



The Complete Electrical & Mechanical Service

**CEI ELECTRICAL LIMITED**

**OFFICE**

**COVID 19 RISK ASSESSMENT**

**Date: 8<sup>th</sup> June 2020**

**Review Date: 8<sup>th</sup> August 2020**

**Completed by: Adam Chafe, Managing Director**

Signed.....





	Organ Damage	4	4	16	<p>Enhanced cleaning of the toilets and the kitchen to take place every hour</p> <p>Plastic screens have been placed between desks.</p> <p>The number of people working in the office has always been reduced by half to enable social distancing.</p> <p>Breaks to wither be taken at your own desk or outside the office.</p> <p>Only one person to be allowed in the kitchen at one time. Each person to make their own drink refreshment. All employees will wash hands regularly with soap and water and use hand sanitisers. A hygiene pack has been issued to all employees.</p> <p>Wash your hands before entering and leaving the building and before and after using the toilet or kitchen.</p> <p>All persons to travel to work in their own vehicle or to walk or cycle</p> <p>If you develop any symptoms, immediately stop work, go home and self-isolate. inform your Line Manager and follow Government Advice on Covid-19. <a href="https://www.gov.uk/coronavirus">https://www.gov.uk/coronavirus</a></p>	4	2	8
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**SITE**

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**CEI Electrical Limited**

**SITE COVID 19 RISK ASSESSMENT**

SEVERITY		LIKELIHOOD	X	5	4	3	2	1	Persons Affected	
No Injury	1	Never	5	25	20	15	10	5	Employees	X
Minor Injury	2	Seldom	4	20	16	12	8	4	Contractors	X
Injury	3	Possible	3	15	12	9	6	3	The Public	X
Serious Injury	4	Probable	2	10	8	6	4	2	Clients Employees	
Death	5	Always	1	5	4	3	2	1		

Hazard	Risk	Severity	Likelihood	Risk Rating	Control Measures	Severity	Likelihood	Risk Rating
Covid-19	Death	5	5	25	All employees to practice good hygiene at all times.	5	2	10
Poor Hygiene Lack of Social Distancing	Serious Illness	4	4	16	Wash your hands regularly with soap and water and use hand sanitisers. A hygiene pack has been issued to all employees	4	2	8



	Organ Damage	4	4	16	<p>Wash your hands before entering and leaving each building and before and after using the toilet.</p> <p>Avoid touching your face with your hands.</p> <p>Adhere to social distancing of two metres when possible. Any used tissues to be discarded in a bin.</p> <p>Gloves to be worn at all times. Face coverings should be worn in enclosed spaces where social distancing is not always possible including whilst travelling to work.</p> <p>Operate a BUDDY system and ensure that you share the transport with the same person each time following CEI's Covid-19 Employee Bubble Policy.</p> <p>All disposable PPE to be disposed of in a sealed waste container.</p> <p>Inform the Building Manager prior to attending site of the works to be carried out, to confirm that it is a suitable time to visit, and that social distancing can be maintained.</p> <p>If you develop any symptoms, immediately stop work, go home and self-isolate. Inform your Line Manager and follow Government Advice on Covid-19. <a href="https://www.gov.uk/coronavirus">https://www.gov.uk/coronavirus</a></p>	4	2	8
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