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| **Hazards identified which are likely to be experienced during the works** | **Risks & possible harm/consequences without any controls** | **Who might be harmed?** | **Likelihood of harm without control measures**  **High Medium Low?** | **Controls required to minimise the risk** | **Likelihood of harm with control measures**  **High Medium Low?** |
| **Prevention of contracting, spreading communicable diseases including Covid 19** | **Serious illness resulting in possible hospitalisation organ damage and or death** | **Operatives and others** | **High** | **Do**   * **Travel to Office alone whenever possible** * **Avoid public transport whenever possible** * **wash your hands with soap and water often – do this for at least 20 seconds** * **always wash your hands after you use the toilet, when you get home or into work** * **use hand sanitiser gel if soap and water are not immediately available** * **put rubbish straight in bins** * **avoid close working, try and keep 2m apart whenever possible** * **plan works to avoid close contact** * **Avoid non-essential close contact work** * **cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze** * **put used tissues in the bin immediately and wash your hands afterwards** * **avoid social activities, such as going to pubs, restaurants, theatres and cinemas**   **Don’t**   * **do not touch your eyes, nose or mouth if your hands are not clean** * **do not come to the Office and self-isolate if you have a high temperature or a new persistent cough** * **do not come to the Office and self-isolate if you by virtue of your age, underlying health condition, clinical condition or if you are pregnant are deemed as a vulnerable person** * **do not come to work and self-isolate if you are living with someone in self-isolation or is deemed a vulnerable person as above.** * **do not sign for deliveries on tablet or with pens.** | **Low** |