









RISK ASSESSMENT: COVID – 19

Risk assessment – Area/Task/Department covered	
Location(s):	Caerleon House, Mamhilad Park Estate
Department/staff:	Common areas
Tasks/activities:	General use; access to the building, internal corridors and stairs. Shared facilities include toilets, kitchens, personnel lifts.
Other information:	The common areas of the building are used by occupiers to gain access to and from their work areas. There are also shared facilities available; toilets, kitchens and personnel lifts. This risk assessment relates to the common areas only. Occupiers are responsible for the completion of a COVID-19 risk assessment within their own work area. Government guidelines must be followed during completion of all activities/tasks.
Further comments:	As a result of occupiers following Government guidelines, many workers are working from home. This has dramatically reduced the occupancy level of the building and subsequently the footfall within the common areas.

Risk assessment sign off					
Prepared by:	R Hallaran	Signature:		Date:	22/05/2020
Reviewed by:		Signature:		Date:	
Date for review:	This risk assessment should be reviewed if additional risks not covered are identified or if there is any reason to suggest that the control measures are deemed to be insufficient.				

Revision record			
Revision date	Re-issue date	Person revising	Remarks
01/06/2020	01/06/2020	R Hallaran	Corridors: Reference to Mamhilad House corridors removed.

Risk matrix										
Risk rating guidance	Likelihood (L)	5	5	10	15	20	25	Likelihood (L) x Severity (S) = Risk rating (RR).		
		4	4	8	12	16	20			
		3	3	6	9	12	15			
		2	2	4	6	8	10			
		1	1	2	3	4	5			
		Severity (S)							1	2
Likelihood and severity	Likelihood				Severity					
	1 = extremely unlikely 2 = unlikely 3 = likely 4 = very likely 5 = certain				1 = minor injury with no time lost 2 = injury with up to 7 days lost 3 = reportable injury with over 7 days lost 4 = major injury/long term absence 5 = death					
Acceptability of risk guidance	High risk: 15-25		High-risk activities should cease immediately. Further effective control measures to mitigate risks must be introduced.							
	Medium risk: 8-12		Medium risks rated 10-12 should only be tolerated for the short term and only whilst further control measures to mitigate the risks are being planned and introduced.							
	Low risk: 1-6		Low risks are largely acceptable. Where it is reasonable to do so, efforts should be made to reduce risks further.							
Guidance. When completing a risk assessment, you should:	<ol style="list-style-type: none"> 1. Identify the persons at risk and the significant hazards. 2. Calculate present RR for the activity considering control measures in place. 3. Identify further risk control measures if RR is too high. 4. Re-calculate a revised RR considering any necessary control measures - you should consider how much safer the task will be if the additional control measures are followed. It is probable that the likelihood will be reduced to bring RR down. 									
Note. Ideally, you should look to reduce the risks so that the task can be classified as “low risk”.										

Personal protective equipment (PPE) assessment: Additional to general risk assessment								
In many instances, you will be able to reduce risks further by asking staff/others to wear/use PPE. You should identify which items are required for the task here:								
Type of PPE:								
	Apron	Goggles /glasses	Face shield	Gloves	Wash hands	Overall	Mask	Screen
					X			
Additional requirements (list here):	Hand sanitiser to be used in the absence of handwashing facilities.							
Note. Where possible, your visit to this site should be postponed until Government guidance has been relaxed. Presently, that guidance states you should work from home if possible. PPE must only be considered as a last resort when distancing, cleaning, handwashing and hand sanitiser controls are not sufficient or available.								

Note:

In the first instance, careful assessment should be made concerning the need to complete the activity.

1. If possible, delay the activity until the Covid-19 outbreak has been declared as over.
2. Complete the activity when other persons are not present to remove the risk of cross-infection.
3. Safe distancing should be applied or, other protection methods employed.
4. More frequent handwashing throughout the working period should be employed.
5. Avoid shaking hands.
6. An employee should not be at work if they, or a member of their household are exhibiting COVID-19 symptoms. They should follow Government's home isolation guidance.
7. The Government have identified groups of vulnerable people who should remain at home. Anyone falling within that category should not be at work.
8. COVID-19 is primarily transmitted from symptomatic people to others who are in close contact through respiratory droplets, by direct contact with infected persons, or by contact with contaminated objects and surfaces.

Risk assessment

Activity	Those at risk	Significant hazards	Present			Risk control measures in place
			L	S	RR	
Access to the building	Users	Covid-19 virus	1	5	5	<ul style="list-style-type: none"> • Safe distancing floor markers in place at 2m intervals. • Footfall presently low, no queueing required. • Discussions with occupiers concerning occupancy rates and possibility of staggered start/finish times. • Entrance doors are automatic. No touch point required.
Use of narrower corridors and corridors within wings.	Users	Covid-19 virus	1	5	5	<p>Safe use system prepared for users.</p> <ul style="list-style-type: none"> ➤ Some internal corridors are narrower where single direction travel is ideal. ➤ Use door vision panels to check use. ➤ Check use of corridor prior to stepping out of your office. ➤ Where necessary, agree "Right of Way" and wait in a safe place. ➤ Where passing places are available, stand aside and allow other user to pass. ➤ The handles on doors along and off central corridors will be cleaned twice per day.

Use of stairs.	Users	Covid-19 virus	1	5	5	<p>Safe use system prepared for users.</p> <ul style="list-style-type: none"> ➤ Allow single direction of travel where possible. ➤ Check the flight of stairs is free before starting use. ➤ If passing on the stairs is necessary, please use passing place and face away from the other user. ➤ When waiting to use the stairs, please stand back in a safe waiting area. A waiting area should be identified on each landing for guidance. ➤ Handrails will be cleaned twice per day.
Use of personnel lift.	Users	Covid-19 virus	1	5	5	<p>Safe use system prepared for users.</p> <ul style="list-style-type: none"> ➤ To allow safe distancing, there should be; “ONE PERSON OCCUPANCY ONLY”. ➤ When waiting to use the lift, please stand back in a safe waiting area. Leave room for any lift occupant to leave the lift. ➤ Hand sanitiser is available for your use following contact with lift control panel. ➤ Lift control panels will be cleaned twice per day.
Use of shared kitchens.	Users	Covid-19 virus	1	5	5	<p>Safe use system prepared for users.</p> <ul style="list-style-type: none"> ➤ Where necessary, shared kitchens have been marked with occupancy zones to assist with safe distancing. ➤ Zones are planned for one occupant. Please wait to use kitchen facilities when the zone is occupied e.g. microwave, kettle, sink. ➤ If the safe zones are occupied, wait outside or return later. ➤ A hand sanitiser at the exit from the kitchen is available for your use if it has been necessary to touch contact points such as kettle or microwave handles. ➤ Handles on the following will be cleaned twice per day: Kettle, microwave, fridge.
Use of toilets.	Users	Covid-19 virus	1	5	5	<p>Safe use system prepared for users.</p> <ul style="list-style-type: none"> ➤ Some facilities within toilet areas have been reduced to avoid overcrowding at handwash and drying stations. ➤ Use safe waiting areas where they are identified. ➤ If the safe waiting area is occupied, wait outside the toilet until it is available. ➤ It is important that you wash your hands properly using soap and water. ➤ A hand sanitiser unit outside of the toilet is available for your use if it has been necessary to touch contact points such as door handles. ➤ Toilets, including touch points on doors and taps will be cleaned twice per day.
Touch points, cleaning and hand sanitiser.	Users	Covid-19 virus	1	5	5	<ul style="list-style-type: none"> ➤ Additional cleaning procedures have been adopted on the site. See comments in controls above and on posters. ➤ Hand sanitiser stations set up at all entrance/exits, outside toilets, exits from kitchens, outside personnel lifts, top of stairs.

Communication.	Users	Covid-19 virus	1	5	5	<ul style="list-style-type: none"> ➤ Representative groups set up for involvement with the planning of control measures. ➤ Occupier's to be contacted and passed information concerning control measures. ➤ Request to occupiers for information concerning present and planned numbers returning to site. ➤ Control measures posted around site for all occupants. ➤ Site posters contain confirmation of emergency evacuation plans. ➤ Use of emails and/or conference call facilities.
Emergency evacuation.	Users	Covid-19 virus	2	5	10	<ul style="list-style-type: none"> ➤ Any fire alarm activation will be treated as a possible fire and evacuation plans previously in place will be followed.

Consider the activities and record additional safety controls being applied if required.

Additional controls measures required.	
1	
2	
3	
4	

All significant findings of this risk assessment must be brought to the attention of relevant employees and persons affected by the hazards.

Suitable training should be undertaken to ensure relevant employees are aware of and can follow control measures.

Communication:

- Make risk assessments available to occupiers.
- Keep occupiers involved with the development of control measures.
- Use signs, notices, posters etc. to reinforce controls.
- Use tapes and barriers to isolate areas not to be used.
- Mark areas with notices, tape etc. to assist with 2m distancing.
- Sign and post the Government notice confirming a COVID-19 risk assessment has been completed.