

Subject of Assessment	Coronavirus (COVID-19)	RA No.	001 Rev A
Task/Activity	Managing the risk of Coronavirus (COVID-19) exposure whilst undertaking all work activities		
Assessor	Niall Smith	Location of Assessment	RSP Edinburgh Office

Risk Rating Matrix (RR)	Likelihood (L)		
Severity (S)	Certain or near certain to occur (High)	Reasonably likely to occur (Medium)	Unlikely to occur (Low)
Fatality; major injury or illness causing long term disability (High)	HIGH (H)	HIGH (H)	MEDIUM (M)
Injury or illness causing short term disability (Medium)	HIGH (H)	MEDIUM (M)	LOW (L)
Other injury or illness (Low)	MEDIUM (M)	LOW (L)	LOW (L)

Hazard Ref	Hazards (Unsafe Condition)	Who is at risk? (and how)	Controls in place	L	S	RR	Adequately controlled?
1	COVID-19 (Someone infected in the workplace)	Employees (A visitor or employee enters the workplace and passes the virus onto employees)	<ul style="list-style-type: none"> An information poster highlighting the symptoms and the risk of COVID-19 is placed on entry/sign in point. Symptomatic individuals will not be allowed entry. COVID-19 information posters are placed in designated locations within the workplace (toilets, notice boards etc.) for all employees & visitors. Best practice Hygiene requirements (handwashing etc.) are being enforced and included in all inductions. Employees have been instructed to wash their hands frequently for at least 20 seconds duration. No handshaking. Warning signs have included on all hand sanitiser locations and an email has been issued to staff regarding use of same. Social distancing has been applied and the office and the office staff levels have been reduced. Marking tape has been added to the floor to highlight 2m spacing. 	H	M	M	Yes

Hazard Ref	Hazards (Unsafe Condition)	Who is at risk? (and how)	Controls in place	L	S	RR	Adequately controlled?
			<ul style="list-style-type: none"> A one system has been added so that social distancing rules can be adhered too. Hand sanitiser has been provided at appropriate locations throughout the office. Warning signs have included on all hand sanitiser locations and an email has been issued to staff regarding use of same. Meeting rooms has been placed "out of use" until further notice. Employees to use one workstation only. All employees have undertaken the Coronavirus and Pandemic e-Learning on Mentor Live. Visitors are not permitted until further notice. 	H	M	M	Yes
2	COVID-19 (Someone becomes ill in the workplace)	Employees & Visitors (Contract COVID-19 in workplace)	<ul style="list-style-type: none"> Scottish/UK Government guidance to be followed Persons showing signs of COVID-19 infection will be removed from the workplace and sent home (with support required if required). The person will be advised to follow NHS Guidance online. If the person is a visitor their organisation will be informed (no visitors are currently permitted). The workplace will be decontaminated following governmental guidance. Best practice Hygiene requirements (handwashing etc.) are being enforced. Employees have been instructed to wash their hands frequently for at least 20 seconds duration. No handshaking. Warning signs have included on all hand sanitiser locations and an email has been issued to staff regarding use of same. This information has been passed onto all employees. 	H	M	M	Yes

3	<p align="center">COVID-19 <i>(Contaminated Workplace)</i></p>	<p align="center">Employees & visitors <i>(Contract COVID-19 in workplace)</i></p>	<ul style="list-style-type: none"> • UK Government guidance is being followed. • Hand sanitisers and sanitary wipes have been placed in the workplace and employees are encouraged to use them. Warning signs have included on all hand sanitiser locations and an email has been issued to staff regarding use of same. • Extra hygiene requirement (handwashing etc.) in place. Warning signs have included on all hand sanitiser locations and an email has been issued to staff regarding use of same. • Employees are encouraged to implement increased cleaning regime. Equipment such as keyboards, work surfaces etc. to be regularly cleaned. • Employees to utilise one workstation only. • This information has been passed onto all employees. 	H	M	M	Yes
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4	COVID-19 (proximity, workplace gatherings)	Employees & visitors (A person catches COVID-19 due to working closely with an infected person)	<ul style="list-style-type: none"> Scottish/UK Government guidance to be followed. A social distancing policy has been implemented. <ul style="list-style-type: none"> All employees have been asked to work from home where possible. Customer meetings to be undertaken remotely by phone or video where possible. No handshaking or attendance at large meetings. Warning signs have included on all hand sanitiser locations and an email has been issued to staff regarding use of same. <p>This information has been passed onto all employees.</p>	H	M	M	Yes
5	COVID-19 (Vulnerable employees)	Employees with underlying health conditions. Reduced immunity, pregnancy, over 70, etc. (Contract COVID-19 in workplace)	<ul style="list-style-type: none"> Scottish/UK Government guidance to be followed Employees have been instructed to self-isolate if they have had either a high temperature (37.8 centigrade or greater) or a continuous dry cough in the last 14 days. Any vulnerable employees are required to work from home. Where home working is not possible arrangements are made to isolate employee at work if symptom free. Pregnant workers may be asked to commence maternity leave early if practicable. The company will arrange for meetings with clients/customers to be completed by video or audio conferencing where possible. 	M	M	M	Yes
6	COVID-19 (Employees who have contracted COVID-19)	Employees, visitors, members of the Public, Family members (Contract COVID-19 in workplace)	<ul style="list-style-type: none"> If NHS 111/online or a GP determines an employee has contracted COVID-19 they will be treated as off sick as per normal company sickness policy. Colleagues who have had contact with a symptomatic employee will be made aware of the symptoms and advised to follow NHS Online Guidance. The workplace will be decontaminated following governmental guidance. This information has been passed onto all employees. 	H	M	M	Yes

Hazard Ref	Hazards (Unsafe Condition)	Who is at risk? (and how)	Controls in place	L	S	RR	Adequately controlled?
7	COVID-19 (Presenteeism. Symptomatic or exposed employees remaining in workplace.)	Employees, members of the Public, Family members (<i>Employees who are symptomatic or have been in contact with someone with COVID-19 but continue to work despite being unwell</i>)	<ul style="list-style-type: none"> UK Government guidance to be followed Employees are advised to follow NHS Guidance online. Symptomatic employees will be instructed to go home. Colleagues who have had contact with a symptomatic employee will be made aware of the symptoms and advised to contact NHS Guidance online. 	M	M	M	Yes
8	COVID-19 (Self-Isolation and wellbeing)	Employees (<i>Employees not aware of the need to or how self-isolate. Wellbeing/Loneliness issues from self-isolation</i>)	<ul style="list-style-type: none"> NHS 111 online provides advice on when to self-isolate and access to an online interactive and personal checklist (Stay at Home Advice) A homeworkers risk assessment – either general or specific depending on risk levels – will be completed Managers are to ensure that all employees now required to work from home have the necessary equipment to do their jobs safely. Managers & Colleagues are advised to keep in regular contact with home workers with regular individual, team calls or by Skype This information has been passed onto all employees. 	M	M	M	Yes
9	COVID-19 (Travelling abroad)	Employees & visitors (<i>A person catches COVID-19 due to travelling abroad</i>)	<ul style="list-style-type: none"> UK Government guidance to be followed FCO provides Foreign Travel advice for travellers CIPD provides advice for travellers returning to work from affected areas. We do not insist on employees travelling to work to an area with a higher risk of COVID-19 Staff planning holidays should advise HR and their line manager in the event we have concerns with their return to work. 	M	M	M	Yes

10	COVID-19 <i>(Information failure)</i>	Employees & visitors <i>(Escalation/de-escalation of Pandemic)</i>	<ul style="list-style-type: none"> The company has a designated COVID-19 Appointed Person whose responsibilities include; <ul style="list-style-type: none"> - Signing up to relevant websites to receive timely updates - Monitoring relevant websites & news outlets 	M	M	M	Yes
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Additional Site Specific Arrangements						
Please refer to RSP Office Phase 1 Layout drawings and Photographs for further information.						

Hazard Ref	Additional control	Assigned to	Date Completed	L	S	RR

Risk Assessment References – Notes
<p>HSE Workplace health, safety and welfare Workplace (Health, Safety and Welfare) Regulations 1992</p> <p>The Management of Health and Safety at work Regulations 1999</p> <p>HSE Managing the Causes of Work Related Stress HSG218 2007</p> <p>HSE Books 1998 Lighting at Work HSG38</p> <p>HSE INDG244 Workplace health, safety and welfare: A short guide for Managers</p> <p>GOV.UK information on Coronavirus (COVID-19):</p> <p>https://www.gov.uk/guidance/social-distancing-in-the-workplace-during-coronavirus-covid-19-sector-guidance</p> <p>HSE information on Coronavirus:</p> <p>https://www.hse.gov.uk/news/coronavirus.htm</p>

Date of Assessment	15/05/20	Signature	Niall Smith (Associate)
Reviewed Date	26/05/20	Reviewed By	Craig Dickson (Partner)