



Job No: n/a	Client: Rosebery	LIKELIHOOD (L)	SEVERITY (S)	Risk Assessment Ref: RGL / RA / RRA.301
Job Title: n/a	Scope / Description / Location of Works: Hastings House and Panel Shop	1. Remote 2. Unlikely 3. Possible 4. Likely 5. Almost Certain	1. Negligible (no or trivial injury or illness) 2. Slight (minor injury / immediate first aid) 3. Moderate (injury / 7 days off) 4. High (major injury / severe incapacity) 5. Very High (death / permanent incapacity)	Assessment Date: 12-Jun-20
		Risk Factor (RF) = Likelihood x Severity (see matrix at end)		Review Date: 26-Jun-20
				Assessed by: Vinny Cassidy

WORK ACTIVITY / TASK	HAZARDS Identified	Risk / Effects / Consequences before Controls	Persons at Risk	DEGREE OF RISK (uncontrolled)			Control Measures / Minimise Risk by	REMAINING RISK (with controls)		
				L	S	RF		L	S	RF
				1-5	1-5	1-25		1-5	1-5	1-25
Any Task Undertaken at Hastings House	Coronavirus (COVID 19)	Could cause death Transferring the virus when using door handles, banisters, keyboards/pads, Shaking Hands, hugging. High Temperature New Continuous cough Flu like symptoms Loss of smell or taste	Hastings House staff, Panel Shop operatives and Visitors	4	5	20	<ul style="list-style-type: none"> If you can work from home then you MUST work from home. Rosebery personnel should travel to Hastings House or from Hastings House to Site alone where possible, if there is no option but to share transport you must share with the same people each time you travel, have good ventilation, a face covering MUST be worn and the vehicle should be cleaned regularly using gloves and standard cleaning products, with particular emphasis on handles and other area where passengers may touch surfaces. Your temperature will be taken and recorded as you sign in; if you record a temperature of 37.7°C or higher you will not be allowed to continue into Hastings House. Hand sanitiser (all sanitisers are minimum 60% alcohol), gloves, and wipes are available at various locations around Hastings House The One-Way System is marked on the floor and stairways. Diagrams are posted on the walls and doors. The One-Way system will alleviate any congestion within the office. Panel Shop entry exit will be segregated from the one-way system due to operational necessities. Social distancing will be strictly observed and monitored by the HSE Advisor and members of the SMT, posters will be displayed at various locations to remind people of its importance. Hand Washing facilities are available and personnel will be encouraged to regularly wash their hands. Workstations have been relocated so staff are 2m apart and are not facing each other. The Panel Shop has been reconfigured to allow 2m social distancing measures. If it is not possible to be 2m then 1m plus can be observed work should be carried out back to back or shoulder to shoulder if face to face working/conversation is required a mask/visor must be worn it is essential to keep activity time involved as short as possible Start/finish times will be staggered as will break times. 	2	5	10



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							<ul style="list-style-type: none"> • Work within the Panel Shop is being carried out at staggered start/finishing times and the work area has been segregated to allow 2m social distancing but where it can't be observed 1m plus will apply • If possible, bring your own food in with you and avoid going to the local shop once you are in the office please try and stay inside. • Only make hot drinks for yourself, wash your cup and keep it at your desk the same applies if you use any crockery/cutlery it must be your own. • Only two people will be allowed to eat in the staff canteen at any one time this will allow another to make a hot drink and will allow social distancing. The Panel Shop mess room has been re-configured • Appliance handles MUST be cleaned after use (kettles microwaves fridges etc) using anti-viral wipe/spray. • Once meal is finished the table MUST be wiped using anti-viral wipe/spray prior to leaving. • Only one person to occupy the toilets at any time and social distancing must be observed if queuing, hands must be washed for 20 seconds and taps and handles must be wiped down using anti-viral wipe/spray prior to leaving. • Internal doors will be fixed in the open position to minimise the use of door handles. • All keypads on multi use equipment (photocopiers/tv remotes) must be wiped after each use using anti- viral wipes or gloves must be worn whilst in use. • Workstations to be cleaned by the user at the end of each day using anti-viral wipes/spray. • All deliveries must be put down outside the entrances and gloves must be used to pick up the items then discarded. • Every member of staff must empty their waste bins at the end of each day into the refuse "carts" which are located in a secure area. • At the end of your working day you must follow the one-way system towards the Library exit sign out and leave. • Staff who are classed as Clinically Extremely Vulnerable (people who have received a letter telling them are in this group or have been told by their 			



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							<p>GP) have been strongly advised not to work outside the home. This will be reviewed regularly.</p> <ul style="list-style-type: none"> Staff who are Clinically Vulnerable are at a higher risk of severe illness people in this class include those who have a pre-existing condition such as (chronic heart disease, chronic kidney disease, mild to moderate respiratory diseases- asthma, COPD, expectant mothers) will be supported and encouraged to work from home if this cannot be achieved they will be offered the safest available roles within the office. If employees need further support, they will be encouraged to discuss any issues with the HSE Advisor. A weekly “check-up” mail is sent to personnel who are working from home and on site (supervision) to make sure there is no change in circumstances and to check and log their wellbeing. Rosebery HSE Advisor or a member of the SMT will contact each furloughed employee at regular intervals to check and log their wellbeing. VISITORS will only be allowed to enter Hastings House via Meadow Lane entrance their temperature will be taken and recorded; their host will meet them escort them within Hastings House observing social distancing at all times. Hastings House and the Panel Shop Adopt a “no handshake” regime when greeting colleagues and visitors. The Panel shop engraver/driver will be isolated from the rest of the shop by remaining in his office where he can carry out his work undisturbed. Any employee who thinks they may have contacted coronavirus must leave immediately, contact their manager and then they must self-isolate for 14 days. Meetings will be carried out virtually or by conference call only. This document will be reviewed every 2 weeks. 			



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Low Risk 1 – 4
 Medium Risk 5 – 11
 High Risk 12 – 25

GREEN - PROCEED IF SAFE TO DO SO
AMBER - PROCEED WITH ADDITIONAL CAUTION
RED - DO NOT PROCEED / STOP WORK UNTIL FURTHER MANAGEMENT ACTION HAS REDUCED RISK

		SEVERITY				
		1	2	3	4	5
LIKELIHOOD	1	1	2	3	4	5
	2	2	4	6	8	10
	3	3	6	9	12	15
	4	4	8	12	16	20
	5	5	10	15	20	25