

Risk Description	Who is at Risk and How	Initial Risk Rating	Control Measures	Residual Risk
Risk of contracting/ the transmission of COVID-19 (offices)	Employees contracting / transmitting COVID-19 through close contact / cross contamination	High	Use of hand sanitiser stations in reception upon entry and when leaving the office	Low
			Use of temperature monitoring station at reception when entering the office	
			Contactless sign-in arrangements to be utilised wherever available	
			COVID-secure procedures implemented and communicated out to all employees	
			Employees encouraged to wear a face covering when not seated at their desk (mandatory in Scotland)	
			Hand sanitiser and anti-bacterial cleaning products readily available throughout offices; all surfaces to be cleaned following use	
			COVID-19 risk alert level signage clearly displayed and the restrictions that will apply accordingly	
			Number of people permitted in meeting rooms restricted to ensure social distancing maintained. Seating plans in place and desks cordoned off to minimise face to face contact and ensure adherence to social distancing measures	
			Number of people permitted in kitchens at the same time restricted. Employees not to consume food in communal areas or to make drinks/ food for colleagues	
			Seating plans in place in main office areas to minimise face to face contact. Desks cordoned off and screens in place to ensure adherence to social distancing measures	
			Rotas in place to minimise the numbers in an office at a time and prevent too many employees arriving/ leaving at the same time	
			Regular communications and visible, clear signage reminding employees to remain vigilant and ensure all COVID-secure measures are adhered to	
External third party cleaning arrangements (where in place) reviewed and updated and clear desk policy to be adhered to making effective cleaning easier				

Risk Description	Who is at Risk and How	Initial Risk Rating	Control Measures	Residual Risk
Office-based employees (including key operational/ management/ executive leadership) employees required to self-isolate due to COVID-19 symptoms/ positive test (incl household or support bubble) or NHS Test & Trace instruction	Employees - being unable to work from home due to lack of support, procedures or equipment	Medium	Employees are trained and aware of COVID-19 symptoms and of the circumstances in which individuals are legally required to self-isolate and of the COVID-19 sickness absence procedures	Low
			Managers are trained and aware of COVID-19 symptoms and of the circumstances in which individuals are legally required to self-isolate and of the COVID-19 sickness absence procedures	
	Teams - absence/ lack of effective leadership		Regular communication with employees who are self-isolating to provide support and understand prognosis for return	
	Customers - failure to deliver contracted services effectively		Implement effective homeworking arrangements for employees whose role is able to be worked from home including conducting a homeworking environment assessment	
			Implement and communicate IT policies to be observed by those working from home	
			Regular communication between employees working from home and line managers to ensure effective ongoing delivery of services with minimal disruption	
			Where face-to-face meetings are required, key personnel from any single department are segregated to ensure availability of resources	
			Planning for the deputising/ re-assigning of key roles in the short/ medium and longer term	

Risk Description	Who is at Risk and How	Initial Risk Rating	Control Measures	Residual Risk
Risk of contracting / transmission of COVID-19 (employees sharing vehicles)	Field based employees sharing a vehicle with a colleague and contracting COVID-19 through close contact and cross-contamination	High	Face coverings to be worn at all times (unless an employee is exempt) when there is more than one person in a vehicle at a time Vehicle to be kept well-ventilated with a window open, wherever possible Frequently touched surfaces inside and outside of the vehicle, driver and passenger side, front and back to be cleaned at the beginning and end of the day along with vehicle keys, operational keys (e.g. manhole keys) and all tools/ equipment Use safe cleaning methods: Wash hands before and after cleaning <ul style="list-style-type: none"> • Use disposable gloves where possible, do not share • Remove all rubbish from the vehicle and place in a rubbish bag • Use anti-bacterial cleaner provided After cleaning: <ul style="list-style-type: none"> • Place all materials used to clean, including disposable gloves, in a rubbish bag • Double bag i.e. put this rubbish bag inside another one and dispose of responsibly 	Medium
Risk of contracting/ the transmission of COVID-19 (sites)	Employees contracting COVID-19 through working with others on site	Medium	Social distancing to be maintained at all times whilst on site Operational COVID-19 Risk Assessments in place COVID-secure working practices implemented and communicated to all employees Hand-held infra-red temperature checking devices available at depot locations for all site-based employees to use when at the depot before going out to/ returning from site. Communication/ awareness of government/ local council initiatives in specific areas e.g. mobile SMART testing	Low

Risk Description	Who is at Risk and How	Initial Risk Rating	Control Measures	Residual Risk
Site-based employees: contracting/ transmitting COVID-19 whilst attending third party properties	Employees, third party property occupiers - contracting/ transmitting COVID-19	High	Employees are trained and aware of COVID-19 symptoms and of the circumstances in which individuals are legally required to self-isolate and of the COVID-19 sickness absence procedures	Low
			Employees are trained and are aware of the symptoms of COVID-19 and know not to engage with any individual displaying symptoms	
			Employees are empowered to walk away from situations where they feel unsafe	
			Regular communication with employees self-isolating to provide support and understand prognosis for return	
			Hand sanitiser and anti-bacterial cleaning products available and comprehensive hand hygiene practices are in place	
			Employees are instructed to wear a face covering and to maintain social distancing at all times	
Contact with third parties in shared buildings leading to increased risk of contracting/ transmitting COVID-19	Employees and other building occupiers contractive virus through close contact and shared use of facilities	Medium	Landlord procedures checked and concerns raised, where required	Low
			Ensuring rigorous social distancing is adhered to at all times	
			Hand hygiene regimes to be upheld throughout the day and, specifically before entering and leaving communal areas	
			Facilities to be used in private office spaces instead of communal kitchens, wherever possible e.g. kettle, microwave etc.	

Risk Description	Who is at Risk and How	Initial Risk Rating	Control Measures	Residual Risk
Third party meetings	Employees, customers and suppliers at increased risk of contracting/ transmitting COVID-19 through close contact/ cross contamination	Medium	Face-to-face meetings restricted and only carried out where essential to do so	Low
			Meetings to be held remotely via Microsoft Team/ Zoom etc. wherever possible	
			Employees are only permitted to travel for meetings in accordance with government guidelines	
			All COVID-secure and visitors procedures to be adhered to at all times where meetings are required to be held face-to-face	
Third party visitors to office locations	Employees/ visitors at increased risk of contracting/ transmitting COVID-19 through close contact/ cross-contamination	Medium	Restricted visitor attendance to office locations in line with government restrictions and internal procedures	Low
			Visitors procedures implemented and updated in accordance with government guidelines which all visitors are made aware of prior to/ upon arrival	
			Only visits in accordance with government guidelines permitted	
			All visitors asked to use the hand sanitiser and temperature check stations upon entry to all office locations at reception; contactless sign-in to be used wherever available	
			All visitors asked to wear a face covering when visiting the office (unless medically exempt)	
Employees choose to self-isolate due to concerns over contracting COVID-19	Employees with heightened anxiety in relation to their own perceived or actual risk of severe illness should they contract COVID-19	Medium	All employees to report any health and medical concerns to their line manager/ HR	Low
			To implement COVID-secure measures to maintain safe working environment	
			Situation to be approached with compassion and understanding. Seek to facilitate a return to work via communication of control measures in place to work or agree a period of elective absence	

Risk Description	Who is at Risk and How	Initial Risk Rating	Control Measures	Residual Risk
School/ nursery closures impacting on employee attendance in work	Employees with children or childcare responsibilities	Medium	Work with employees who are impacted to understand the individual impact on a case by case basis	Low
			Consider temporary flexible working patterns that fit around childcare. Utilise furlough scheme as appropriate to individual circumstances	
			Approach situations with compassion to understand the individual needs and identify solutions	
Increased risk of severe illness to those with their own or who are living in households with those with underlying health conditions	Employees who are classed as/ live in a household with someone who is extremely clinically vulnerable/ has been advised to shield	Medium	All employees to report any health and medical concerns to their line manager/ HR	Medium
			Appropriate action to be taken on a case-by-case basis e.g. home working if this is possible or utilise furlough scheme	
Employees testing positive for COVID-19 having recently attended an office location	Office based employees and others attending office locations and contracting COVID-19 through close contact/ cross-contamination	High	Communicate COVID-19 absence reporting procedures to employees including ensuring employees are aware of the circumstances in which there is a legal requirement to self-isolate	Low
			Communicate COVID-19 absence reporting procedures to managers and ensure they are aware of the circumstances in which there is a legal requirement to self-isolate, the minimum self-isolation period and circumstances in which the employee may not be able to return after the minimum period	
			Managers to complete COVID-19 absence form at the beginning and end of any COVID-19 absence and submit to HR team who will maintain a register of all COVID-19 related absences	
			If close contact with anyone in the office location, employee(s) to be informed and advised to stringently follow social distancing and hygiene measures	
			Office area to be thoroughly cleaned and sanitised	

COVID-19 Risk Assessment



Risk Description	Who is at Risk and How	Initial Risk Rating	Control Measures	Residual Risk
Employees testing positive for COVID-19 having recently been in a shared vehicle	Field-based employees contracting COVID-19 through close contact/ cross-contamination	High	Communicate COVID-19 absence reporting procedures to employees including ensuring employees are aware of the legal requirement to self-isolate	Low
			Communicate COVID-19 absence reporting procedures to managers. Ensure managers enforce the legal requirement to self-isolate, the minimum self-isolation period and circumstances in which employee may not be able to return after the minimum period	
			Managers to complete COVID-19 absence form at the beginning and end of absence and submit to HR team who will maintain a register of all COVID-19 related absences	
			Vehicle to be taken out of work activity and thoroughly sanitised by a trained individual in using the prescribed anti-viral vehicle fogger	