|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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** |