

Risk Assessment Reference:		AGL-LDN/NCH-COVID-19		Revision:	1.01	Date:	May 2020	Date of next review:	June 2020		
Risk Assessment Team Members:		Ed. Maxim, Laura Thomas									
Project Name and Scope:		Phase 1 – Lockdown relaxation assessment of risk									
Location:	Acteon Group Ltd. Norwich & London Offices			Equipment:		General office operations					
Approved by:	Laura Thomas										
				Pre-Control Risk Level		Residual Risk <i>(controls in place)</i>			1 Page		
Activity Description	Hazards Identified	Hazard Effect (Who, How)	Severity	Probability	Initial Risk	Control Measures	Severity	Probability	Residual Risk	Action By	Action Date
Employees with underlying health issue	Infection (Fatal)	Employees	5	4	20	Follow Government guidelines re self-isolation. Do not return to work in phase 1.	5	1	5	All persons identified in Group 4 of the Phase 1 Guidance note	Until restrictions are fully removed
Deep cleaning prior to re-entry to unoccupied workplaces	Infection	Employees + Contract Cleaning personnel	3	3	9	AGL Norwich office has remained closed for approx. 9 weeks, the probability of live virus remaining onsite is reduced. All occupied work areas are deep cleaned prior to reopening the facility.	3	1	3	Office cleaners to ensure that prior to the office re-opening a full & thorough deep clean is completed. Nightly hygiene cleaning to be undertaken.	Prior to re-opening office

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Legionella bacteria control	Infection	Employees + Contract Cleaning personnel	3	2	6	<p>All areas where water can be standing are cleaned & flushed through as part of a deep clean.</p> <p>Toilets flushed.</p> <p>Hand wash stations, showers, hose reels flushed through for a minimum of 20 mins.</p> <p>Emergency eyewash/drench showers flushed through for a minimum of 20 mins.</p> <p>All above carried out by contractors who have fully risk assessed the process.</p>	3	1	3	Office cleaners to ensure that toilets are flushed/cleaned as part of deep clean	Prior to re-opening office
Out-of-date food items	Food poisoning	Employees	3	2	6	<p>Fridges emptied of 'out-of-date' produce.</p> <p>Fridges & food storage areas cleaned & disinfected.</p>	3	1	3	Office cleaners to empty & clean gf & ff fridges prior to re-opening office to employees	Prior to re-opening office
Formal temperature checks undertaken by employees prior to entering the premises.	Infection	Employees	3	2	6	Any person with an elevated temperature (above 37°C) is required to remain at home/go home, self-isolate & contact the relevant health advisory service.	3	1	3	Employees to check own temp prior to starting commute, any person with elevated body temp to remain at home & contact relevant health authority	All employees prior to starting commute to office

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Travelling on Public Transport [PT]	Infection	Employees	4	4	16	Staff that rely on PT to commute are not permitted back in Phase 1. If, after careful risk assessment, they are permitted to return then consider off peak travel and staggered start times to reduce risk as well as PPE per Government guidelines.	4	1	4	Employees advised not to use public transport as part of commute to workplace. Private car, cycle or walk to work recommended	As/when office reopened
Transfer of infection from 3 rd party visitors	Infection	Employees	3	2	6	Prohibition on visitors to site. Restriction on contractors to site; only where strictly necessary and thoroughly risk assessed; ensure they fill out a health questionnaire. Revert to Acteon guidance on employees staying at their home office/site and not moving between Acteon sites.	3	1	3	AGL London & Norwich will not accept visitors to site	Until further notice
Transfer of infection through deliveries to site	Infection	Employees	4	2	8	Clear guidelines on deliveries; drivers remain in cab throughout, social distancing enforced, access to hand sanitisation. Process for dealing with delivered items to include use of disposable gloves when opening packages (which are then discarded in an approved manner).	4	1	4	Office Manger to ensure that deliveries are 'dropped-off' by the front door/reception entrance, collected, opened, packaging discarded & hand hygiene conducted prior to handling delivered packages	As/when office re-opens

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Administering emergency first aid	Infection	Employees	4	1	8	Additional PPE to include: Non-surgical face mask - Respiratory Protective Equipment [RPE] to be worn when administering first aid Hand protection: disposable gloves	4	1	4	AGL London & Norwich have 0 history of medical treatment needs, the onsite medical kit contains disposable gloves. Office Manager to purchase non-surgical grade face mask for inclusion in first aid kit	Prior to reopening office
Employee mental health & wellbeing	Health	Employees	4	3	12	Provision of mental health first aid trained personnel within the organisation. Employee Assistance Programme [EAP]. Wellbeing guidance on Acteon COVID-19 share point site.	4	2	8	Office manager is a trained mental health 1 st aider. Communications, top tips & guidance notes have been distributed. Mental health posters to be displayed on office HSE noticeboard. AGL London to train mental health first aider	Prior to re-opening offices
Cross-infection through poor hand hygiene	Infection	Employees	4	2	8	Emphasis on enhanced hygiene practices; ensuring Acteon posters are displayed. Provision of hand sanitiser prior to entering site for all.	4	1	4	All employees to ensure effective hand hygiene utilizing hand sanitizer station in lobby areas	Once office re-opened

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Holding Handrail & Handles	Infection	Employees	4	2	8	<p>All staff to clean hands in reception (soap and water or hand sanitiser).</p> <p>Enhanced hygiene measures; cleaning handrails, buttons and handles.</p> <p>Glide hand over the handrail when using stairs; encourage employees not to carry items on stairways to minimise risk of falling.</p>	4	1	4	All persons to be informed to 'hover' hand over handrail rather than holding handrails when using stairways	Once office re-opened
Use of lifts/ stairs	Infection	Employees	4	2	8	<p>Reduce the amount of people per lift.</p> <p>Use markers on stairs to indicate social distance of 2m.</p>	4	1	4	Office lift to remain out of operation until further notice except for those who are unable to use stairs.	Until further notice

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Working in Open Plan areas & blocks of 4 desks	Infection	Employees	4	4	16	<p>Reduce the amount of people in the space; consider rotations, partial return, allowing work from home.</p> <p>Limit numbers in each pod/ respace desks/ reconfigure workspaces to ensure distancing.</p> <p>Fit larger screens.</p> <p>Hand sanitiser & anti-bac wipes on all desks.</p>	4	2	8	<p>Reduction in footfall in AGL London & Norwich offices to enhance social distancing, 2 persons per quad (diagonally opposite, with additional desk screening erected)</p> <p>Distribute those persons required to work from the office to perimeter desks/office to further increase social distance.</p>	Once office re-opens
Confined Kitchen Area & Shared Appliances	Infection	Employees	4	4	16	<p>One person per kitchen/tea point at a time.</p> <p>No food prep in work kitchen, single container only.</p> <p>Anti-bac wipes & spray and gloves available in area and must be used.</p> <p>Microwave to be out-of-use to reduce contamination from communal food prep items.</p> <p>Kettle/coffee machine to be anti-bac wiped prior to & post use.</p> <p>All used items to be placed immediately into dishwasher.</p>	4	1	4	All employees when making tea/coffee	Once office re-opens

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Activity Description	Hazards Identified	Hazard Effect (Who, How)	Severity	Probability	Initial Risk	Control Measures	Severity	Probability	Residual Risk	Action By	Action Date
Use of meeting rooms	Infection	Employees / Visitors	4	4	16	Limit meeting rooms to one third of normal capacity, one person every third seat. Enhanced cleaning regime; wipe down after each use with cleaning materials provided. Ensure good ventilation. Default position – do not hold face to face meetings.	4	1	4	Meeting rooms to be out-of-order for meeting use, may be used for single occupancy office	Once office re-opens
Poor Air Ventilation	Infection (Low)	Employees	3	3	9	Ensure air con is on prior to the working day. AC units routinely serviced/cleaned/disinfected. Have good natural ventilation (open windows) where possible.	3	1	3	All employees	Once office re-opens
Fruit Baskets & Containers	Infection	Employees	4	4	16	Stop purchasing fruit. Encourage employees to bring their own milk for tea/coffee.	4	1	4	Office manager to suspend fruit order	Prior to office re-opening

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Working in an office environment	Infection	Employees	4	4	16	<p>Staggered arrival times.</p> <p>Open door policy (not on fire doors or on doors that are needed to control contractors).</p> <p>Disable keypad once premises are unsecured or if unable, ensure that antibacterial hand gel is available at point of entry and instruct that keypad is to be wiped down with antibacterial wipes after each use.</p> <p>Enhanced cleaning regime focusing on communal areas (photocopiers, handles etc.)</p> <p>Cleaning materials available in communal areas.</p> <p>Persons identified in Group 3 & 4 to remain working from home, those in Group 1 to have rota to ensure that social distancing, hygiene policies can be affected.</p>	4	1	4	All employees	Once office re-opens



SEAMLESS SAFETY

Seamless Safety: Risk Matrix

Personnel safety	Asset Operation Quality	Reputation Public	Cost Financial impact	Environment Impact							
						Negligible	Low	Moderate	High	Very High	
						Probability					
						-1-	-2-	-3-	-4-	-5-	
Minor injury	Hardly noticeable reduction	No public interest noticeable	Negligible	Negligible	Negligible	-1-	1	2	3	4	5
FAC (First Aid Case)	Low level disruption / damage	Low level public interest	1-15% of profit basis	Low impact	Low	-2-	2	4	6	8	10
MTI (Medical Treatment Incident)	Important areas affected Moderate damage	Public interest Local media coverage	16-50% of profit basis	Moderate impact	Moderate	-3-	3	6	9	12	15
LTI (Lost Time incident)	Significant damage	National media coverage	51-100% of profit basis	Significant impact	High	-4-	4	8	12	16	20
Fatality occupational disability multiple hospital treatments	Extensive damage & interruption of project, operations	International media coverage public outcry loss of client	> 100% of profit basis	Ecological disaster	Very High (Catastrophic)	-5-	5	10	15	20	25
1-4	Green (Low Risk)	Acceptable: No further action required other than monitoring the situation. Maintain situational awareness and consider the line of fire for all tasks.									
5-10	Yellow (Moderate Risk)	Incorporate Risk Reduction measures: Ensure the most senior person onsite is aware of the residual risk associated with the task. Review and monitor existing control measures for continued effectiveness.									
12-25	Red (Unacceptable Risk)	Intolerable: The task must not be allowed to proceed. Further assessment of the task needs to be conducted, to reduce the residual risk to at least medium.									