file for the job. You should seek advice from your line manager if you need any help or advice for any of this.

Risk assessment record

Hazard	People affected	Risk control measures		Risk level			Additional control measures needed (having regard to existing control measures)
		Avoiding close contact	Hygiene measures	Likelihood	Severity	Risk rating	
		<i>Working at home</i>					
Mental health problems.	Employees.		<ul style="list-style-type: none"> Refer to the company's risk assessment and procedures for work-related stress. Daily Teams video call for home workers to keep in touch and manage workloads. 	1	6	6	
Musculo-skeletal disorders.	Employees.		<ul style="list-style-type: none"> Complete DSE assessment for workstations. Refer to the company's risk assessment and procedures for office work and manual handling. 	2	4	8	
Lone working.	Employees.		<ul style="list-style-type: none"> Refer to the company's risk assessment and 	1	6	6	

			<p>procedures for lone working.</p> <ul style="list-style-type: none"> Daily Teams video call for home workers to keep in touch and manage work activities. 				
COVID-19.	Employees. Family members. Public.	<ul style="list-style-type: none"> Follow Government advice for distancing. Follow company procedures for work activities. 	<ul style="list-style-type: none"> Follow Government advice for hygiene. Follow company procedures for work activities. 	1	10	10	
		<i>Travel to work (office and sites)</i>					
COVID-19.	Employees. Family members. Public.	<p><i>Cars and motorbikes.</i></p> <ul style="list-style-type: none"> Travel to and from your place of work on your own. Choose where to park, so that you will not be close to other people. Take food and drink with you to avoid having to eat in 		1	10	10	
COVID-19.	Employees. Family members. Public.	<p><i>Cycling and walking.</i></p> <ul style="list-style-type: none"> Avoid routes which will be busy with pedestrians and cyclists. Be vigilant and keep more than 2 metres away from people. Avoid peak travel times when routes will be busier. 		1	10	10	

<p>COVID-19.</p>	<p>Employees. Family members. Public.</p>	<p><i>Public transport.</i></p> <ul style="list-style-type: none"> • Avoid public transport if you can and use alternative means of travel. • Check the transport provider’s rules for travel and follow them. • Avoid peak travel times when public transport will be busier. • Be vigilant and keep more than 2 metres away from people insofar as this is possible. 	<ul style="list-style-type: none"> • Wear a simple, protective face mask. • Avoid touching your face while you are on public transport. • Avoid using your phone or other equipment while on public transport. • Carry alcohol hand gel with you and use it immediately after leaving public transport. 	<p>1</p>	<p>10</p>	<p>10</p>	
		<p><i>Work at BM office</i></p>					
<p>COVID-19.</p>	<p>Employees. Family members. Public.</p>	<p><i>Planning your visit.</i></p> <ul style="list-style-type: none"> • Confirm with the rest of the team your proposals to come into the office, so that other people can avoid arriving at and being in the office at the same time so far as is reasonably practicable. • Make sure that you know what the agreed rules are for working in the office in relation to access and distancing measures. 	<ul style="list-style-type: none"> • Check before you go into the office that you are not exhibiting any potential COVID-19 symptoms. If you do, stay at home. • Make sure that you know what the agreed rules are for working in the office in relation to hygiene measures. • Check that you have the equipment which you will need 	<p>1</p>	<p>10</p>	<p>10</p>	

			once you are in the office, so that you do not need to share any equipment in the office.			
COVID-19.	Employees. Family members. Public.	<p><i>Accessing the office.</i></p> <ul style="list-style-type: none"> • Use the agreed access point to enter and leave the office, following any on-site instructions to avoid other people. • If other people are approaching, wait where there is room to keep more than 2 metres away until they have passed. 	<ul style="list-style-type: none"> • After entering the office, wash your hands at the designated hand washing point (either at the kitchen sink if nobody is working in the back office area, or if someone is working in the back office area, use the sanitising hand gel at the entrance into the main office) before continuing and going to your workstation. 	1	10	10
COVID-19.	Employees. Family members. Public.	<p><i>Working in the office.</i></p> <ul style="list-style-type: none"> • Follow on-site directions about: <ul style="list-style-type: none"> • Separation distances. • Circulation routes. • Designated work areas for people. 	<ul style="list-style-type: none"> • Use only your own items of personal work equipment. Bring any additional items which you need with you into and out of the office and keep them with you or secure them 	1	10	10

		<ul style="list-style-type: none"> • Access to common areas (WC, kitchen, etc.) • Workstations are arranged so that people are at least 2 metres away from each other. • Screens 1.8 metres high divide workstations in main office area where more than one person may be working. • Keep at least 2 metres away from people when moving around. • Make sure that you understand and follow procedures for any visitors who are required to visit the office. 	<p>in your designated storage area to avoid shared use.</p> <ul style="list-style-type: none"> • Only use agreed items of communal equipment and follow agreed hygiene directions for cleaning them after use. • Screens 1.8 metres high divide workstations in main office area where more than one person may be working. • Facilities (coffee machine, hand washing) are available in front and rear of office, so that people do not need to cross into different work areas. • Alert people for access though office to WC, so that they can move more than 2 metres out of the way on access route. • Office cleaner follows agreed cleaning regime and comes in to office out of normal working hours. 				
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<p>COVID-19.</p>	<p>Employees. Family members. Public.</p>	<p><i>Meeting visitors at the office (including delivery drivers and postal workers).</i></p> <ul style="list-style-type: none"> • Visitors should only be invited to the office if it is not possible to conduct business with them remotely. • Inform visitors before they come to the office what the visitor protocol is (to ensure their safety as well as PCL staff). • Inform front office staff of the name and time of arrival of visitors. • Visitors must remain in designated visitor areas close to the entrance point into the office. 	<ul style="list-style-type: none"> • Visitors must be directed to use alcohol hand gel at the visitor entrance point upon arrival. • Visitors must remain in designated visitor areas close to the entrance point into the office. • Any deliveries to be left at the visitor area until the visitor has left, at which point they can be collected and unpackaged, after which the collector washes hands. 	<p>1</p>	<p>10</p>	<p>10</p>	
<p>COVID-19.</p>	<p>Employees. Family members. Public.</p>	<p><i>General office management.</i></p> <ul style="list-style-type: none"> • Staff who are present in the office to supervisor and monitor the risk control measures on an ongoing basis. • Any COVID-19 cases potentially arising from work activities, procedural breaches, complaints, or suggestions to be logged, investigated and 	<ul style="list-style-type: none"> • Agreed cleaning regime to be followed by office cleaner, to include contact points such as door handles, light switches, printer controls, etc. 	<p>1</p>	<p>10</p>	<p>10</p>	

		acted upon as necessary, including reporting COVID-19 cases under PCL incident reporting procedures.				
		Viewings/Work at clients' premises		1	10	10
COVID-19.	Employees. Family members. Public.	<p><i>Planning your visit.</i></p> <ul style="list-style-type: none"> • Confirm with the client or the client's representative information about the nature of the site (occupied or unoccupied, access arrangements, known hazards, site rules, PPE requirements, etc.) • Confirm the time of your arrival, ensure that any site occupants are expecting you, and confirm whether occupants require any specific precautions (e.g. for residential property, if they are self-isolating or shielding). 	<ul style="list-style-type: none"> • Make sure that you are carrying alcohol hand gel and any necessary PPE. • Make sure that you have all of the work equipment which you will need on site, so that you do not have to share any equipment with other people on site. 	1	10	10
COVID-19.	Employees. Family members. Public.	<p><i>Accessing the site.</i></p> <ul style="list-style-type: none"> • Use the agreed access point to enter and leave the site, following any 	<ul style="list-style-type: none"> • Upon entering the site, follow any hygiene instructions. If none are in place, 	1	10	10

		<p>on-site instructions to avoid other people.</p> <ul style="list-style-type: none"> If other people are approaching, wait where there is room to keep more than 2 metres away until they have passed. 	<p>use your alcohol hand gel to wash your hands before proceeding.</p> <ul style="list-style-type: none"> Avoid touching surfaces to the extent that this is reasonably possible. 				
COVID-19.	Employees. Family members. Public.	<p><i>Working on site.</i></p> <ul style="list-style-type: none"> Confirm and follow any on-site directions (including markings on floors) about: <ul style="list-style-type: none"> Separation distances. Circulation routes. “No access” areas. Keep at least 2 metres away from people. Do not spend any more time on site than is necessary. Remember to follow lone working practices, as it is likely that there will be fewer people available to provide assistance. 	<ul style="list-style-type: none"> Use only your own items of personal work equipment. Bring these with you and keep them with you. Avoid touching surfaces to the extent that this is reasonably possible. Avoid touching your face while on site. Avoid touching documents from third parties to the extent that this is reasonably possible. Ask for copies to be e-mailed to you or photograph them if you need copies. 	1	10	10	

Assessment carried out: 14/05/20

Assessment completed by: Alex Wilks