

Assessment Date:
05/08/2020

Next Review Date:
05/10/2020

Initial Assessor:
Lukasz Benc

Site: Office


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Revision: 6

Activity/Job to be Assessed:
Risk involved with COVID-19 while working in the office

Hazard	Potential Harm	Severity	Likelihood	Risk Rating	Using Further Control Measures	Severity	Likelihood	Residual Risk
Contracting the virus while working in the office -Working with others	Fatality Major Health issues	5	4	20	<ul style="list-style-type: none"> - Office use shall be limited to those unable to work from home, or for specific meetings/limited work periods. - Ensure social distancing rules are obeyed where possible. - All employees are to be briefed about basic hygiene requirements (avoid touching areas around the face unless your hands are clean). - Entry and exiting of the office shall be through the end door nearest the end of the office you will be working in or via the main entrance to allow use of the hand sanitising stations, unless in an emergency situation where emergency procedures shall apply. - The number of people working in the office at any one time shall be limited to 6 employees at the B4 end and 6 employees at the town end. - Pre-register with Julie Foster your attendance at the office. - Before & each time anyone enters any TEi office areas, they must utilise the hand cleaning station situated at the office entrances - Hand sanitising stations situated around the offices and in meeting rooms shall be used prior to, and after moving through doors, etc. to help protect from any germs present on frequently touched surfaces, such as handles and doors etc. - TEi Employees should be seated with minimum 2m spacing and should avoid sitting face to face. - Use of kitchens is restricted to the section of the building the employee is seated in, and only one person shall be allowed in the kitchen at any one time. Those waiting to enter the kitchen shall wait behind the tape line. - Kitchen Items used by an individual shall be washed and dried, by that same individual, before and after usage. - Caution shall be taken when moving around the offices to eliminate the potential of passing at less than 2m distance. Allow time for others to access/egress rooms and corridors to reduce this risk. - Toilet facilities are to be regulated to maintain the 2 metre rule wherever possible. If the ground floor toilets are out of order use the top floor toilets via the stairs at the end of the office you are working in. - Use of printers/scanners shall be restricted to those closest to the employee, depending on the capability required for the task in hand, and hand sanitiser shall be used before and after use. 	5	2	10



			<h2>RISK ASSESSMENT</h2>		Number: RA-COVID-19
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					- All visitors shall be made aware of and agree to the office guidance. Visitors shall be booked in prior to their visit, to limit the number in the office at any one time.			
Contracting the virus outside of work.	Fatality Major Health issues	5	3	20	- All TEI employees will adhere to social distancing rules, including car sharing while outside of work - Travel to and from the office should, wherever possible, be by pedestrian routes or private transport.	5	2	10

Supervisor Approval		
Name & Company	Signature	Date

Rating	Likelihood	Rating	Severity
1	Very Unlikely	1	First Aid Injury, Ill-health, Slight Damage to Property
2	Unlikely	2	Minor Injury, Ill-health or Damage to Property
3	Likely	3	Lost Time Injury, Ill-health or Localised Damage to Property
4	Very Likely	4	Major Injury Ill-health or Damage to Property
5	Almost Certain	5	Fatality, Disabling Injury, Ill-health, Extensive Damage to Property

Likelihood	5	10	15	20	25
	4	8	12	16	20
	3	6	9	12	15
	2	4	6	8	10
	1	2	3	4	5

Severity

