

Health, Safety and Environment Risk & Opportunities Assessment

Template version : August 2016

Date	BRE Group Company	Stephen Stack	Kevin Lardner	Review Date	WEEKLY
01/11/2020	BRE		Principle Consultant		
Activity	Site Name		Richard Vowles	Business Group :	Operations
Safe working during COVID-19	BRE Watford		Head of estates and health & safety		
Reference -Select here •					

Operation	Hazard	Who or what might be harmed? In; Normal, Abnormal or Emergency operation?	List existing controls to reduce risk or the identified opportunity	Residual Risk factor	Are controls adequate?
Describe and number the operation or facility being assessed.	List hazards here	List groups of people or environments at risk from the hazards identified	List existing controls, or where relevant information may be found and any opportunities identified	Calculate the Risk Factor taking existing controls into account. (residual risk)	Enter Y - Yes or N - No
	Note 1	Note 2	Note 3	Note 4	
Meeting safe working guidelines at BRE to avoid spread of COVID-19	Getting to site	BRE staff, contractors & general public	Use of own transport only	Low	Y
	Too many staff on site	BRE staff and any other people on site	Only staff who can't work from home to come on site	Medium	Y
			No staff to return to work without prior agreement as per managers guidance		
			Local areas to inform Estates of how many people, staff and contractor/clients, who are due on site each day		
			Rota system of which staff are on site applied to those who need access to site if potential numbers are too high and 2m social distancing cannot be maintained via team managers		

Operation	Hazard	Who or what might be harmed? In; Normal, Abnormal or Emergency operation?	List existing controls to reduce risk or the identified opportunity	Residual Risk factor	Are controls adequate?
Describe and number the operation or facility being assessed.	List hazards here	List groups of people or environments at risk from the hazards identified	List existing controls, or where relevant information may be found and any opportunities identified	Calculate the Risk Factor taking existing controls into account. (residual risk)	Enter Y - Yes or N - No
	Note 1	Note 2	Note 3	Note 4	
	Contractors/Clients coming to site	Contractors and BRE colleagues	Contractor numbers monitored to ensure total number of people in a given area does not exceed a safe number and inductions modified to include COVID-19 SOP procedure	Medium	Y
			Clients discouraged from attending site		
			Where clients must attend, numbers monitored and inductions modified to include COVID-19 SOP procedure.		
			All local procedures to be followed		
All local procedures to be followed					
			Any contractors/clients coming to site from a Tier 3 area must get approval from BRE's Health and Safety team before being allowed access to site		
			Temperature checks taken at main gate of all gaining access to BRE site. Access to site will be denied if temperature is deemed to high		
	Maintaining safe working in offices	BRE staff and other people on site	Desks a minimum of 2m apart only to be used	Medium	Y
			Floor markings where appropriate to reinforce 2m's		
			Follow the Clear Desk Policy		
			Use of own equipment where possible		
			Wipe down with anti bacterial products before and after use		
			Wash hands regularly with soap and water or anti-bacterial gel provided widely across site		

Operation	Hazard	Who or what might be harmed? In; Normal, Abnormal or Emergency operation?	List existing controls to reduce risk or the identified opportunity	Residual Risk factor	Are controls adequate?
Describe and number the operation or facility being assessed.	List hazards here	List groups of people or environments at risk from the hazards identified	List existing controls, or where relevant information may be found and any opportunities identified	Calculate the Risk Factor taking existing controls into account. (residual risk)	Enter Y - Yes or N - No
	Note 1	Note 2	Note 3	Note 4	
			Avoid moving between buildings unnecessarily		
			Only one person at a time in printer rooms Follow maximum people numbers in smaller spaces i.e. Print rooms and Kitchenets		
			Office RA's aligned to meet BRE policy document COVID-19 SOP procedure.		
			All local procedures to be followed		
			Temperature checks taken at main gate of all gaining access to BRE site. Access to site will be denied if temperature is deemed to high		
	Maintaining safe working in labs	BRE staff, clients and contractors	Maintain 2m social distancing	Medium	Y
			Avoid sharing tools where possible		
			Floor markings where appropriate to reinforce 2m's		
			Wash hands regularly with soap and water or anti-bacterial gel provided widely across site		
			Avoid moving between buildings unnecessarily		
			Lab and operation RA's amended in line with the current process to meet BRE policy document COVID-19 SOP procedure		
			All local procedures to be followed		

Operation	Hazard	Who or what might be harmed? In; Normal, Abnormal or Emergency operation?	List existing controls to reduce risk or the identified opportunity	Residual Risk factor	Are controls adequate?
Describe and number the operation or facility being assessed.	List hazards here	List groups of people or environments at risk from the hazards identified	List existing controls, or where relevant information may be found and any opportunities identified	Calculate the Risk Factor taking existing controls into account. (residual risk)	Enter Y - Yes or N - No
	Note 1	Note 2	Note 3	Note 4	
			Temperature checks taken at main gate of all gaining access to BRE site. Access to site will be denied if temperature is deemed to high		
	Maintaining safe environment in communal areas (Corridors, Toilets, Kitchens, etc)	BRE staff and other people on site	Maintain 2m social distancing - signage to reinforce this message	High	Y
			Access restricted to no more than the appropriate amount of people for size of rooms - signage to indicate maximum		
			Signage to indicate priority direction of foot traffic in corridors		
	Working off site from Garston (not from home)	BRE staff, clients, contractors and the general public	Full details of site procedures to be received before travelling to site to ensure adequate reduction of risk - no site to be attended if <u>procedures are not</u>	Medium	Y
			Any site work being planned in a Tier 3 area must gain approval form BRE's Health and Safety team before attending site		
			No work to be carried out if on arrival procedures are not considered to be adhered to		
			Vehicle used to travel site is wiped down with anti-bacterial wipes before and after use		
			All equipment wiped down with anti-bacterial wipes before and after use		

Operation	Hazard	Who or what might be harmed? In; Normal, Abnormal or Emergency operation?	List existing controls to reduce risk or the identified opportunity	Residual Risk factor	Are controls adequate?
Describe and number the operation or facility being assessed.	List hazards here	List groups of people or environments at risk from the hazards identified	List existing controls, or where relevant information may be found and any opportunities identified	Calculate the Risk Factor taking existing controls into account. (residual risk)	Enter Y - Yes or N - No
	Note 1	Note 2	Note 3	Note 4	
			Project RA's amended to meet BRE policy document Return to Office COVID-19		
	Use of hire vehicles	BRE staff	Wipe down with anti-bacterial solution and wipes before and after use.	Medium	Y