

Assessment Date:
28/03/2022

Next Review Date:
30/06/2022

Initial Assessor:
Lukasz Benc

Site: All TEi Ltd


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Revision: 0

Activity/Job to be Assessed:
Risk involved with COVID-19 while working in the office

Hazard	Potential Harm	Severity	Likelihood	Risk Rating	Using Further Control Measures	Severity	Likelihood	Residual Risk
Contracting the virus while working in the office -Working with others	Fatality Major Health issues	5	4	20	<ul style="list-style-type: none"> - Office use shall be agreed with your manager - All employees are to be briefed about basic hygiene requirements (avoid touching areas around the face unless your hands are clean). - The number of people working in the office at any one time shall be limited to 8 persons in the Cardiff Office, 5 persons in the Rochester Office and 25 persons in the Wakefield head office. - Pre-register on the relevant office attendance form before attending that office. - Numbers of people in specific areas will be restricted and signed accordingly. - Inside the buildings, face coverings are optional for all employees and visitors. - The use of the kitchens are restricted to two persons at any one time. - Kitchen Items used by an individual shall be washed and dried, by that same individual, before and after usage. - All visitors shall be made aware of and agree to the office guidance. 	5	2	10
Contracting the virus while using messing facilities.	Fatality Major Health issues	5	4	20	<ul style="list-style-type: none"> - Breaks will be staggered where necessary to avoid overcrowding of facilities. - Every employee will clean and clear his table in messing facilities. - Each employee will have his own cup / plate / cutlery etc. - All personal items / food / condiments / cutlery will be kept in personal plastic Tupperware. - No overalls are allowed in the mess room. - Employees will change and wash hands before entering mess room. 	5	2	10
Contracting the virus outside of work.	Fatality Major Health issues	5	3	20	<ul style="list-style-type: none"> - Employees may be required to take a lateral flow test before or during work. - If you are unwell do not attend work and follow the TEi sickness procedure. - If you test positive for Covid do not attend work for 6 days from date of that first positive test and notify your line manager/supervisor. The line manager/supervisor must inform Julie Foster for Staff, Jake Parker for labour, by the first following working day. 	5	2	10



			<h2>RISK ASSESSMENT</h2>		Number: RA-COVID-19
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Supervisor Approval

Name & Company	Signature	Date

Rating	Likelihood	Rating	Severity
1	Very Unlikely	1	First Aid Injury, Ill-health, Slight Damage to Property
2	Unlikely	2	Minor Injury, Ill-health or Damage to Property
3	Likely	3	Lost Time Injury, Ill-health or Localised Damage to Property
4	Very Likely	4	Major Injury Ill-health or Damage to Property
5	Almost Certain	5	Fatality, Disabling Injury, Ill-health, Extensive Damage to Property

L i k e l i h o o d	5	10	15	20	25
	4	8	12	16	20
	3	6	9	12	15
	2	4	6	8	10
	1	2	3	4	5
Severity					

