

<b>Project Name</b>	COVID-19 Office	<b>Date</b>	01/08/2020
<b>RAMS No.</b>	-	<b>Revision</b>	E
<b>RAMS Title</b>	-	Mario La Barbera	

L = Likelihood, S = severity, RF = Risk factor



14

Department	Activity	Persons at Risk	Significant Hazard(s)	Risk Factor				Additional Action / Control Measures	Residual Risk after Control Measures Implemented				Last Revised
				L	S	Score	RF		L	S	Score	RF	
Office	Working during Covid-19 (Coronavirus) outbreak	Employees / Others in the Area	Covid-19 (Coronavirus) contact between Office Staff employees and others including visitors, Highly contagious virus.	3	4	12	Very High	Existing Controls :- Reduce the number of people in attendance to only those that are unable to work from home. Where working from home is not viable, Compco management will consult with employees to mitigate the risk in returning to work. This will include a return to work interview and discussing the Compco Covid-19 Do's and Don'ts. Restrict numbers working in offices and re-configure seating plans so they can be sure that current social distance guidelines can be maintained. Office staff shall be two metres apart from each other at all times, as per government instructions for COVID-19, including in the canteen, toilets and walkways. Where the 2m distance is not viable, this is mitigated via back to back or side to side working and use of screens. Fingerprint scanners and other security systems that require touching will be disabled (unless they are regularly cleaned) in order to reduce transmission of Coronavirus (COVID-19).. Hand sanitiser available at all entrances and exits. Visitors are individually briefed and explained of the company Covid-19 controls in place. Additional Controls :- Where face to face work stations are in use a perspex screen will be installed where the 2 metres distancing is not practicable. Staggering start/finish times and breaks or introducing one-way systems will also help to reduce congestion and assist in maintaining social distancing.	1	4	4	Med	01/08/2020

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Office	Working during Covid-19 (Coronavirus) outbreak	Employees / Others in the Area	Covid-19 (Coronavirus) Contact with non-sanitised surfaces. Risk of cross contamination/infection to the respiratory system either by air or surface to skin contact. Highly contagious virus.	3	4	12	Very High	Existing Controls :-Hand hygiene. Individuals must not touch eyes, mouth or nose with unwashed hands, particularly after coughing or sneezing. Hands must be washed with adequate soap and water for at least 20 seconds or sanitiser (minimum 60% alcohol based) immediately Hygiene monitoring. Enhanced cleaning schedules are enforced internally where touch points including taps, toilet flush, door handles and touch plates, hand rails on staircases, telephone and office equipment including canteen areas will be cleaned and signed off daily. Additionally, anti-bacterial spray and wipes shall be made available for use by office staff to wipe down their workstations prior to starting work. Infection Control Procedures In Place:- Infection control procedures in place and communicated to all employees. Procedure includes early warning signs and symptoms and shall be reviewed on declaration of newly affected areas and Government travel guidelines. Soap/hand wash provided and contained waste disposal available. Soap and washing facilities available and correct contained waste disposal bins where applicable. Work surfaces cleaned and disinfected daily. (Internally) All work surfaces are appropriately cleaned in line with company cleaning and hygiene instructions.	1	4	4	Med	01/08/2020

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Office	Working during Covid-19 (Coronavirus) outbreak	Employees / Others in the Area	Covid-19 (Coronavirus) Contact with persons returning from abroad or people displaying symptoms of the virus Highly contagious virus.	3	4	12	Very High	Existing Controls:- Those returning from affected regions or those concerned that they have come into contact with those displaying symptoms should call 111 (NHS England) for further medical advice, which may include / result in self-containment for a minimum of 14 days self-isolation. Individuals must keep themselves updated with UK travel guidance and countries not exempt from the 14 day quarantine and inform their employer on return to the UK. For individuals displaying symptoms, reduce potential spread by leaving the workplace or client premises and return home immediately. Any individual classed as a vulnerable person (by virtue of their age, underlying health conditions, clinical condition or are pregnant) should follow current Government guidance, also anyone displaying a high temperature or new persistent cough, loss of taste/smell should isolate for 10 days and any members of their household should also isolate for 14 days. DO NOT attend work and do not forget to inform your employer. Contact should be made with the internal HR department and NHS 111 for further guidance.	1	4	4	Med	01/08/2020

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Office	Working during Covid-19 (Coronavirus) outbreak	Employees / Others in the Area	Covid-19 (Coronavirus) Coughing, sneezing individuals. Highly contagious virus.	3	4	12	Very High	Existing Controls :-If individuals display or witness anyone with potential symptoms they should come forward and make the correct person(s) aware immediately.The reduction of risk in spreading infection relays on everyone in the business taking responsibility for their actions and behaviours. It is encouraged for workers and employers on site to be open where any issues or concerns can be discussed and addressed. Hand hygiene. Individuals must not touch eyes, mouth or nose with unwashed hands, particularly after coughing or sneezing. Hands should be washed with adequate soap or sanitiser (minimum 60% alcohol based) immediately. Infection control procedures in place. Infection control procedures in place and communicated to all employees and displayed throughout the workplace with posters. Focus around coughing and sneezing in to tissues that are disposed of in closed lid bins. Information on Coronavirus communicated amongst all staff via emails, posters, notice boards etc. Communicate information on Coronavirus using official medical and government guidance. PPE provided worn. Any PPE provided must be worn as stated within the procedure and disposed of correctly. Soap/hand wash provided and contained waste disposal available. Soap and washing facilities available and correct contained waste disposal bins where applicable.	1	4	4	Med	01/08/2020

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Office	Working during Covid-19 (Coronavirus) outbreak	Employees / Others in the Area	Covid-19 (Coronavirus) Handling waste/clothing of suspected, diagnosed individuals Risk of cross contamination/infection to the respiratory system either by air or surface to skin contact. Highly contagious virus.	3	4	12	Very High	Existing Controls :-Hand Hygiene. Individuals must not touch eyes, mouth or nose with unwashed hands, particularly after coughing or sneezing. Hands should be washed with adequate soap or sanitiser immediately. Safe cleaning / hygiene procedures. Tissues should be thrown into closed bins and hands washed immediately after coming in contact with any article. Hands should be washed with soap or alcohol sanitiser. PPE provided worn at all times. Any PPE provided should be worn as stated within the procedure and disposed of correctly within a closed bin. Re-usable PPE should be thoroughly cleaned after use and not shared between workers. Single use PPE should be disposed of so that it cannot be reused.	1	4	4	Med	01/08/2020
Office	Working during Covid-19 (Coronavirus) outbreak	Employees / Others in the Area	Covid-19 (Coronavirus) increase risk for vulnerable persons or those living with vulnerable persons, Highly contagious virus.	3	4	12	Very High	Existing Controls:-Vulnerable persons must ensure they follow high hygiene levels and social distance as much as possible. The UK Government has now "paused" the shielding guidance and encouraging those previously shielding to return to work if they are unable to work from home. Those who live with vulnerable persons must closely monitor Governments guidance and consider whether home working or self isolation should apply to them. Consultation between employee and employer must take place to ensure the employee is happy to return. Additional Controls:- Although not mandatory, individuals are encouraged to wear face coverings.	1	4	4	Med	01/08/2020

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Office	Working during Covid-19 (Coronavirus) outbreak	Employees / Others in the Area	Covid-19 (Coronavirus) Risk of cross contamination/infection to the respiratory system either by air or surface to skin contact. Highly contagious virus.	3	4	12	Very High	Existing Controls :-Keeping a distance of 2 metres (social distancing) between yourself and any other person will reduce the risk. Reducing interactions with others, do not shake hands and avoiding crowded spaces. Try to avoid touching face, eyes or mouth. Wash hands thoroughly (at least 20 seconds) and wash PPE frequently or dispose. Cover mouth and nose when coughing/sneezing or alternatively cough/sneeze into the crook of your elbow. If you have underlying health issues such as severe Asthma or COPD you should seek advice from your GP or NHS 111. Individuals must also keep themselves up to date of current guidance/advice given by the Government and WHO (World Health Organisation) DO NOT report to work if you or any family members at home have symptomatic conditions relating to Covid-19 (High temperature, persistent cough, loss of taste/smell) and inform the HR department immediately.	1	4	4	Med	01/08/2020

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Office	Working during Covid-19 (Coronavirus) outbreak travelling for work	Employees	Covid-19 (Coronavirus) Risk of cross contamination/infection to the respiratory system either by air or surface to skin contact. Highly contagious virus.	3	4	12	Very High	Existing Controls :-Wherever possible workers should travel to work alone using their own transport, If workers have no option but to share transport: Journeys should be shared with the same individuals and with the minimum number of people at any one time. Good ventilation (i.e keeping windows open) and facing away from each other may help to reduce the risk of transmission. The vehicle must be cleaned regularly using gloves and standard cleaning products, with particular emphasis on handles and other vehicle touch points. If travelling on public transport or enclosed areas then you must wear a face covering as per Government advice. If using public transport then peak times should be avoided. Hand sanitiser is available on all entrances/exits to offices. Additional Controls :-Sites should consider: * parking arrangements for vehicles and bicycles * try to avoid using public transport especially congested transport such as the tube, trains or buses. Where possible consider walking or cycling.	1	4	4	Med	01/08/2020

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Office	Working during Covid-19 (Coronavirus) outbreak - Welfare use	Employees	Covid-19 (Coronavirus) Risk of cross contamination/infection to the respiratory system either by air or surface to skin contact. Highly contagious virus.	3	4	12	Very High	Existing Controls :-Kitchen break out areas to be limited to one person per time (or more if the 2 metre distancing can be observed). Employees are encouraged to bring in their own food and utensils including cups and cutlery and take responsibility for cleaning their own items. Anti-bacterial spray and wipes are available for use to clean microwave before/after use. Toilets shall be limited to the amount of cubicles available (urinals should be taped up to allow 2 metre spacing) and numbers allowed in at any one time shall be reflective of this. Demarcation tape and signage throughout site to assist reminding everyone on social distancing rules. Additional Controls :-If possible (weather dependant) introduce outdoor sitting area observing the 2 metre distancing for breaks etc. Individuals could be supplied with disposable cutlery/cups	1	4	4	Med	01/08/2020
Office	Working during Covid-19 (Coronavirus) outbreak Mental Health	Employees	Covid-19 (Coronavirus) Long periods away from work (Furlough), Stress, Anxiety, Poor Well-being	3	2	6	Med	Existing Controls :-Mental Health advice available from Compco Mental Health 1st Aider and HR department. Literature and confidential helpline advice/contact details given to all staff . All employees are encouraged to speak about any poor well-being issues they may be experiencing.	1	2	2	Low	01/08/2020



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Office	Working during Covid-19 (Coronavirus) outbreak - Meetings and Training	Employees	Covid-19 (Coronavirus) Risk of cross contamination/infection to the respiratory system either by air or surface to skin contact. Highly contagious virus.	3	4	12	Very High	Existing Controls :-Where meetings or training need to take place they should be reduced or eliminated. They should be held outside or in well ventilated rooms observing the 2 metre distancing rules. Avoiding of sharing items like pens, pads etc should be observed and hand sanitiser made available. Alternative media should be used wherever possible for example "Zoom" or microsoft "Teams". All meeting rooms shall have demarcation identifying the 2m social distancing.	1	4	4	Med	01/08/2020
Office	Working during Covid-19 (Coronavirus) outbreak - Taking temperature checks of employees attending Compco Offices	Employees	Covid-19 (Coronavirus) Risk of cross contamination/infection to the respiratory system either by air or surface to skin contact. Highly contagious virus.	3	4	12	Very High	Existing Controls :-A Non-Contact thermometer shall be used to assess temperatures of employees prior to entering the office building. Although the item used to check temperature is non-contact, the 2m distancing will very briefly be breached. In order to protect individuals, it shall be limited to one person per site that shall receive training of how to check temperatures. That individual shall also be supplied with appropriate PPE, namely, full face visor, impervious nitrile gloves and disposable apron. The thermometer shall be wiped clean between every use with anti-bacterial wipes and the wipes disposed of in a bin with a closed lid. Any individual that is recorded with a temperature of 37.8C degrees or above will be asked to return home immediately and isolate for 10 days. They must keep themselves updated with current Government guidelines and contact NHS 111 for advice should symptoms progress. Individual results are not recorded to comply with GDPR.	1	4	4	Med	01/08/2020

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Office	Working during Covid-19 (Coronavirus) outbreak - 1st Aiders and 1st Aid provision during Covid-19 CompcO Offices	Employees/Visitors	Covid-19 (Coronavirus) Risk of cross contamination/infection to the respiratory system either by air or surface to skin contact. Highly cantagious virus.	3	4	12	Very High	Existing Controls :-Qualified 1st Aider cover will be maintained throughout all offices and 1st Aiders kept updated on Covid-19 signs and symptoms. Additional Controls :-1st Aiders shall be supplied with additional PPE above their normal nitrile gloves, namely a full face visor, disposable apron and face covering when treating injuries due to the 2m social distancing being breached.	1	4	4	Med	01/08/2020
Office	Working during Covid-19 (Coronavirus) outbreak - Office deliveries/collectio ns during Covid-19 CompcO Offices	Employees/ Visitors/ Delivery drivers	Covid-19 (Coronavirus) Risk of cross contamination/infection to the respiratory system either by air or surface to skin contact. Highly cantagious virus.	3	4	12	Very High	Existing Controls :- Dedicated drop off/collection point is established where items are dropped for collection and delivery to avoid the 2m distance being breached. Drivers should be allowed to use CompcO toilets should they be required.	1	4	4	Med	01/08/2020