



RISK ASSESSMENT TOPIC:	COVID 19 Workplace Risk Assessment	DATE:	12/05/20
PERSONS AT RISK-AFFECTED BY ACTIVITY:	Employees, Contractors and Visitors,	ASSESSOR:	Nathan Reeks

<p>DESCRIPTION OF THE WORK ACTIVITIES:</p> <p>THIS RISK ASSESSMENT IDENTIFIES THE HAZARDS, RISKS AND CONTROL MEASURES IN PLACE TO MITIGATE THE EFFECTS OF COVID 19 AS MUCH AS PRACTICABLY POSSIBLE.</p> <p>THIS RISK ASSESSMENT IS BASED ON THE RECOMMENDATIONS MADE BY THE GOVERNMENT IN THE FOLLOWING GUIDANCE DOCUMENTS;</p> <ol style="list-style-type: none"> 1. Welsh Government. 	<p>PICTURE IF REQUIRED:</p>
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POTENTIAL HAZARDS		RISK OF HARM	EXISTING CONTROL MEASURES	ASSESSMENT OF RISK AFTER CONTROL MEASURES		
REF.	(WHAT MIGHT CAUSE HARM)	(INJURIES, ILLNESS, DAMAGE)	(FOR EXAMPLE, POLICIES, PROCEDURES, TRAINING AND MAINTENANCE)	Low	Med	High
1	Poor Hygiene	Spread of infection, risk of spread of Covid-19, Sickness, Contamination	<p>All Staff are to follow the Government guidelines when washing hands.</p> <p>Signage is placed in toilet.</p> <p>Toilets to be wiped down after use</p> <p>Hand sanitiser and wash stations are positioned strategically around the office and supply levels are checked at regular intervals. Paper towels are provided in all toilets.</p> <p>All Staff are required to use hand sanitiser at regular intervals and before and after any specific task. Please ensure hand sanitiser has dried before touching anything.</p> <p>As part of the daily checklist all door handles and areas that are potentially touched are to be disinfected at the end of every day. Kitchen door, office door, toilet door</p> <p>Daily cleaning routines are to be followed by all members of staff</p> <p>Face coverings are to be used for person to person interactions within enclosed spaces.</p>			10



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2	Number of Staff / Clients in rooms	Spread of infection, risk of spread of Covid-19, Sickness, Contamination	<p>Staff in office are restricted to a number based on the office size. Offices to have signage attached to identify the number of occupants . 3 members of staff be in the office at anyone time.</p> <p>They have been restricted to a number that allows for staff to be the recommended 2 meters apart.</p> <p>Designated space has been given to clients . Only one client at a time or one family unit are allowed in the building.</p>		8	
3	Traveling to work	Spread of infection, risk of spread of Covid-19, Sickness, Contamination	<p>Staff are advised to travel to and from work on their own and not to car-share.</p> <p>Staff to wash /sanitise hand on arrival to work</p> <p>Staff in the kitchen are limited to only 1.</p>		6	
4	Food Preparation / Dining Arrangements	Spread of infection, risk of spread of Covid-19, Sickness, Contamination	<p>Food preparation areas are cleaned prior to and after food preparation has taken place.</p> <p>Recommendation of when possible to leave the office and go home for lunch or go to the car.</p>		10	



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5	Personnel at work with possible symptoms	Spread of infection, risk of spread of Covid-19, Sickness, Contamination	<p>As per Government Guidelines all staff have been advised not to come to work and isolate if they are suffering from any of the symptoms in relation to COVID 19.</p> <p>Where staff develops symptoms whilst at work they are to be sent home to isolate for 7 days and to arrange COVID testing. Also carry out track and trace investigations and notify other departments where the individual has been working. investigation to where they have been working. Where staff have worked with the individual it is not a requirement for them to be sent home unless they display symptoms</p>		6	
6	Entry and Exit routes	Spread of infection, risk of spread of Covid-19, Sickness, Contamination	<p>All internal doors (where possible) to be kept open with a door stop..</p> <p>Exceptions to this are external doors affected by the wind, Fire doors,</p> <p>These doors are wiped clean at the end of each working day</p>		9	
7	First Aid Incidents	Spread of infection, risk of spread of Covid-19, Sickness, Contamination	Notify management of any incidents and report in the Accident Book		6	



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8	Contractor visits	Spread of infection, risk of spread of Covid-19, Sickness, Contamination	<p>All contractors collecting keys are required to authorise the staff to sign the keys In / Out for them, To eliminate contact with personnel where this cannot be achieved 2m gaps and PPE should be used where close contact is possible</p> <p>Keys should be cleaned after every use.</p> <p>All Contractors are required to adhere to the same hygiene and safety standards as the office staff.</p> <p>All visitors are responsible for their own PPE.</p>		8	
9	Deliveries to the office	Spread of infection, risk of spread of Covid-19, Sickness, Contamination	<p>Parcel delivery is done with Zero contact</p> <p>Delivered parcels are to be left for 72 Hrs holding area to be adopted to identify when parcel arrived and when cleared for opening parcels are to be wiped down before opening.</p> <p>Any urgent parcels that require opening will require thorough cleaning before opening and PPE to be worn.</p>		7	



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10	Conducting a Viewing in an Empty property Sales / Lettings	Spread of infection, risk of spread of Covid-19, Sickness, Contamination through not understanding what to do during COVID	<p>Insure no parties are suffering with Covid 19 Symptoms this is to be documented on Universal / diary before the viewing can take place</p> <p>Staff member to wear PPE , Gloves to be worn when opening any internal and external doors. Windows to be opened to allow air flow through the property.</p> <p>Hand sanitiser to be carried at all times</p> <p>2 meter gap to be maintained at all times with prospective tenant / Buyer and were possible allow the clients to walk around the property on their own.</p> <p>Once the viewing has finished spray all handles, work surfaces, and doors with antibacterial spray supplied by NJEA and put all paper towels, gloves into a bin.</p>		6	



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11	Conduction Viewing with Vendor / Tennant at home		<p>Insure no parties are suffering with Covid 19 Symptoms this is to be documented on Universal / diary before the viewing can take place</p> <p>Ask that were possible the Tennant / Vendor / Landlord leave the property or at the very least go into the garden or step outside.</p> <p>Staff member to wear PPE , Gloves to be worn when opening any internal and external doors. Windows to be opened to allow air flow through the property.</p> <p>Hand sanitiser to be carried at all times</p> <p>2-meter gap to be maintained at all times with prospective tenant / Buyer and were possible allow the clients to walk around the property on their own.</p> <p>Once the viewing has finished spray all handles, work surfaces, and doors with antibacterial spray supplied by NJEA and put all paper towels, gloves into a bin.</p>			



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12	Valuations of Sales / Letting properties.		<p>Insure no parties are suffering with Covid 19 Symptoms this is to be documented on Universal / diary before the valuation can take place</p> <p>Staff member to wear PPE , Gloves to be worn when opening any internal and external doors</p> <p>Hand sanitiser to be carried at all times</p> <p>2-meter gap to be maintained at all times with prospective Landlord / Vendor and were possible allow the Agent to walk around the property on their own.</p> <p>Hand sanitiser t be used immediately after leaving the property.</p> <p>Once the valuation has been carried out return to office to discuss the property over the phone.</p>			
13	Outside Screen	Potential spread of the virus	The screen is a LCD digital display , a sign confirming touching at own risk is ti be laced next to it along side each morning and night the screen will be wiped with antibacterial wipes			

INITIAL ASSESSMENT OF OVERALL RISK	LOW 1-4	X	MEDIUM 5-10		HIGH 12-25	
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Risk Rating Key:

Risk Rating/Flag						
Severity	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		Likelihood				

Low	Allow the actions to go ahead but monitor in case of changes
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Med	Some additional control measures may be required before the action goes ahead
High	Urgent additional control measures may be needed before the action goes ahead

ADDITIONAL CONTROL MEASURES - (IF APPLICABLE)	REF.	PERSON RESPONSIBLE FOR IMPLEMENTATION	COMPLETION DATE
All control measures are to be re-assessed when advised by the Government inline with the country protocol.	All	Nathan Reeks	N/A

RESIDUAL ASSESSMENT OF OVERALL RISK	LOW 1-4		MEDIUM 5-10	X	HIGH 12-25	
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Note: Re-assessment required if overall residual risk is high

ADDITIONAL INFORMATION:

(Notes, comments, further details, outline procedures, safe systems of work, standards, drawings, etc.)

Risk Assessment Circulation list (tick box)					
Employees	√	Management	√	Contractors	
Other – Specify:					
Signature of responsible person:				Date:	
Risk Assessor	Nathan Reeks		Reviewed By:		



Date Assessed:	June 2020	Review Date:	July 2020
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