**Risk Assessment Number:** N/A  |  **Activity:** All  
**Risk Assessment Name:** Employees returning to work  |  **Location:** All  
**Risk Assessment Version:** 1.0  |  **Risk Assessment Valid From:** 12/05/2020  
**Risk Assessment Approved By:** S.Ward HSEQ Manager  |  **Risk Assessment Review Due:** 11/07/2020

<table>
<thead>
<tr>
<th>Likelihood</th>
<th>Example</th>
<th>Severity</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Extremely unlikely</td>
<td>None or minor injury</td>
<td>First aid treatment only.</td>
</tr>
<tr>
<td>2</td>
<td>Unlikely</td>
<td>Moderate injury</td>
<td>Involves medical treatment/atriage.</td>
</tr>
<tr>
<td>3</td>
<td>Likely</td>
<td>Serious injury</td>
<td>Injury requiring hospital treatment but with no permanent effect.</td>
</tr>
<tr>
<td>4</td>
<td>Very Likely</td>
<td>Major injury</td>
<td>Injury requiring hospital treatment but with permanent effect such as loss of limb or other disability.</td>
</tr>
<tr>
<td>5</td>
<td>Extremely likely</td>
<td>Fatality</td>
<td>One or more fatalities.</td>
</tr>
</tbody>
</table>

Mandatory requirements to be implemented across this Risk Assessment

1. Social distancing requirements are that people must be at least 2m away from others.
2. No body contact (i.e. handshaking).
3. Signage to be displayed where appropriate to reinforce key messages.
4. Washing your hands more often - with soap and water for at least 20 seconds or use a hand sanitiser when you get into work, when you blow your nose, sneeze or cough, eat or handle food.
5. Cover your cough or sneeze with a tissue, then throw the tissue in a bin and wash your hands.

### Risk Matrix

<table>
<thead>
<tr>
<th>Severity</th>
<th>Extremely Unlikely</th>
<th>Unlikely</th>
<th>Likely</th>
<th>Very Likely</th>
<th>Extremely Likely</th>
</tr>
</thead>
<tbody>
<tr>
<td>None/Minor</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Moderate</td>
<td>2</td>
<td>2</td>
<td>4</td>
<td>6</td>
<td>8</td>
</tr>
<tr>
<td>Serious</td>
<td>3</td>
<td>3</td>
<td>6</td>
<td>9</td>
<td>12</td>
</tr>
<tr>
<td>Major</td>
<td>4</td>
<td>4</td>
<td>8</td>
<td>12</td>
<td>16</td>
</tr>
<tr>
<td>Fatality</td>
<td>5</td>
<td>5</td>
<td>10</td>
<td>15</td>
<td>20</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Residual Risk</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>17-25</td>
<td>Unacceptable risk. Activity cannot start without immediate improvement.</td>
</tr>
<tr>
<td>10-16</td>
<td>Considerable risk. Activity can start but review regularly to ensure risk is ALARP.</td>
</tr>
<tr>
<td>5-9</td>
<td>Elevated risk. Activity can start but at next review ensure risk is ALARP.</td>
</tr>
<tr>
<td>1-4</td>
<td>Acceptable risk. Ensure controls are maintained and risk is ALARP.</td>
</tr>
<tr>
<td>ID</td>
<td>Activity</td>
</tr>
<tr>
<td>----</td>
<td>-----------------------------------------------</td>
</tr>
</tbody>
</table>
| 1  | Maintaining social distancing requirements    | Not being able to maintain social distancing guidance leading to virus spread amongst employees                                                                            | 3 4 12                        | • Staff should work from home if at all possible.  
• Employees in roles critical for business and operational continuity, safe facility management, or regulatory requirements and which cannot be performed remotely may return to work.  
• Employees in critical roles which might be performed remotely, but who are unable to work remotely due to home circumstances or the unavailability of safe enabling equipment may return to work.  
• All vulnerable employees have been told to self-isolate for at least 12 weeks.                                                                                           | 2 4 8                         |
| 2  | Maintaining social distancing requirements    | Use of desks including hot desks whilst maintaining >2m distancing                                                                                                           | 3 4 12                        | • Existing desk arrangements at each location will be assessed and actions taken.  
• Employees may be required to move from their current working desk to an alternative desk in order that the 2m distancing requirements can be met.  
• Hot desks will no longer be available at HC locations and therefore those travelling to other HC offices must check ahead of time that there is sufficient space to accommodate them. If there is not, then they must either:  
  o Not travel to the HC location or  
  o Only undertake work that does not require you to use a desk.  
• Any employee visiting their normal Highway Care office are reminded to only use their allocated desk and to sterilise it before using it (in case someone has used it previously without you knowing about it). | 2 4 8                         |
| 3  | Maintaining social distancing requirements    | Use of kitchen areas whilst maintaining >2m distancing                                                                                                                     | 3 4 12                        | • One person at a time to use any kitchen facilities.  
• Check the kitchen is empty before entering.  
• Restock supplies (i.e. change toilet roll or paper hand towels) when they run out rather than relying on someone else to do it.  
• Change the bins if they become full.  
• Signage as a visual reminder.                                                                                                                                           | 1 4 4                         |
<table>
<thead>
<tr>
<th>ID</th>
<th>Activity</th>
<th>Hazards/Risks Identified &amp; People Involved</th>
<th>Risk Rating (Before controls)</th>
<th>Control Measures</th>
<th>Residual Risk (After controls)</th>
</tr>
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<tbody>
<tr>
<td></td>
<td></td>
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<td>L</td>
<td>S</td>
<td>RR</td>
</tr>
</tbody>
</table>
| 4  | Maintaining social distancing requirements   | Use of toilets whilst maintaining >2m distancing | 3    | 4    | 12 | One person at a time to use any toilet facilities.  
Check the toilet is empty before entering.  
Restock supplies (i.e. change toilet roll or paper hand towels) when they run out rather than relying on someone else to do it.  
Change the bins if they become full.  
Signage as a visual reminder. | 1    | 4    | 4   |
| 5  | Maintaining social distancing requirements   | Use of meeting rooms or rooms of multiple occupancy whilst maintaining >2m distancing | 3    | 4    | 12 | Online meetings using meeting technology such as Microsoft Teams is the preferred method.  
Face to face meetings are to be limited to two people only unless the meeting space allows more people to be present so long as 2m separation between attendees can be maintained.  
Welfare rooms must be limited to 2 people at a time.  
Agency staff must not use the welfare rooms at the same time as employees but must be allowed access to them.  
Time tabling break periods if appropriate.  
Signage as a visual reminder. | 2    | 4    | 8   |
| 6  | Maintaining social distancing requirements   | Use of offices whilst maintaining >2m distancing | 3    | 4    | 12 | Employees spread out so that they are >2m distance from others when working at their desks.  
  o Where this is not practical, then desks to be arranged side by side or  
  o If this is not practical then screen will be needed.  
  Signage as a visual reminder. | 2    | 4    | 8   |
| 7  | Maintaining social distancing requirements   | Entering and Exiting the building whilst maintaining >2m distancing | 3    | 4    | 12 | Employees to follow entry/exit routes as set out by the Controller of Premises.  
  Stagger exit/entry times if needed.  
  Avoid holding the door open for others.  
  Entry/exit door left open before start/end of day.  
  Signage as a visual reminder. | 2    | 4    | 8   |
| 8  | Maintaining social distancing requirements   | Use of pool vehicles | 3    | 4    | 12 | Pool cars are limited to single occupancy only.  
Other pool vehicles, such as vans and minibuses are limited to two people only, with both people paired up and pairs must always travel together or solo. | 1    | 4    | 4   |
| 9  | Maintaining social distancing requirements   | Use of shared equipment | 3    | 4    | 12 | Large shared equipment such as photocopiers are to be marked out using tape to indicate a 2m perimeter. Only one person inside the perimeter at any given time.  
  Signage as a visual reminder. | 1    | 4    | 4   |
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| 10 | Maintaining social distancing requirements | Visitors                                   | 3   | 4   | 12 | • Visitors other than delivery personnel are not permitted on site without express approval from a Director.  
• Any approved visitors must be fully briefed on the local arrangements that are in place to maintain social distancing.  
• Signage as a visual reminder.                                                                                      | 2   | 4   | 8  |
| 11 | Maintaining social distancing requirements | Deliveries                                 | 3   | 4   | 12 | • Deliveries such as mail or small parcels should be left in a secure area such as a reception foyer, mailbox or similar.  
• Delivery organisations will have their own procedures to ensure contactless deliveries including signing on behalf of the recipient.  
• Larger deliveries **must** be known about in advance so that an offloading area can be arranged.  
• Signage as a visual reminder.  
• Personal deliveries to the workplace to cease.  
• Nitrile gloves are recommended to be worn when handling deliveries. After handling the delivery and safely doffing and disposing of the gloves, **you must** wash your hands with soap and water (or hand sanitiser) before continuing work. | 1   | 4   | 4  |
| 12 | Hygiene and cleaning regimes     | Desks including hot desks                  | 3   | 4   | 12 | • Every employee is responsible for sanitising their own desk or working area **before** commencing work.  
• Managers/supervisors **must** give sufficient time each day to allow such cleaning to take place.  
• Managers/supervisors **must** properly monitor the routine cleaning of desks.  
• Cleaning **must** be done using anti-bacterial wipes or spray.  
• Cleaning **must** include items such as keyboards, mouse, monitor, telephone in addition to the desk surface.  
• Dispose of used wipes or cloths in the general waste.                                                                 | 2   | 4   | 8  |
| 13 | Hygiene and cleaning regimes     | Kitchen areas                               | 3   | 4   | 12 | • Anyone using kitchen facilities **must** wipe down items such as kettles, toasters and microwaves etc before use.  
• Cleaning **must** be done using anti-bacterial wipes or spray.  
• A cleaning rota will be in place at a local level to ensure daily cleaning of common areas.  
• Cleaning contractors to perform a deep clean weekly.  
• Change the bins if they become full.  
• Replenish consumables from stock  
• Dispose of used wipes or cloths in the general waste.                                                                 | 2   | 4   | 8  |
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<td>L  S  RR</td>
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<td></td>
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| 14 | Hygiene and cleaning regimes     | Toilets                                     | 3  4  12                        | • A cleaning rota will be in place at a local level to ensure daily cleaning of common areas.  
• Change the bins if they become full.  
• Replenish consumables from stock.  
• Dispose of used wipes or cloths in the general waste.                                                                                     | 2  4  8                                                                                      |
| 15 | Hygiene and cleaning regimes     | Meeting rooms or other rooms of multiple occupancy | 3  4  12                        | • A cleaning rota will be in place at a local level to ensure daily cleaning of common areas or  
  o One ‘user’ of the meeting room is responsible for sanitising the desks and equipment before starting the meeting.  
  o Sanitising **must** be completed before each and every meeting.  
• Cleaning **must** be done using anti-bacterial wipes or spray.                                                                                     | 2  4  8                                                                                      |
| 16 | Hygiene and cleaning regimes     | General workplace cleaning using employees or cleaning contractors | 3  4  12                        | • Cleaning contractors to perform a deep clean weekly.  
• Cleaning contractors to work outside of normal working hours or  
  o Employees to start later on days when cleaning is undertaken or  
  o Employees vacate offices during cleaning, however still maintaining social distancing measures.                                                                                     | 2  4  8                                                                                      |
| 17 | Hygiene and cleaning regimes     | Pool vehicles                               | 3  4  12                        | • All drivers of pool vehicles are responsible for cleaning.  
• Using an anti-bacterial wipe or a cloth with anti-bacterial spray on it, before using a vehicle, makes sure to wipe the commonly touched surfaces.  
  o All door handles including sliding and rear doors where fitted  
  o Steering wheel  
  o Switchgear – indicator stalks, light switches, tachograph etc  
  o Seatbelt locking mechanism  
  o Gear stick/switch/lever  
  o Internal mirror and mirror controls  
  o Handbrake (if manual type) or handbrake switch  
• Dispose of used wipes or cloths in the general waste.                                                                                     | 1  4  4                                                                                      |
| 18 | Hygiene and cleaning regimes     | Shared equipment                            | 3  4  12                        | • Anyone using shared equipment **must** wipe it down before use.  
• Cleaning **must** be done using anti-bacterial wipes or spray.  
• Replenish consumables from stock.  
• Dispose of used wipes or cloths in the general waste.                                                                                     | 2  4  8                                                                                      |
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<td>L    S    RR</td>
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</tr>
</tbody>
</table>
### Safe system of work: Reference to other team documents

- Employees working from Home document
- Social distancing and hygiene for Office teams document

### Department specific information or arrangements (Which are in ADDITION to those mentioned above):

<table>
<thead>
<tr>
<th>Department specific information or arrangements (Which are in ADDITION to those mentioned above):</th>
</tr>
</thead>
</table>