

CARDIF PINNACLE and BNPPC - RISK ASSESSMENT FOR WORKING IN OFFICE DURING COVID -19			
Requirement to be considered	Risk	Risk assessment	Residual Risk
Protection of staff due to increased working in isolated locations. Due to the low number of staff in the building there will be some employees working in an isolated environment.	Due to areas of isolation there is an increased risk of: <ul style="list-style-type: none"> • Personal injury • Non work related health concern • Serious injury 	Risk Adequately controlled	Low
Identification of employees to return to work and ensuring the safety of those prior to return. Ensuring that all circumstances are considered to keep employees and their families safe prior to a return to the office	<ul style="list-style-type: none"> • Exposure to Virus • Serious Illness / Fatality • An employee becomes carrier – spread virus • Non attendance of employees due to transmission 	Risk Adequately controlled	Low
Ensuring the protection of employees In order to maintain protection, there will be continual monitoring and communication in various ways with all staff. The organisation will ensure that there are adequate hygiene and cleaning arrangements to protect employees.	<ul style="list-style-type: none"> • Exposure to Virus • Serious Illness / Fatality • An employee becomes carrier – spread virus • Non attendance of employees due to transmission 	Risk Adequately controlled	Low
Management of Contractors Controlling of contractors who are permanently on site and any external contractors or visitors. This can include security, cleaners, service providers and visitors	<ul style="list-style-type: none"> • Exposure to Virus - contact with surfaces • Serious Illness / Fatality • An employee becomes carrier – spread virus • Non attendance of employees due to transmission 	Risk Adequately controlled	Low
Facilities Management Corporate services required for maintenance purposes to visit occupied areas	<ul style="list-style-type: none"> • Exposure to Virus - contact with surfaces • Serious Illness / Fatality • An employee becomes carrier – spread virus • Non attendance of employees due to transmission 	Risk Adequately controlled	Low
Provision and use of RPE and PPE Ensuring protection equipment available for staff	<ul style="list-style-type: none"> • Exposure to Virus - contact with surfaces • An employee becomes carrier – spread virus 	Risk Adequately controlled	Low
Vehicle Management Protection of employees driving and/or maintaining company vehicles and personal vehicles	<ul style="list-style-type: none"> • Exposure to Virus - contact with surfaces • Serious Illness / Fatality • An employee becomes carrier – spread virus • Non attendance of employees due to transmission 	Risk Adequately controlled	Low
COVID Symptom Management Protection of employees when a person reports symptoms	<ul style="list-style-type: none"> • An employee becomes carrier – spread virus 	Risk Adequately controlled	Low
Fire Safety and First Aid Management Ensuring that general fire safety is maintained and that emergency evacuation protocols remain in place. Additionally ensuring that there are First Aid Representatives and equipment.	<ul style="list-style-type: none"> • Exposed to fire situation • Serious injury / fatality • No representative cover • Delay in giving immediate basic first aid response • Injured / ill persons conditions can worsen. 	Risk Adequately controlled	Low