
			<h2>RISK ASSESSMENT</h2>		Number: RA-COVID-19
Assessment Date: 09/03/2021	Next Review Date: 09/05/2021	Initial Assessor: Lukasz Benc	Site: Office		Page 1 of 3
Revision: 9		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	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 18 employees .Numbers of people in specific areas of the office will be restricted and signed accordingly. Inside the building, face coverings are mandatory for all employees and visitors except when seated within single occupancy rooms or for those with medical exemptions. Where practical windows shall be opened to provide ventilation. - Pre-register with Julie Foster or her deputy 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. Allow time for others to access/egress rooms and corridors . Before entering a corridor allow anyone already in the corridor to exit. -When passing each other in hallways ensure you communicate verbally to avoid close contact. Please use verbal communication to alert people when there is a potential to be passing. Do not be	5	2	10



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					afraid to speak up and stop someone -Where not specifically mandated, face coverings may be worn where individuals feel they need to. This does not mean they can deviate from this risk assessment. - 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. -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, adhering to social distancing rules at all times. -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


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

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




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3	<i>Likely</i>	3	<i>Lost Time Injury, Ill-health or Localised Damage to Property</i>
4	<i>Very Likely</i>	4	<i>Major Injury Ill-health or Damage to Property</i>
5	<i>Almost Certain</i>	5	<i>Fatality, Disabling Injury, Ill-health, Extensive Damage to Property</i>

