

# COVID-19 Health & Safety Risk Assessment

Company Name: Fuel Card Services Ltd Location: Leeds

Ref No: V3

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
			EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome Negligible, Minor, Moderate, Major, Fatality	Likelihood Very unlikely, Unlikely, Possible, Likely, Very Likely	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
<b>Consider:</b> premises work, equipment, specific tasks etc.	<b>People at risk</b>	<b>Control By:</b> guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.						
<b>Employee Safety –</b>								
Psychological well being	Staff	Regular communication is in place (individual and group) to ensure staff are not ill-informed about returning to work safely.	E	Minor	Unlikely	Low	Completed	Staff working in the office have been issued with a guidance document. LW 25/06/20
		New workplace/controls put in place to reduce risk of exposure to COVID 19 are documented in procedures and policies and disseminated to employees through line managers and HR.						
		Line managers are aware of how big changes to working arrangements may cause additional work-related stress and affect their employees' mental health and wellbeing.	E	Minor	Possible	Low	Completed	HR issued email with guidance on managing a team remotely 06/04/20 LW 22/06/20
		Managers hold regular informal discussions with their team and look at ways to reduce causes of stress.						
		Concerns on workload issues or support needs are escalated to line manager.						
		Managers are trained to recognise signs and symptoms that a person is working beyond their capacity to cope and deal sensitively with employees experiencing problems outside of work.	E	Minor	Possible	Low	Completed	All Mgr's have received supervisory training, including recognising employees who are experiencing problems

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Psychological wellbeing – Continued	Staff	<p>Staff who are in vulnerable groups themselves or caring for others are encouraged to contact their line manager to discuss their support needs</p> <p>Undertake a review of your stress risk assessment to reflect new working arrangements. Where you have made significant adjustments to employee's working practices, a review must be undertaken.</p> <p>Employees are made aware of supportive mechanisms available to them (e.g. counselling, occupational health, HR, etc) through line managers.</p>	E	Minor	Unlikely	Low	Completed	LW 22/06/20  HR issued a home working support email 25/03/20 LW 22/06/20
			E	Moderate	Possible	Low	Completed	Monitoring & review form reviewed. LW 01/07/20
			E	Minor	Unlikely	Low	Completed	Both HR and the Directors have sent numerous emails to staff reminding them about Health Assured. LW 22/06/20
Virus transmission in the workplace	Staff, visitors, contractors	<a href="#">Specific individual worker risk assessment</a> been undertaken for those who have a self-declared health condition which could increase their risk profile.	E	Negligible	Unlikely	Low	N/A	Staff with a self-declared health condition will be working from home. LW 22/06/20

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Virus transmission in the workplace – Continued	Staff, visitors, contractors	An <a href="#">inspection checklist</a> has been undertaken to identify the control measures to consider reducing the risk of workplace infections and as part of a proactive monitoring regime and checking that preventative and protective control measures are implemented in line with current health and safety general duties.	E	Moderate	Possible	Low	Completed	LW 22/06/20
		Staff are requested to work remotely where possible and for the foreseeable future (provided it does not interfere with workload commitments).	E	Minor	Unlikely	Low	Completed	LW 22/06/20
		A tracking system/ <a href="#">InfoExchange reporting tool</a> is utilised to keep track of when staff can return to work after the symptom free period.	E	Moderate	Possible	Low	Completed	HR hold information of staff who have informed us that they have symptoms or self-isolating. LW 22/06/20
		Training arrangements have been developed including refresher sessions to ensure staff have been trained before returning to work on any new procedures.	E	Minor	Unlikely	Low	Completed	Staff issued with guidance for safe working from the office. LW 25/06/20
		Work has been arranged so that staff are able to maintain the government guidelines for social distancing based on our industry (The latest Guidance on these measure can be found by clicking the following link <a href="#">Social Distancing Guidelines</a> ).  Staff activities are segregated to promote 2 meters distance.	E	Moderate	Possible	Medium	Completed	Office plan drawn up detailing the desks which can be used to ensure 2m distance is achieved.

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Virus transmission in the workplace – Continued	Staff, visitors, contractors	<p>Where the social distancing guidelines cannot be followed in full in relation to a particular activity, consideration has been made whether that activity needs to continue for the business to operate.</p> <p>Further increasing the frequency of hand washing and surface cleaning.</p> <p>The activity time involved is kept as short as possible and minimise the frequency.</p>	E	Moderate	Possible	Medium	Completed	LW 22/06/20  We have reviewed how we work and where possible tasks are done electronically. Tasks which still need to be completed are only done if a 2m social distance can be achieved. LW 22/06/20
			E	Minor	Unlikely	Low	Completed	Staff advised in induction / guidance pack. LW 25/06/20

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Virus transmission in the workplace – Continued	Staff, visitors, contractors	Back-to-back or side-to-side working (rather than face-to-face) is used whenever possible.  Number of people each person has contact with is reduced by using 'fixed teams or partnering' (so each person works with only a few others).	E	Negligible	Unlikely	Low	N/A	All staff spaced out in the office so there is no side-side working. We have reduced staff working from the office so this is achievable.. LW 22/06/20
		Reduced maximum occupancy for lifts, providing hand sanitiser for the operation of lifts, and use of stairs encouraged.	E	Moderate	Possible	Low	Completed	Maximum occupancy sign placed on the lift, hand sanitiser dispenser in communal area of building. LW 22/06/20
		A one-way flow system is implemented and visual aids, such as floor strips, signage are used for maintaining two meters distance.	E	Minor	Unlikely	Low	Completed	Office layout does not allow for a one-way system. Visual aids, signage and floor strips

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Virus transmission in the workplace – Continued	Staff, visitors, contractors	<p>Employees are educated on preventative care.</p> <p>Hygiene guidance is given such as avoiding touching eyes, nose, mouth and unwashed hands, cover your cough or sneeze with a tissue, and throw it away in a bin and wash your hands.</p> <p>Staff informed not to wear neck ties and scarves due to the risk of transmitting the virus when working in close proximity to colleagues.</p> <p>Posters are displayed that encourage staying home when sick, cough and sneeze etiquette.</p> <p>Alcohol hand gel has been placed at the entrance to the workplace and in other areas where they will be seen.</p> <p>Staff have been instructed to clean their hands frequently, to wash their hands with soap and water for at least 20 seconds followed by the use of an alcohol-based hand sanitiser that contains at least 60-95% alcohol.</p> <p>Soap and water and alcohol-based hand rubs are provided in the workplace and adequate supplies are maintained.</p>	E	Minor	Unlikely	Low	Completed	<p>have been placed around the office. LW 30/06/20.</p> <p>Staff advised in induction / guidance document. LW 25/06/20</p> <p>Posters displayed around the office. LW 26/06/20.</p> <p>LW 22/06/20</p> <p>Staff advised in induction / guidance document. LW 25/06/20</p> <p>LW 22/06/20</p>
			E	Moderate	Possible	Low	Completed	<p>Posters displayed around the office. LW 26/06/20.</p>
			E	Moderate	Possible	Low	Completed	LW 22/06/20
			E	Moderate	Possible	Low	Completed	<p>Staff advised in induction / guidance document. LW 25/06/20</p>
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Virus transmission in the workplace – Continued	Staff, visitors, contractors	<p>Social distancing while at work is maintained by continuing to limit social interactions by staggering start/finish times and lunchtime.</p> <p>Staff bring their own provisions in for lunch.</p> <p>The canteen is only to be used to provide seating, with staggered entry to maintain social distancing rules.</p> <p>Social gathering amongst employees have been discouraged whilst at work.</p> <p>Staff requested to keep in touch through remote technology such as phone, internet and social media.</p> <p>Staff have been separated into teams to reduce contact between employees.</p> <p>Desks are arranged to maintain a minimum of 2 metres from each other, with employee's facing in opposite directions.</p> <p>Only where it is not possible to move workstations further apart, using screens to separate people from each other.</p> <p>Workstations assigned to an individual. If shared, they are shared by the smallest possible number of people.</p> <p>Hot desks avoided.</p> <p>Changed/reviewed layouts, line set-ups or processes to allow people to work further apart from each other.</p>	E	Moderate	Possible	Medium	Completed	<p>Maximum occupancy signs are placed in communal areas &amp; meeting rooms.</p> <p>Staff break times are staggered.</p> <p>Advice given in induction / guidance document.</p> <p>LW 25/06/20</p> <p>Staff are sat maintaining a 2 metre distance.</p> <p>Reduced desks are used to maintain this.</p> <p>Screens will be considered when additional staff return to the office to</p>

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Virus transmission in the workplace – Continued	Staff, visitors, contractors	<p>Sites/building separated into working zones to keep different groups of workers physically separated as much as practical.</p> <p>Reduced movement by discouraging non-essential trips within buildings and sites. For example, encouraged use of telephones where permitted, and cleaning them between use.</p> <p>Reducing job and location rotation and equipment rotation, for example, single tasks for the day.</p> <p>Building/site access is planned and 'area of safety' points to enable social distancing</p> <p>Reduced number of people in attendance at site inductions and considered holding them outdoors wherever possible with social distancing.</p> <p>Regulated use of high traffic areas including corridors, lifts, turnstiles and walkways to maintain social distancing.</p>	E	Moderate	Possible	Medium	Completed	<p>ensure safe working. Shared workstations uncommon as sufficient desks due to reduced staff in the office. LW 22/06/20</p> <p>Staff advised in induction/guidance document. LW 25/06/20</p> <p>Induction given in guidance document. LW 25/06/20</p> <p>Limited staff in the office, maximum occupancy restrictions to smaller areas. LW 26/06/20</p>
			E	Moderate	Possible	Low	Completed	
			E	Minor	Unlikely	Low	Completed	



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Virus transmission in the workplace – Continued	Staff, visitors, contractors	<p>Precautionary use of extra PPE to protect against COVID-19 is not encouraged outside of clinical settings or when responding to a suspected or confirmed case of COVID-19.</p> <p>Support is provided to workers in using face coverings safely if they choose to wear one. This includes:</p> <ul style="list-style-type: none"> <li>• Wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after removing it.</li> <li>• When wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands.</li> <li>• Change your face covering if it becomes damp or if you've touched it.</li> <li>• Continue to wash your hands regularly.</li> <li>• Change and wash your face covering daily.</li> <li>• If the material is washable, wash in line with manufacturer's instructions. If it's not washable, dispose of it carefully in your usual waste.</li> <li>• Practise social distancing wherever possible.</li> </ul> <p>Advice is shared with staff members and staff have been fully briefed and kept up to date with current advice on staying protected through the company lines of communications (i.e line managers, HR) and shared with staff.</p>	P	Moderate	Possible	Low	N/A	As PPE is not encouraged we will provide support and advice on the using face coverings safely if workers chose to wear one. LW 22/06/20
			E	Moderate	Possible	Low	Completed	Staff advised in induction/guidance document on staying protected. LW 25/06/20

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Virus transmission in the workplace – Continued	Staff, visitors, contractors	Business related travel is reduced	E	Minor	Unlikely	Low	Completed	The Directors stopped all business travel in March 2020, meetings have been held remotely since March 2020. LW 22/06/20
		All non-essential meetings have been changed to digital consultations with essential face to face meetings following government social distancing guidelines.	E	Moderate	Possible	Low	Completed	Staff advised in induction/ guidance document. LW 25/06/20
Someone entering the workplace with COVID-19	Staff, visitors, contractors	Request that companies who regularly attend our premises or those we work alongside us to provide their health and safety policy/arrangements / or RAMS (risk assessment and method statement) regarding COVID-19 including 'Covid 19 secure' assurance notice.	E	Moderate	Possible	Low	Completed	There are no 'regular' visitors but any visitors are required to complete a questionnaire. LW 17/07/20

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Someone entering the workplace with COVID-19 - continued	Staff, visitors, contractors	<p>Anybody visiting site will be informed that they are not to enter if they're experiencing COVID-19 symptoms and will be advised to self-isolate in line with government recommendations. See current guidance for people who have symptoms and those who live with others who have symptoms.</p> <p>Staff are made aware of COVID-19 symptoms via training sessions and visual aids such as posters in key locations, screensavers</p> <p>Staff will be informed to self-isolate if they have a person living in the same household or if they've been in contact with someone displaying COVID-19 symptoms</p>	E	Moderate	Possible	Low	Completed	All visitors to complete a questionnaire before access to the site will be granted. LW 17/07/20
			E	Moderate	Possible	Medium	Completed	Posters displayed and information in induction / guidance document. LW 25/06/20

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<b>Consider:</b> premises work, equipment, specific tasks etc.	<b>People at risk</b>	<b>Control By:</b> guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.						
<b>Travel, Access &amp; Egress</b>								
Travelling to work	Staff, visitors, contractors	Sufficient parking restrictions to maintain social distancing measures in place.	E	Moderate	Possible	Low	Completed	Reduced staff in the office so there will be ample parking to accommodate staff and maintain social distance. LW 22/06/20
		Workers will be instructed to use their own transport for work activities.	E	Minor	Unlikely	Low	Completed	The Directors stopped all business travel in March 2020,
		Additional parking or facilities provided such as bike-racks to help people walk, run, or cycle to work where possible.	E	Minor	Unlikely	Low	Completed	Bike racks & showers already in place to support people who walk, cycle or run to work. LW 22/06/20

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Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.						
		Workers told to avoid public transport where applicable and using alternatives e.g. cycling, walking to work etc	E	Minor	Unlikely	Low	Completed	Staff using public transport have been issued with a guidance document. LW 03/08/20
Driving at work	Staff, Contractors	Staff roles that are required to car share are considered and whether this could continue.  Non-essential travel is minimised– consider remote options first.  The number of people travelling together in any one vehicle is minimised, using fixed travel partners, increasing ventilation when possible and avoiding sitting face-to-face.  Where workers are required to stay away from their home, this is centrally logged and any overnight accommodation confirmed to meeting social distancing guidelines.	E	Minor	Unlikely	Low	Completed	Staff advised in March 2020 that business travel is suspended until further notice. LW 22/06/20
Entry and exit to building	Staff, visitors, contractors	Congestion reduced, for example, by having more entry points to the workplace.	E	Minor	Unlikely	Low	Completed	Reduced staff working from the office so risk of congestion low. Break times staggered. LW 22/06/20

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<b>Consider:</b> premises work, equipment, specific tasks etc.	<b>People at risk</b>	<b>Control By:</b> guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.						
Entry and exit to building – Continued	Staff, visitors, contractors	Access to the building/site been restricted to visitors and contractors etc.  Visitors confined to strictly defined areas and unnecessary movements around the building avoided.	E	Minor	Unlikely	Low	Completed	Visitors restricted, only contractors for necessary work permitted on site. LW 22/06/20
		Hand sanitiser pump action containers are available in every work area and on main travel routes through the building/site including access and egress areas	E	Minor	Unlikely	Low	Completed	Hand sanitisers in situ at the entrance door and around the office along with hand sanitiser bottles. LW 22/06/20
		Advisory hand washing signage displayed throughout the building/site, especially at entrances and exits and where people congregate.  Signs displayed reviewed and replaced as necessary.	E	Moderate	Unlikely	Low	Completed	Signage displayed in the kitchen / toilets and signs saying to sanitise hands before entering the office area. LW 26/06/20

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<b>Consider:</b> premises work, equipment, specific tasks etc.	<b>People at risk</b>	<b>Control By:</b> guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.						
Entry and exit to building – Continued	Staff, visitors, contractors	Collaborative working conducted with landlords and other tenants in multi-tenant sites/buildings to ensure consistency across common areas, for example, receptions and staircases.	E	Moderate	Unlikely	Low	Completed	Landlords have been in contact and shared their plans and enquired about our plans for safe working. They have put a hand sanitiser dispenser in the main entrance of the building. There have also put maximum occupancy limits on the lift. LW 22/06/20

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<b>Cleaning and hygiene measures</b>								
Environmental Cleaning	Staff, visitors, contractors	A deep clean of the property / site before returning is performed if required.	E	Minor	Unlikely	Low	Completed	A deep clean has not been conducted. Extra cleaning was done prior to staff returning to work from the office. LW 30/06/20
Cleaning Frequency	Staff, visitors, contractors	The ongoing cleaning frequency is made sufficient enough such that cleaning can be undertaken when site/building/premises is occupied.	E	Minor	Unlikely	Low	Completed	Cleaners attend site at the end of every day. Staff have been encouraged in guidance document to clean high traffic areas and their own desks throughout the day. LW 26/06/20



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Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.						
Commonly touched surfaces	Staff, visitors, contractors	All hand contact points cleaned on a frequent basis throughout the day including, door handles, light switches, furniture, handrails, IT equipment, desks, phones, flush plates, taps, dispensers, toilets, canteen / food preparation areas.	E	Moderate	Possible	Medium	Completed	Staff advised in guidance document, the cleaners also clean these. LW 22/06/20
		Where practical, curtains and blinds are removed to minimise the areas where viruses can be difficult or time consuming to remove.  Blinds be kept opened and locked if they cannot be removed.	E	Minor	Unlikely	Low	Closed out	We are unable to remove the blinds as they are sometimes needed to be shut due to the sunlight. Staff only move their own blinds so risk is reduced. LW 22/06/20
		Staff avoid touching common pieces of equipment such as printers/scanners/faxes and use only dedicated work equipment on the workstations.  Any use of common work equipment is restricted and managed.	E	Moderate	Unlikely	Low	Completed	Staff will need to use common pieces of equipment but are advised in guidance document to

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Use of cleaning products	Staff, visitors, Contractors	Persons undertaking the cleaning been instructed with clear safe usage instructions.  The relevant Safety Data Sheet and COSHH assessment is provided for the substances in use  Correct PPE is provided for the use of cleaning materials	E	Minor	Unlikely	Low	Completed	clean frequently. Anti- bacterial wipes are located next to all pieces of equipment used by different people. LW 22/06/20  Staff will only be using anti-bacteria wipes and surface spray to clean. No COSHH sheet is required for these. LW 22/06/20
	Staff, Contractors	Appropriate cleaning products are provided, so that staff can frequently clean their work stations during the day.	E	Moderate	Possible	Medium	Completed	Staff have anti-bacteria wipes at their workstation to use

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		<p>Staff provided with waste bins lined with a plastic bag so that they can be emptied without contacting the contents.</p> <p>Staff are instructed that the emptying of bins and wastepaper baskets should be followed by hand washing.</p>	E	Minor	Unlikely	Low	Completed	<p>throughout the day. LW 26/06/20</p> <p>Bins are lined, staff do not empty the bins this is done by the cleaners. LW 26/06/20</p>

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<b>Fire Safety Systems / Emergency Lighting</b> - Responsible person has carried out checks on your building in the below areas. Guidance on this topic can be accessed <a href="#">here</a>								
Fire, heat, burns, smoke inhalation	Staff, visitors, contractors	<p>Responsible person has carried out checks on your building in the following areas:</p> <p>Emergency lighting suitable, sufficient and maintained.</p> <p>Suitable number fire extinguishers available in required locations.</p> <p>Fire hoses available and operational (If installed).</p> <p>The sprinkler system including head's maintained (if fitted).</p> <p>Dry / wet risers inspected and maintained (if installed).</p> <p>Fire blankets available in required location.</p> <p>Fire alarm and detection system for the building tested, inspected and maintained.</p> <p>Means of escape clear.</p> <p>Fire doors provided and maintained in good working order.</p> <p>Building has suitable lightning conductors / protection.</p> <p>The fire risk assessment suitable &amp; sufficient / current.</p>	E	Minor	Unlikely	Low	Completed	<p>All installed emergency / fire equipment has been checked and the current fire risk assessment is suitable and correct.</p> <p>LW 22/06/20</p>

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
			EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome Negligible, Minor, Moderate, Major, Fatality	Likelihood Very unlikely, Unlikely, Possible, Likely, Very Likely	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.						
<b>Ventilation / Humidity / Lighting &amp; Heating</b> Responsible person has carried out checks on your building in the below areas. Guidance on this topic can be accessed here								
Temperature/ Humidity	Staff, visitors, contractors	<p>Workplace temperatures are not too hot or too cold (at least 17 degrees Celsius).</p> <p>Measures can be taken to control temperature extremes and/or humidity levels such as through computerised EHAV system.</p>	E	Minor	Unlikely	Medium	Completed	<p>We have air conditioning however staff are encouraged to open windows to help with ventilation.</p> <p>LW 22/06/20</p>
Ventilation	Staff, visitors, contractors	<p>Natural ventilation is available in the workplace, e.g. windows or open doorways.</p> <p>If natural ventilation is insufficient, ventilators, fans or air conditioners provided to ensure a consistent flow of fresh air.</p> <p>Air exchange rate of the air handling system meet standard requirements for the occupants in the building.</p> <p>Ventilation systems have been adequately maintained and serviced.</p>	E	Minor	Unlikely	Medium	Completed	<p>Windows can be opened and this is encouraged. Air conditioning is available and was last serviced in June 2020.</p> <p>LW 22/06/20</p>

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			EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome Negligible, Minor, Moderate, Major, Fatality	Likelihood Very unlikely, Unlikely, Possible, Likely, Very Likely	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.						
<b>Gas Installations</b> - Responsible person has carried out checks on your building in the below areas. Guidance on this topic can be accessed here								
Gas Installations	Staff, visitors, contractors	Gas installations e.g. boilers been inspected, tested and maintained at required frequencies.  Adequate ventilation available next to gas installations.  Carbon monoxide detection available next to gas installations and in operation.  Gas isolation control switches available and clearly identified.  Supplier's emergency contact number clearly displayed, un- obscured and legible.  Gas cylinders being used safely (if used).	N/A					There are no gas installations at the Leeds office. LW 22/06/20

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
			EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome Negligible, Minor, Moderate, Major, Fatality	Likelihood Very unlikely, Unlikely, Possible, Likely, Very Likely	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
<b>Legionella/Water Systems/Hygiene</b> - Responsible person has carried out checks on your building in the below areas. Guidance on this topic can be accessed here								
Water outlets Legionella	Staff, visitors, contractors	<p>Tanks, taps and shower outlets inspected and maintained.</p> <p>Suitable controls in place to reduce the risk of legionnaires disease.</p> <p>Showers been run at maximum temperature for 5mins to eliminate standing water and eradicate legionella bacteria.</p>	E	Minor	Unlikely	Low	Completed	<p>Site management are continuing with their legionnaires controls. The shower is run for 5 minutes on full heat on a weekly basis.</p> <p>The site management team completed a Flush &amp; Disinfection of water systems in May 2020. LW 22/06/20</p>
Drinking water	Staff, visitors, contractors	<p>Drinking water facilities safe for use i.e. provided at refreshing temperatures (not warm).</p> <p>Drinking water should ideally be "live" from the potable water main or from storage that is properly designed, sealed from ingress of dirt, vermin etc. and with good circulation.</p>	E	Minor	Unlikely	Low	Completed	<p>Drinking water in our dispensers is taken direct from the main water supply. LW 22/06/20</p>