

# Risk Assessment



Ref: COVID-19 General Risk Assessment

**Activity or Area Being Assessed:** All business activities affected by COVID-19

**Location or Site:**  
McSence Premises or clients sites

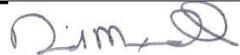
**Assessed by:** David Maxwell **Date:** 18/05/2020 **Date of Review:** 17/08/2020  
**Action by:** Group Operations Manager **Date by:** **Date Completed:**

Ref:	Description of Hazard and Hazardous Event	Who might be harmed, how, duration & frequency	Risk Controls Currently in Place	Current Risk Rating			Further Controls Needed	Residual Risk Rating		
				L	C	R		L	C	R
1.1	Work tasks that involve being in proximity to other people where virus could transfer.	McSence employees, workers, trainees, agency staff, tenants, clients, contractors, members of the public	Consider if task is absolutely necessary, if not then delay or cancel work.	1	1	1	None required	1	1	1
1.2	Work tasks that involve being in proximity to other people where virus could transfer	McSence employees, workers, trainees, agency staff, tenants, clients, contractors, members of the public	Consider if task can be conducted remotely by using appropriate technology or working practices. If so, do this. If not move to 1.3.	1	1	1	None required	1	1	1
1.3	Work tasks that involve being in proximity to other people where virus could transfer	McSence employees, workers, trainees, agency staff, tenants, clients, contractors, members of the public	None	3	4	12	Increase frequency of hand washing, increase extent and frequency of office cleaning, limit the number of people in the work place or area, provide guidance to staff and clients, ensure everyone stays 2m apart, provide signage to assist, provide face coverings and gloves where 2m limit cannot be maintained. Limit the amount of time people spend together, limit the duration of the task, work in split shifts to limit exposure, for two person tasks maintain the same teams. Complete tasks externally rather than in-doors where possible, train staff on measures and monitor implementation.	1	4	4

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1.4	Staff travel to work	McSence employees, workers, trainees, agency staff, tenants, clients, contractors, members of the public	None	4	4	16	Ask staff to avoid public transport wherever possible, stagger starting times to avoid peak time travel for staff who can only take public transport, encourage staff to walk or cycle where possible, use their own cars and make additional parking on site available, ensure they do not give colleagues a lift, provide company vehicles where possible.	1	4	4
1.5	Staff travelling to clients premises	McSence employees, workers, trainees, agency staff, tenants, clients, contractors, members of the public	Existing risk assessments and method statements in place but only care departments include infection control. Consider if task is absolutely necessary, if not then delay or cancel work. Consider if task can be conducted remotely by using appropriate technology or working practices.	3	4	12	If task is absolutely necessary, ask staff to avoid public transport wherever possible, only attend meetings scheduled outside peak travel times, encourage staff to walk or cycle where possible, ensure staff use their own cars if possible and don't take any passengers, provide company vehicles where possible.	1	4	4
1.6	Staff travelling in company vehicles	McSence employees, workers, trainees, agency staff, tenants, clients, contractors, members of the public	Existing risk assessments and method statements in place but only care departments include infection control. Consider if task is absolutely necessary, if not then delay or cancel work. Consider if task can be conducted remotely by using appropriate technology or working practices.	3	4	12	If task is absolutely necessary, vehicles to be used by the same individual or team wherever possible, ensure vehicle is cleaned internally between use by different drivers, have one person in the vehicle wherever possible, if not, masks and gloves to be worn by all passengers.	1	4	4
1.7	Moving around the workplace	McSence employees, workers, trainees, agency staff, tenants, clients, contractors, members of the public	Existing risk assessments and method statements in place but only care departments include infection control	3	4	12	Limit the number of people in each work area, maintain 2m distancing, use one way systems for pedestrian movement, utilise barriers and screens if appropriate, limit access to high traffic areas to one at a time, stagger arrival and departure times, deploy signage and guidance for office users.	1	4	4

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1.8	Moving around communal areas in the workplace	McSence employees, workers, trainees, agency staff, tenants, clients, contractors, members of the public	Existing risk assessments and method statements in place but only care departments include infection control	4	4	16	Limit number of people in communal areas at one time, try to maintain 2m distancing but where difficult i.e. in corridors, limit traffic or make PPR mandatory, use barriers and screens if appropriate, suspend conference centre activities to create more space in car park, open as many entrances/exits as possible to avoid congestion, liaise with tenants and other building users to coordinate building occupancy and use, put in place enhanced cleaning procedures, deploy signage and guidance for communal area use.	1	4	4
1.9	Use of toilet and washroom facilities.	McSence employees, workers, trainees, agency staff, tenants, clients, contractors, members of the public	Existing risk assessments and method statements in place but only care departments include infection control	4	4	16	Limit number of people in toilets at one time to suit size of toilet, mark out separation on floor, limit traffic or make PPE mandatory when more than one person present, put in place enhanced cleaning procedures, deploy signage and guidance for users.	1	4	4
1.10	Deliveries and material handling in the workplace	McSence employees, workers, trainees, agency staff, tenants, clients, contractors, members of the public	Existing risk assessments and method statements in place but only care departments include infection control	4	4	16	Set up delivery and collection point in Unit 1 to avoid deliveries or collections at front door. Services deliveries to go directly to unit 9. Care PPE to be collected through the window of unit 4. Tenants to be instructed to have deliveries made direct to their units avoiding main doors and other congested areas or via unit 1. Staff collecting deliveries or handing out collections to wash hands prior to and after delivery. All parcels to be wiped down with disinfectant wipes before moving to the office. Poster with process to be designed, instructions for delivery drivers to be produced.	1	4	4

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1.11	Office desk layout	McSence employees, workers, trainees, agency staff, tenants, clients, contractors, members of the public	None	4	4	16	Redesign desk layout to keep workstations 2m apart using hit and miss desk arrangement, shift or team patters to be introduced to maintain hit and miss seating, avoid face to face and side to side arrangements inside 2m apart,	1	4	4
1.12	Contamination of surfaces	McSence employees, workers, trainees, agency staff, tenants, clients, contractors, members of the public	Existing risk assessments and method statements in place but only care departments include infection control	3	4	12	Increase hand washing on arrival and departure, provide hand sanitiser gel where possible and practical, impose enhanced cleaning procedures and frequency, revise working practise to reduce the need to touch multiple surfaces, replace exit buttons with proximity operated controls,	1	4	4

Assessor Name	David Maxwell	Assessor's Signature		Date	18/05/2020
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### Risk Rating Calculator

L	Likelihood that hazardous event will occur
1	very unlikely
2	unlikely
3	fairly likely
4	likely
5	very likely
C	Consequence of hazardous event
1	insignificant - no injury
2	minor - minor injuries needing first aid
3	moderate - up to three days' absence
4	major - more than seven days' absence
5	catastrophic - death

R	Action
20-25	<b>STOP</b> - stop activity and take immediate action
15-19	<b>URGENT ACTION</b> - take immediate action, stop activity if necessary, follow controls rigorously
8-14	<b>ACTION</b> - improve within specified timescale
3-7	<b>MONITOR</b> - look to improve at next review or if there is significant change
1-2	<b>NO ACTION</b> - no further action but ensure controls are maintained and reviewed