


## Risk Assessment

### 1.0 Risk Assessment Details

1.1 Risk Assessment Number	000000002
1.2 Risk Assessment Date	18/05/2020
1.3 Risk Assessment Author	Tom Winterburn
1.4 Project/Contract	Redcentric Main Office
1.5 Start Date	18/05/20
1.6 Expected Job Duration	12 months / ongoing
1.7 Client Contact	
1.8 Description	Tom Winterburn Central House Beckwithshaw Harrogate HG3 1UG
1.9 Site Address	

### 2.0 Signatures

	Name	Title	Signature	Date
Document Author	Tom Winterburn	Data Centre and Facilities Manager		18/05/2020

#### Data Protection Statement

The information and data provided in this Risk Assessment applies only to the task, project or contract for which it was written. It shall not be duplicated, disclosed or disseminated by the recipient to any third party other than for the purpose of managing and controlling health and safety in relation to this task, project or contract.

It is the duty of all employees, contractors and agents to observe the provisions of this Risk Assessment, which has been produced in order to provide a code of good practice and conduct with the object of preventing accidents. At all times employees, contractor and agents must work in a safe manner both to prevent personal injury to themselves or to other personnel.

This Risk Assessment may contain personal data relating to one or more persons. Such data must not be disclosed to any third party or used for any purpose other than compliance with this Risk Assessment except with the written consent of the Company or the individual concerned.

### 3.0 Risk Assessment Notes

ALL OFFICE STAFF MUST READ AND SIGN RISK ASSESSMENT

#### Groups Affected

Redcentric Plc Employees

Members of Public

#### Main Contractor

Redcentric Plc

## 5.0 Hazards and Control Procedures :

Pre-Control			Hazard: Coronavirus Covid-19 Canteen Arrangements	Residual Risk		
P	S	RR	Serious ill health/death	P	S	RR
4	4	16	<b>Control Procedures</b>	2	4	8
			Break times should be staggered to reduce congestion and contact at all times.			
			Frequently clean surfaces that are touched regularly, using standard cleaning products e.g. kettles, refrigerators, microwaves.			
			Hand cleaning facilities or hand sanitiser will be available at the entrance to any room where people eat and should be used by workers when entering and leaving the area.			
			A distance of 2 metres should be maintained between users, wherever possible.			
			All rubbish should be put straight in the bin and not left for someone else to clear up.			
			Crockery, eating utensils, cups etc. should not be used unless they are disposable or are washed and dried between use.			
			Tables should be cleaned between each use.			

Pre-Control			Hazard: Coronavirus Covid-19 Close Working	Residual Risk		
P	S	RR	Serious ill health/death	P	S	RR
4	4	16	<b>Control Procedures</b>	2	4	8
			The company will remind the workforce of the specific control measures necessary to protect them, their colleagues & families.			
			Workers who are unwell with symptoms of Coronavirus (Covid-19) should not travel to or attend the workplace.			
			Where the social distancing measures (2 metres) cannot be applied, the number of workers involved in these tasks will be minimised.			
			Where the social distancing measures (2 metres) cannot be applied, common touchpoints, doors, buttons, handles, vehicle cabs, tools & equipment will be regularly cleaned.			
			Where the social distancing measures (2 metres) cannot be applied, ventilation in enclosed spaces should be increased.			
			Where the social distancing measures (2 metres) cannot be applied, Workers will wash their hands before and after using any equipment.			

Pre-Control			Hazard: Coronavirus Covid-19 First Aid and Emergency Service Response	Residual Risk		
P	S	RR	Serious ill health/death	P	S	RR
4	4	16	<b>Control Procedures</b>	2	4	8
			When planning site activities, the provision of adequate first aid resources must be agreed between the relevant parties on site.			
			Emergency plans including contact details will be kept up to date.			
			The company will give consideration to potential delays in emergency services response, due to the pressure on resources and plan accordingly.			

Pre-Control			Hazard: Coronavirus Covid-19 Isolation & Ill coworkers	Residual Risk		
P	S	RR	Serious ill health/death	P	S	RR
4	4	16	<b>Control Procedures</b> If a worker develops a high temperature or a persistent cough while at work, they should return home immediately and avoid touching anything. Any coughing or sneezing should be done into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow. They must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed.	2	4	8
			Anyone who has a high temperature or a new persistent cough should NOT come to site & follow the guidance on self-isolation. Anyone who is a vulnerable person (by virtue of their age, underlying health condition, clinical condition or are pregnant) should NOT come to site & follow the guidance on self-isolation. Anyone who is living with someone in self-isolation or a vulnerable person should NOT come to site & follow the guidance on self-isolation.			
			If a member of staff has helped someone who was taken unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves.			

Pre-Control			Hazard: Coronavirus Covid-19 Personal Hygiene	Residual Risk		
P	S	RR	Serious ill health/death	P	S	RR
4	4	16	<b>Control Procedures</b> 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.	2	4	8
			The company will allow regular breaks to wash hands.			
			The company will Provide hand sanitiser (minimum 60% alcohol based) where hand washing facilities are unavailable.			
			The company will ensure adequate supplies of soap and fresh water are readily available and kept topped up at all times.			

Pre-Control			Hazard: Coronavirus Covid-19 Travelling To & Driving At Work	Residual Risk		
P	S	RR	Serious ill health/death	P	S	RR
4	4	16	<b>Control Procedures</b> Wherever possible workers should travel to site alone using their own transport.	2	4	8
			Other means of transport should be used to avoid public transport e.g cycling			
			If workers have no option but to share transport, the journeys should be shared with the same individuals and with the minimum number of people at any one time.			

Pre-Control			Hazard: Coronavirus Covid-19 Welfare	Residual Risk		
P	S	RR	Serious ill health/death	P	S	RR
4	4	16	<b>Control Procedures</b>	2	4	8
			Provide suitable and sufficient rubbish bins in changing areas with regular removal and disposal.			
			The company will restrict the number of people using toilet facilities at any one time (e.g. use a welfare attendant and use signage), such as floor markings, to ensure 2 metre distance is maintained between people when queuing.			
			Wash hands before and after using the toilet facilities.			
			Enhance the cleaning regimes for toilet facilities particularly door handles, locks and the toilet flush.			

Pre-Control			Hazard: Slips Trips and Falls.	Residual Risk		
P	S	RR	Bruising, Cuts, Broken Limbs - Caused by items left on the floor, water, oil and other slippery surface or poor footwear	P	S	RR
4	3	12	<b>Control Procedures</b>	2	3	6
			The area of work will be kept clean and tidy, cables will be managed so as not to cause a trip hazard			
			Staff must wear suitable footwear with non slip soles.			
			Staff will ensure that good standards of housekeeping are maintained at all times, cables and other equipment will be managed so as not to cause a trip hazard			
			Ensure that any spillages are cleaned up, using spill kit where required, post warning signs and leave in place until area is safe			
			Prioritise removal of floor contamination as quickly and thoroughly as possible in pedestrians areas			
			Ensure any spillage of hazardous products are contained and cleaned up immediately using suitable spill kit			
			Ensure walkways and Emergency Escape routes are kept clear of obstruction at all times			
			Staff will remove debris to prevent trip / slip hazards and transfer to local waste bins.			
			Stair nosings are highlighted to identify changes in levels			

Pre-Control			Hazard: Manual Handling	Residual Risk		
P	S	RR	Muscular skeletal disorders - Twisting, Over-reaching, muscular problems, poor techniques load too heavy	P	S	RR
4	3	12	<b>Control Procedures</b>	2	3	6
			Assess the best way to lift, with the maximum weight nearest the body.			
			Ensure that the route to be taken while lifting is clear of any obstructions.			
			All staff have been trained in correct lifting methods			
			Team lifting to be used when loads are heavy or awkward.			
			Staff will not lift beyond their capabilities, and will seek help for any load they consider too heavy or hazardous to lift			
			Staff must assess each manual handling situation and use mechanical aids for lifting where appropriate			
			Where possible, mechanical lifting aids will be used to deliver and position heavy items.			

Pre-Control			Hazard: Driving Company Vehicles	Residual Risk		
P	S	RR	RTA, injury, injury to others	P	S	RR
4	5	20	<b>Control Procedures</b>	1	5	5
			All vehicles used for company business are maintained and serviced on a regular basis			
			Drivers will carry out vehicle checks prior to starting work including tyres pressures and damage, oil and water levels, headlights side lights and indicators, windscreen washers etc			

Pre-Control			Hazard: Electrocutation	Residual Risk		
P	S	RR	Death, Serious Injury, Burns - Contact with live conductors and earth may cause electrocution or burns. Electrocutation may cause heart stoppage through electric shock.	P	S	RR
4	5	20	<b>Control Procedures</b>	1	5	5
			Electrical work will be carried out by trained and qualified electricians.			
			Staff must report any evident electrical problem to their immediate supervisor. Broken plugs, frayed flex, discoloured or overheated cables and other defective or unsuitable equipment should be immediately withdrawn from service			
			When using 240 volt equipment, a Residual Current Device (RCD) must be used at the power outlet to protect the operator from electric shock. The device should be tested before operation to ensure the trip works.			
			All electrical equipment is inspected and PAT tested annually.			

Pre-Control			Hazard: Domestic appliances	Residual Risk		
P	S	RR	Electric shock, burns, cuts	P	S	RR
4	5	20	<b>Control Procedures</b>	1	5	5
			When using any domestic electrical appliance, it should be inspected before use, checking for mechanical damage, damaged flex or plug and switches. Any defect must be reported to the Client and the appliance removed from service for repair by a competent person or replacement.			
			All domestic appliances available within the workplace must be inspected and PAT tested at suitable intervals to ensure safety in use.			
			Power circuits should be protected by an RCD breaker at the distribution board, or at the power socket to prevent electric shock in the event of faulty equipment.			

Pre-Control			Hazard: Coming into contact with hot parts	Residual Risk		
P	S	RR	Burns	P	S	RR
4	2	8	<b>Control Procedures</b>	2	2	4
			Any hot appliances will be left to cool before commencing cleaning.			

Pre-Control			Hazard: Fire on Site	Residual Risk		
P	S	RR	Accidental fires may cause Burns, Asphyxiation, Blast injuries, Respiratory damage may be caused through toxic smoke.	P	S	RR
4	4	16	<b>Control Procedures</b>	1	4	4
			Ensure all staff are aware of site fire plan			
			During induction the supervisor should make all staff aware of site specific fire procedures			
			A fire risk assessment will be carried out and reviewed annually as a minimum. An evacuation test will be carried out every 3 months as a minimum. Fire alarms will be tested every month as a minimum. On discovering a fire all staff will leave the building via the designated route and wait at the assembly point. Fire marshals will only attempt to extinguish a fire if it is deemed to be safe to do so. All tests will be recorded in the Fire Log			
			Ensure all staff are aware of Emergency Assembly Point location			
			No Smoking Allowed other than in designated areas			
			Fire detection and alarm system in place, inspected and tested on schedule and recorded in Fire Log.			
			Fire fighting equipment is installed and identified by notices. Annual inspection carried out and recorded to ensure ready availability. Arrangements in place for renewal / replacement following use.			

Pre-Control			Hazard: Noise	Residual Risk		
P	S	RR	Hearing damage	P	S	RR
4	2	8	<b>Control Procedures</b>	2	2	4
			High density office areas may require installation of noise absorbent partitions to reduce ambient noise levels.			

Pre-Control			Hazard: Pregnant worker	Residual Risk		
P	S	RR	Risk to mother and unborn child	P	S	RR
4	2	8	<b>Control Procedures</b>	2	2	4
			Specific pregnant workers risk assessment will be carried out and reviewed at pre-determined intervals.			

Pre-Control			Hazard: Unfamiliarity with Place/Workers	Residual Risk		
P	S	RR	General accident potential increased.	P	S	RR
4	2	8	<b>Control Procedures</b>	2	2	4
			Staff will report to the site office/security before starting the task. Any site issues will be brought to their attention and taken into account.			

Pre-Control			Hazard: Emergency Treatment	Residual Risk		
P	S	RR	Physical harm, respiratory problems	P	S	RR
4	4	16	<b>Control Procedures</b>	1	4	4
			Trained, current Emergency First Aiders will be available at all times and in communication by mobile phone or walkie talkie systems.			
			The business will provide an Appointed Person as a minimum requirement, who will be responsible for arranging emergency treatment or calling appropriate emergency services.			
			The business will provide a suitable First Aid kit and maintain it to ensure availability of contents.			

Pre-Control			Hazard: Poor workstation/ergonomic design	Residual Risk		
P	S	RR	Physical injury and strains	P	S	RR
4	4	16	<b>Control Procedures</b>	1	4	4
			Use well designed ergonomic furniture and consult employees regarding furniture purchases			
			Individual DSE risk assessments are carried out.			
			Equipment correctly set-up to the legislative requirements and the ergonomic requirements of the user.			
			Regular breaks from working solely on the DSE is encouraged.			

Pre-Control			Hazard: Inadequate seating	Residual Risk		
P	S	RR	Physical strain	P	S	RR
4	4	16	<b>Control Procedures</b>	1	4	4
			Adjustable chairs available and the user is aware of how to adjust them and set to the correct height.			
			Regular breaks taken to change posture.			
			All workstation seating is mounted on five point roller base to ensure ease of movement and positioning.			



Pre-Control			Hazard: Using mouse for prolonged periods of time	Residual Risk		
P	S	RR	Hand and wrist problems	P	S	RR
4	4	16	<b>Control Procedures</b>	1	4	4
			Regular breaks taken from working solely with DSE.			
			Hand and wrist exercise information readily available for staff using DSE.			

Pre-Control			Hazard: Eye strain, headaches and musculoskeletal problems	Residual Risk		
P	S	RR	Increased absences from work	P	S	RR
4	4	16	<b>Control Procedures</b>	1	4	4
			Regular breaks taken from working solely with DSE.			
			Information and guidance supplied to DSE users to advise them on how to avoid eye problems, headaches and musculoskeletal issues.			
			Information on company DSE Policy provided to all users, and eye test provided upon request.			
			Office lighting is in compliance with guidelines for office standards.			

Pre-Control			Hazard: Smoking	Residual Risk		
P	S	RR	Secondary smoke/ lung disease/ cancer	P	S	RR
4	4	16	<b>Control Procedures</b>	1	4	4
			No smoking Policy in place, only allowed to smoke in designated outdoor smoking areas.			

Pre-Control			Hazard: Access and egress	Residual Risk		
P	S	RR		P	S	RR
4	4	16	<b>Control Procedures</b>	1	4	4
			Non slip flooring in place.			
			Change in floor levels is apparent.			
			Emergency exits must be checked for operation and clearway both inside and outside, daily.			

Pre-Control			Hazard: Wheelchair	Residual Risk		
P	S	RR	Bumps, bruises, manual handling injuries	P	S	RR
4	4	16	<b>Control Procedures</b>	1	4	4
			Wheelchair access is available to office and welfare facilities.			
			In event of emergency, specific arrangements will have been previously made to ensure safe exit from the premises with assistance.			

Pre-Control			Hazard: Stacking	Residual Risk		
P	S	RR	Bruising, Cuts, Broken Limbs, R.S.I.	P	S	RR
4	3	12	<b>Control Procedures</b>	1	3	3
			When stacking materials by hand ensure good manual handling techniques are used.			

Pre-Control			Hazard: Bullying	Residual Risk		
P	S	RR	Stress, depression.	P	S	RR
4	3	12	<b>Control Procedures</b>	1	3	3
			The manager or supervisor should be made aware of any instances by the victim and take appropriate action.			

Pre-Control			Hazard: Disabled persons	Residual Risk		
P	S	RR		P	S	RR
4	3	12	<b>Control Procedures</b>	1	3	3
			DDA compliant access to welfare facilities is available and maintained in safe condition.			

Pre-Control			Hazard: Ventilation	Residual Risk		
P	S	RR	Fatigue, Drowsiness - Lack of oxygen, Fire and explosion due to ignition of vapours and spilled liquid fuels	P	S	RR
4	2	8	<b>Control Procedures</b>	1	2	2
			Office humidity levels of between 40% - 70% should provide a comfortable working environment. Adjustment may be necessary dependant on local conditions and worker comfort.			

Pre-Control			Hazard: Site Waste Management/Cleanliness	Residual Risk		
P	S	RR		P	S	RR
4	2	8	<b>Control Procedures</b>	1	2	2
			All rubbish/waste to be placed in skips provided.			

Pre-Control			Hazard: Working temperature	Residual Risk		
P	S	RR		P	S	RR
4	2	8	<b>Control Procedures</b>	1	2	2
			Office temperature should be a nominal 20 C, but with consideration for local conditions and worker comfort.			

Pre-Control			Hazard: Housekeeping	Residual Risk		
P	S	RR	slips trips fracture	P	S	RR
4	2	8	<b>Control Procedures</b>	1	2	2
			A high standard of housekeeping must be maintained at all times to ensure safe and hygienic conditions.			

Pre-Control			Hazard: Refreshment/ canteen facilities	Residual Risk		
P	S	RR		P	S	RR
4	2	<b>8</b>	<b>Control Procedures</b>	1	2	<b>2</b>
			Refreshment facilities and rest room/ area available.			
			Fridge provided to store own food.			
			Regular cleaning arrangements in place to ensure high standard of hygiene.			

Pre-Control			Hazard: Toilet and hand washing facilities	Residual Risk		
P	S	RR	Minor Injury	P	S	RR
4	2	<b>8</b>	<b>Control Procedures</b>	1	2	<b>2</b>
			Sufficient number of male and female toilets and wash basins.			
			Toilets are kept clean and well-aired.			
			Contractors will be allowed access to site facilities providing they are left clean and tidy.			
			Soap, hot and cold handwash facilities are available and maintained daily.			

Probability (P)	Severity (S)	Risk Ranking (RR = P * S)
1 Highly Unlikely	1 Trivial	< 1 - No Action Required
2 Unlikely	2 Minor injury	> 2 - Low Priority
3 Possible	3 Over 3 Day injury	> 8 - Medium Priority
4 Probable	4 Major injury or condition	>10 - High Priority
5 Certain	5 Incapacity or Death	>15 - Urgent Action Required

6.0 Required PPE



First Aid Kit



None Slip Shoes

