

Location	Redrow Divisional and Head Offices	Issue Date	June 2020	Review Date	August 2020
Office	N/A	Division	All Divisions		
Persons/Groups at Risk:	Employees / Agency Workers / Sub-Contractors / Visitors / Members of Public				

No	Description of Hazard and Expected Consequence	Potential for Harm Likelihood (L) x Severity (S) = Risk Level (RL)						Task Specific Control Measures	Residual Risk Likelihood (L) x Severity (S) = Risk Level (RL)					
		L	S	RL	H	M	L		L	S	RL	H	M	L
1.	Transmission of virus to/from Staff	3	5	15	High			<p>PRIOR TO ANY WORK STARTING IN AN OFFICE HSEMS0442 – STANDARD FORM – OFFICE CHECKLIST (CV-19) MUST BE COMPLETED.</p> <p>If an employee or a member of their family either have symptoms or have recently tested positively for Coronavirus they must NOT attend work, and inform their line manager. They must seek advice from the NHS either online at https://111.nhs.uk/covid-19/ or by phoning the helpline on 111.</p> <p>Any person who has been advised that they are Clinically Extremely Vulnerable and should be 'shielding' should stay at home.</p> <p>Any person who is classed as Clinically Vulnerable should discuss this with their line manager and/or HR before returning to work.</p> <p>Any person who has, via the Government 'test and trace' programme, been advised to self-isolate must then follow the latest government guidance on self-isolation and not return to work</p>	2	4	8	Medium		

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		L	S	RL	H	M	L		L	S	RL	H	M	L
								<p>until their period of self-isolation has been completed.</p> <p>If any personnel develop any of the symptoms while at work, they must inform their line manager before returning home immediately, and avoid touching anything. They must then follow the latest government guidance on self-isolation and not return to work until their period of self-isolation has been completed.</p> <p>In the case of any suspected or confirmed cases of COVID-19 then the area the person has been working in will need to be thoroughly cleaned using the Cleaning Protocol detailed in Appendix A of <u>HSEMS0438 – HS&E Guidance – Offices – COVID-19</u></p> <p>The Senior Secretary must report any instances of ill-health connected with COVID-19 and all confirmed cases on the Redrow Accident/ Incident Form to hs&e@redrow.co.uk and HR.</p> <p>All staff should comply with social distancing, good hygiene / hand washing protocols. They should keep 2m apart from each other whenever possible.</p>						

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								<p>Social distancing measures must be maintained by either:</p> <ul style="list-style-type: none"> • arranging desks 2 metres apart; • taking some desks or work areas out of use; • single occupancy of some areas; • a rota for working from home for each Department drawn up by each Head of Department and agreed with their Managing Director or Line Manager; • signage displayed around the office for arrangements on social distancing in 'common' (shared) areas e.g. kitchen areas, toilets, photo copying areas. <p>Use of the stairs should be encouraged. Where use of the lift is necessary then the maximum occupancy should be reduced to maintain social distancing. Persons using lift should use hand sanitiser both before and after operating the lift.</p> <p>During this time staff should not arrange personal deliveries to the offices and receptionists will only accept deliveries for Redrow.</p> <p>All employees should follow the guidance on social distancing in HSEMS0438 – HS&E</p>						

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							Guidance – Offices – COVID-19 and this risk assessment							
2.	Transmission of virus to/from visitors.	3	5	15	High			<p>All visitors to Offices should be by appointment only.</p> <p>Visitors should only be invited to the office if absolutely necessary. Alternative options to face to face meetings must be considered e.g. video or telephone conference.</p> <p>Should employees invite visitors to the office, it is their responsibility to ensure that social distancing can be achieved. A copy of the latest version of the sign RHQ_COV_1 must be displayed at the front entrance and should be sent to all visitors prior to their appointment. The sign is available on Engage.</p> <p>Visitors should still sign in at reception. To avoid sharing a pen, the receptionist should complete the Redrow sign in register and the visitors slip, which should be put at the end of the desk for the visitor to collect in the badge case.</p> <p>On exiting the building, the visitor badge should be returned to the reception desk and wiped with an antibacterial wipe.</p>	2	4	8	Medium		

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		L	S	RL	H	M	L		L	S	RL	H	M	L
3.	Transmission of virus due to lack of appropriate / enhanced cleaning of offices.	3	5	15	High			<p>All Office premises must be cleaned thoroughly prior to re-opening and then a regular cleaning regime should be implemented.</p> <p>Offices with showers will have the showers cleaned (including the shower head) and left on running for twenty minutes with the windows open, extractor system turned on as part of the thorough clean prior to re-opening.</p> <p>Showers may now be used but must have enhanced cleaning regimes both by individual users and they should continue to be cleaned and turned on daily by the cleaners.</p> <p>Hand sanitising stations will be available in several areas on each office floor e.g. in the kitchen area and in reception. These should not be removed from these agreed areas for any reason or taken for personal use.</p> <p>Facilities for employees to wipe down their work station will be made available. Employees must wipe down their work station at the end of each day. If sharing desks or using a hot desk then the work station must be wiped down prior to each use.</p>	2	4	8	Medium		

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		L	S	RL	H	M	L		L	S	RL	H	M	L
							<p>Please note employees should wash their hands regularly. The NHS advise washing your hands for at least 20 seconds.</p> <p>In the case of any suspected or confirmed cases of COVID-19 then the area the person has been working in will need to be thoroughly cleaned using the Cleaning Protocol detailed in Appendix A of <u>HSEMS0438 – HS&E Guidance – Offices – COVID-19</u></p>							
4.	Transmission of virus during travel to work.	3	5	15	High			<p>Wherever possible personnel should travel to work alone using their own transport.</p> <p>If personnel have no option but to share a vehicle, then they should follow the current government guidance regarding precautions to take.</p> <p>For those members of staff who have no alternative option but to use public transport, they should comply with local guidance and national policy.</p> <p>Vehicles should be reverse parked. Reverse parking signage will be displayed in the car park.</p>	2	4	8	Medium		

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							<p>All cars should reverse park to maintain social distancing. Signage will be displayed in the car parks.</p> <p>Employees should respect the social distancing rule and ensure they do not try to enter or leave their car at the same time as each other.</p>							
5.	Transmission of virus from applying First Aid	3	5	15	High			<p>Assess the injury to determine everyone's safety against the severity.</p> <p>If the issue is 'minor' then self-administration with guidance given from a trained first aider (who is maintaining social distancing) should be applied.</p> <p>If this is not possible, then as per normal guidance, direct personnel to seek further medical advice/assistance or for serious injuries call the ambulance service.</p> <p>Following the administration of First Aid the First Aider should pay particular attention to sanitisation measures immediately afterwards including washing their hands.</p> <p>All incidents and accidents must still be reported to hs&e@redrow.co.uk as per normal practice.</p>	2	4	8	Medium		

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		L	S	RL	H	M	L		L	S	RL	H	M	L
6.	Transmission of virus due to lack of appropriate Guidance and Communications to staff	3	5	15	High			<p>All staff must complete the Office COVID-19 e-learning prior to returning to the Office.</p> <p>All staff to read HSEMS0438 – HS&E Guidance – Offices – COVID-19 and this risk assessment.</p> <p>All staff to regularly check 'Engage' for latest information and updates regarding are processes for COVID-19.</p> <p>A pull up banner detailing the Social Distancing Measures Introduced (coded RHQ_COV_7 from Think BDW) will be displayed in reception.</p>	2	4	8	Medium		
7.	Transmission of virus due to lack of appropriate Guidance and Communications to visitors	3	5	15	High			<p>Visitors should only attend the office if absolutely necessary.</p> <p>If visitors are attending the office the sign displayed in reception (Code No RHQ_COV_1) should be emailed to them prior to the meeting.</p> <p>A banner will be displayed in each reception area highlighting the social distancing arrangements.</p>	2	4	8	Medium		

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		L	S	RL	H	M	L		L	S	RL	H	M	L
8.	Poor Behaviour potentially leading to the transmission of the virus	3	5	15	High			<p>Anyone that is found to be deliberately breaching social distancing rules or demonstrating poor behaviour that could put themselves or others at risk of injury or ill-health may be subject to disciplinary proceedings and HR should be notified. Or if they are a visitor their employer should be notified.</p> <p>PLEASE NOTE ANY EMPLOYEE CAUGHT STEALING ANY MATERIALS SUCH AS HAND SANITIZER MAY BE SUBJECT TO DISCIPLINARY PROCEEDINGS AND HR SHOULD BE NOTIFIED</p>	2	4	8	Medium		
9.	Negative affect on wellbeing (physical and mental) due to circumstances arising from social distancing measures.	5	3	15	High			<p>Physical – application of all control measures listed above.</p> <p>Mental – as above plus provision of Mental Health First Aiders, Employee and Sub-Contractor Assistance Line.</p> <p>Increased communication between Managers and all staff</p>	2	4	8	Medium		

Additional information					
Specific PPE:	Disposable gloves for cleaning staff.				
Training required:	Current and up to date Redrow COVID-19 eLearning training/awareness				
Other:	Each individual to assess if work can be undertaken in compliance with above – if not stop and speak to line manager.				
Assessment carried out by:	HS&E Department	Signature:	HS&E Department	Date:	June 2020
<i>NB: This assessment must be explained to all those affected by the activity and the briefing recorded.</i>					

Associated Documents
HSEMS0438 – Group HS&E Guidance – Offices – COVID-19 HSEMS0442 – Group HS&E Standard Form – Office Checklist (CV-19)

SEVERITY		
CATEGORY	DEGREE	DESCRIPTION
1	INSIGNIFICANT	Minor injury to personnel Minor damage to equipment
2	MINOR	Injury to personnel Damage to equipment
3	REPORTABLE	Injury resulting in loss of time Moderate damage to equipment
4	MAJOR	Serious injury to personnel Major damage to equipment
5	CATASTROPHIC	Fatal/life-changing injury to personnel. Total equipment loss

LIKELIHOOD LEVEL		
LEVEL	DEGREE	INDIVIDUAL FAILURE MODE
1	REMOTE	So unlikely that occurrence may not be experienced
2	UNLIKELY	Unlikely, but possible to occur
3	OCCASIONAL	Likely to occur sometime
4	PROBABLY	Will occur several times
5	FREQUENTLY	Likely to occur frequently

SEVERITY CATEGORY	LIKELIHOOD LEVEL				
	1	2	3	4	5
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

ACTION CRITERIA	
High	Unacceptable – further assessment or action required to reduce risk to as low as reasonably practicable
Medium	Further assessment or action may be required if the team consider the risk not to be as low as reasonably practicable
Low	Acceptable – Adequate safeguards are in place

