



Risk Assessment

IMS Form048
Issue 01 Dated Oct 2020

Operation / Task:	Office Working COVID-19	Name of Assessor:	Rhys Milton
Assessment Ref:	RA043	Date of Assessment:	02.01.2024
Persons at Risk:	ASW Employees, Sub- Contractors, Client	Reviewed by	R. Milton
Location / Area:	ASW Health and Safety Assessment 2024	Review date	31.12.2024

Ref	Activity	Hazard	Risk	Pre-Control Risk Rating			Control Measures	Post-Control Risk Rating			Comment
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1	Working within the office with persons who may have COVID-19	Catching COVID-19	Illness or Extreme case Fatality	4	5	20	- All employees, Sub-contractors, and visitors to report to office every morning reporting that they do not have any symptoms of COVID -19 - All employees, sub-contractors, and visitors to have they temperature taken when signing onto site. If temperature reading is >37.8° then person is to be sent home as per procedure IMS Pro 027 - COVID-19 Temperature Testing - Any employee showing the symptoms as advised by the NHS are to be sent home and isolate for 10 days unless they can prove that they have tested negative within the last 48hours. - All employees are to self – isolate if they have been contacted by track and trace. - ASW will help track and trace where it has been asked to identify an operative. - All persons using Communal areas for access or work must wear face coverings. - Social distancing must be observed aligned with Welsh Government Guidance. - All areas to be disinfected (within reason) before commencing works. Door handles, window handles ETC cleaned regularly and at start and completion every day. - Where possible all windows are to be open and the rooms ventilated that is the responsibility of the person within the office. - Provide specific information, instruction through UK Government and Welsh Government - Ensure that hand sanitiser is available in when booking on site and within welfare areas. - Provide hand sanitising gel for operatives to carry on person any tasks. - Toolbox Talk to be issued with guidance from Welsh Government. - Inform all operatives to turn head and cough into their hands or tissue and then wash hands in soap or alcohol gel. - Face coverings to be worn always as a min requirement when social distancing cannot be maintained. - Any client representative or visitors must adhere to site rules of hand gels and masks e before entering property. - All PPE is to be bagged and disposed of through normal waste streams.	1	5	5	

[illegible]