

Location: Harefield, Uxbridge	Reference: NH20
Area Reference: Norgine House	Group Affected: All Harefield Employees
Assessor: Harefield CMT	Date: 10/08/2020

Activity	Hazard(s)/issue being addressed	Current Control Measures	Likelihood	Severity	Risk	Risk Acceptable	Additional Information
Employee Health							
Social distancing	Potential transfer of the virus	A review of the building has taken place. Use of meeting rooms is restricted and controlled. Signage is in place in all areas of the office with dedicated 'swim lanes' and one way systems. Capacity limits have been imposed through a staff rota system.	1	D	M	Yes	Full control measures are detailed in the Harefield Site Reopening Plan In Relation to Covid-19 Pandemic.
Changing room management	Potential transfer of the virus	The shower facilities on site will be decommissioned.	1	D	M	Yes	
Awareness & Education	Information and instruction	Signs, posters, desk and floor markings have been implemented across the facility. Townhall meetings have taken place to inform all employees of the rules in place including handwashing. Explanatory videos and further briefings will be provided before reopening. Further instructions will be issued as restrictions ease.	N/A				
Employee engagement	Information and instruction	Harefield town hall meetings and frequent communication has, and will continue to take place. A questionnaire was sent to all Harefield based staff to gather views on potential office reopening. Instruction documentation has been provided in a Read & Understand format. All line managers are asked to consult with each team member to understand their personal circumstances.	N/A				
Symptomatic employee	Potential transfer of the virus	Affected employee will be asked to leave the office immediately in a safe and controlled manner. One room has been allocated as a waiting area for anyone suspected of being infected with COVID if needed.	1	D	M	Yes	Full control measures are detailed in the Harefield Site Reopening Plan In Relation to Covid-19 Pandemic..

Return to work	Potential transfer of the virus	Employees will follow the current guidelines provided by the government. In addition employees need to be symptom free before they return to work.	1	D	M	Yes	
PPE provision	Protection from contact with the virus	The provision of surgical masks, gloves, hand sanitisers, surface wipes and personal disposal bags are in place.	1	D	M	Yes	Following government guidance on use of masks. Masks available to those who feel vulnerable.
Site Access Control							
Access Points	Potential transfer of the virus	All access points to the site have signage and hand sanitisation points. All door handles, handrails etc. are cleaned every three hours.	1	D	M	Yes	
Visitors to site	Potential transfer of the virus	Visitors will only be allowed on site for business critical reasons and if prior notification has been received. They must successfully complete a questionnaire before being allowed on site.	1	D	M	Yes	
Door mechanisms	Potential transfer of the virus	Where possible all doors will be open. Door handles and push plates will be cleaned every three hours.	1	D	M	Yes	
Electric car charging	Potential transfer of the virus	Gloves will be provided for use whilst handling the charge points.	1	D	M	Yes	
Kitchens	Potential transfer of the virus	Main Kitchen will be out of use in the initial phase. A strict cleaning regime highlighted for future potential use.	1	D	M	Yes	
Cleaning							
Activities	Potential transfer of the virus	Cleaning activities have increased across the building. Every three hours all door handles, vending machine buttons, hand rails and kitchens surfaces will be disinfected.	1	D	M	Yes	
Deep Clean as a result of a symptomatic employee on site	Potential transfer of the virus	That area/desk will be isolated for 72 hours and then deep cleaned.	1	D	M	Yes	
Between shifts	Potential transfer of the virus	Deep clean will take place between groups of staff attending (Red group, Green group)	1	D	M	Yes	
Offices	Potential transfer of the virus	Limited to 2 people maximum to enter, socially distanced. Single occupancy. Deep clean twice per	1	D	M	Yes	

		week					
Tea-points	Potential transfer of the virus	Cleaning activities have increased across the building. Every three hours all common areas i.e. tea points, sinks, vending machine buttons, and kitchens surfaces will be disinfected	1	D	M	Yes	

		1	2	3	4	
		Extremely unlikely	Unlikely	Likely	Very Likely	
A	Minor loss with no lost time	L	L	M	H	L = Low Risk
B	Injury with up to 3 days lost	L	L	H	H	M = Medium Risk
C	Reportable injury with over 3 days absence	L	M	H	P	H = High Risk
D	Major injury/long term of absence	M	M	P	P	
E	Death	M	H	P	P	P = Prohibition, Immediate action required

LIKELIHOOD	
1. EXTREMELY UNLIKELY	The operation is not part of the normal activities or not foreseeable, with trained competent persons. No past occurrences are known.
2. UNLIKELY	The operation is part of the normal activities, but is rather infrequent (sporadic or occasional during a shift). No past occurrences are known.
3. LIKELY	The operation is part of the normal activity with a significant frequency. A number of incidents have occurred during the previous year.
4. VERY LIKELY	High level of work activity, possibly using untrained persons and a known number of previous incidents.

SEVERITY	
A	Minor injury with no lost time
B	Injury with up to 3 days
C	Reportable injury with over 3 days
D	Major injury/long term of absence
E	Death

SUGGESTED RISK DEFINITIONS	
LOW	No additional controls are required. Consideration may be given to a more cost-effective solution or improvement that imposes no additional cost burden. Monitoring is required to ensure that the controls are maintained.
MEDIUM	Efforts should be made to reduce the risk, but the costs of prevention should be carefully measured and limited. Risk reduction measures should be implemented within a defined time period. Where the medium risk is as the result of a severity rating for death, a re-assessment to establish more precisely the likelihood of harm as a basis for determining the need for improved control measures.
HIGH	Work should not be started until the risk has been reduced. Considerable resources may have to be allocated to reduce the risk. Where the risk involves work in progress, urgent action should be taken.

PROHIBITION	Work should not be started or continued until the risk has been reduced. If it is not possible to reduce the risk even with unlimited resources, work has to remain prohibited and control measures approved by the Safety Manager.
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