
			<h2>RISK ASSESSMENT</h2>		Number: RA-COVID-19
Assessment Date: 04/12/2020	Next Review Date: 04/02/2021	Initial Assessor: Lukasz Benc	Site: Cardiff Office		Page 1 of 2
Revision: 2		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 at all times. 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 main entrance to allow use of the hand sanitising station, 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 3 employees. - Before & each time anyone enters any TEI office areas, they must utilise the hand cleaning station held in the reception area. - The office shall be sanitised prior to, and after any attendance of any personnel, to help protect from any germs present on frequently touched surfaces, such as handles and doors etc. - All personnel should be seated with a minimum 2m spacing and should avoid sitting face to face. - The use of the kitchen is restricted to one person at any one time. Those waiting to enter the kitchen shall wait away from the kitchen area, at least 2m from the kitchen door. - 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 office 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. - 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. - 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.. 	5	2	10



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Contracting the virus outside of work.	Fatality Major Health issues	5	3	20	<ul style="list-style-type: none"> - All TEi employees will adhere to social distancing rules while outside of work. - No car sharing outside of your household bubble while traveling to work. - Travel to and from the office should, wherever possible, be by pedestrian routes or private transport. - Any employee self-isolating due to Covid must inform their line manager/supervisor when isolating begins and the reason. - The line manager/supervisor must inform Julie Foster for Staff , Bob Fletcher for labour, by the first following working day 	5	2	10
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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				

