

COVID 19 RISK ASSESSMENT AND RECOMMENDATIONS REPORT

Sector	Asset Management
Client	A global accountancy company
Service	Covid 19 specific Risk Assessment Covid-19 specific Findings and Recommendations Report
Project Days	2

CLIENT PROBLEM ?

After a period of lock down due to the Covid-19 pandemic, the UAE Government started easing the restrictions regarding returning to workplaces allowing many businesses to resume operations.

The client is a global accountancy company headquartered in Europe with no health and safety resource available locally within in the UAE.

The client wished to provide it's staff with a safe environment to return to and employed Corporate OHS to identify and assess hazards in the work place specific to COVID-19, suggest appropriate control measures and workplace procedures and assess and recommend changes to existing emergency procedures.

Bringing over to the UAE in-house resource from overseas is not a viable option for most companies due to the prohibitive costs of travel, subsistence, visas etc. In addition, the resource often does not have an adequate insight into and knowledge of the local regions Federal and Emirate specific HSE laws and legislations. Utilising a UAE based HSE Consultancy for project requirements or on a monthly retainer basis is often viewed as the most cost-effective method of achieving the best quality results.

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Our Solution

A site visit was undertaken by the Consultant, during which a meeting was held with the building Facility Management company. Zoom interviews also took place with all client staff members.

A number of documents were reviewed, in particular; Fire evacuation plans for the building, any current HSE policy and procedures that the client had in place, Covid-19 circulars specific to the area within Dubai that the client operated in, Dubai Government Covid-19 circulars and guidance, WHO guidelines and Business Continuity guidelines.

Summary of Outputs

Findings and Observations, Recommendations and Actions Report

The Consultant gave details on the Covid 19 specific hazards and risks present and how best to control, reduce or eradicate them. It gave detail on the office area, common areas and areas used by all companies both on the floor that the clients' office was based and within the building as a whole. It recommended control measures for the residual risk and discussed the provision of masks and hand sanitizers, how to assure a minimum of 2m physical distance between persons inside the office, office cleaning and disinfection.

The report also suggested Covid-19 related training and awareness topics, suggested and answered frequently asked questions that employees may have relating to Covid-19, gave information on hygiene measures to take and detailed a response and return to work plan in the event of an employee catching the virus/coming into close contact with anyone with the virus.

Risk Assessment Matrix

A 3x3 risk matrix was used to define the level of risk by considering the category of likelihood against the category of consequence severity.

During the office visit the Consultant identified and assessed the potential risks from Covid-19 that may be encountered by either staff or visitors to the company. It was then further identified who could be affected by these risks, how they could be affected, what control measures could be put in place and what those recommended actions and measures were.