



COVID-19 Risk Assessment

1.0 Risk Assessment Matrix

LIKELIHOOD (L) = Likelihood of the Hazard causing harm to those “who might be harmed”						SEVERITY (S) = The possible severity of an injury to those harmed						Degree of Risk (DR) = LIKELIHOOD x SEVERITY										
Score																						
Likelihood						Severity (People)						Severity (Assets)										
1						2						3										
2						3						4										
3						4						5										
Severity	1	1	2	3	4	5	1	Improbable	1	Negligible. No injury or “First aid” injury or illness						1	Insignificant – minor problem easily handled by day to day process					
	2	2	4	6	8	10	2	Remote	2	Minor Injury or illness						2	Minor – Some disruption possible					
	3	3	6	9	12	15	3	Possible	3	Moderate injury “5 day” injury or illness						3	Moderate – significant time/ resources required					
	4	4	8	12	16	20	4	Probable	4	Major injurie or illness						4	Major – operations severely damaged					
	5	5	10	15	20	25	5	Almost a certainty	5	Fatality, disabling injury or illness						5	Catastrophic – business survival at risk					

Further actions / controls should be taken as detailed below:		
Score	Risk Rating	Control Measures or required items
1 – 4	Low	Typical vigilance – No additional controls other than mandatory PPE, standard training and normal working practice
5 – 9	Medium	Increased vigilance – Further control measures and/or PPE may be required
10 – 15	High / Controlled	Work must be supervised and subject to specific risk assessment
16 - 25	Very High / Uncontrolled	Work should not be allowed to continue at this level of risk. Revise methods and controls until a score of 15 or less is achieved

2.0 Risk Assessment

Hazard	People At risk	Risk			Risk Control Measures	Residual Risk			Other Control Measures
		L	S	DR		L	S	DR	
Symptoms of Covid-19	<ul style="list-style-type: none"> As above 	3	4	12	<ul style="list-style-type: none"> If anyone becomes unwell with a new continuous cough, a high temperature or loss of taste and smell, in the workplace they will be sent home and advised to contact their doctor/111 online for a COVID test. If negative the employee can return to work If positive the employee should inform the test and trace service and anyone that has been in close contact in the workplace will be notified by NHS test and trace. In the event of a positive identification, or association, this should be reported to your line manager and the government guidance in relation to isolation be adhered to. Line managers will maintain regular contact with staff member during this time. If advised by a member of staff that they have developed Covid-19 and were recently on our premises, full cleaning and disinfecting of the appropriate areas will be undertaken immediately. Anyone that has been in contact with a person testing positive can follow the steps above to be tested themselves and get their positive or negative result. 	2	4	8	<p>Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a fast changing situation.</p> <p>Line managers will offer support to staff who are affected by Coronavirus or have a family member affected.</p>

<p>Wellbeing</p>	<ul style="list-style-type: none"> As above 	<p>3</p>	<p>4</p>	<p>12</p>	<ul style="list-style-type: none"> All employees to have view of the business risk assessment for confidence and assurance Survey to be sent to all employees to gather views on returning to the workplace Health and Safety guidance one pager to capture all essential procedures to be issued to all employees for understanding and adherence All those shielding and vulnerable will be supported as per the Government guidelines All carer and childcare responsibilities to be considered and discussed in conjunction with Government and Local Council guidelines 1-2-1 / return to work meetings to be held with all employees on their return to capture individual needs and concerns Staggered return to be implemented Policies and procedures updated to reflect temporary changes that may be required. These are available upon request Refresher training to be provided per department for those who have been off for more than 4 weeks Compulsory health and safety training to be completed on Rliance before return to the office environment Advice and guidance provided to management on all issues relating to H&S, people support and revised policies and approaches HR & Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help 	<p>2</p>	<p>4</p>	<p>8</p>	<p>Regular communication of health and wellbeing references from the Government, WHO AND Public Health Authority</p> <p>Any updated guidance and support from local organisations and NHS websites to be provided</p> <p>Reviews of 1-2-1's and individual needs</p> <p>Ad hoc support provided as required</p>
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					<ul style="list-style-type: none"> EAP to be a reference for additional support Occupational Health utilised as needed Regular and updated communications to be sent company wide for awareness and transparency 				
Hand Washing	<ul style="list-style-type: none"> Staff Visitors to premises Cleaners Contractors Drivers Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions Anyone else who physically comes in contact with you in relation to the business (Post etc) 	3	4	12	<ul style="list-style-type: none"> Hand washing facilities with antibacterial soap and water in place. Stringent hand washing taking place. See hand washing guidance. https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands Drying of hands with disposable paper towels. https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/ Staff encouraged to protect the skin by applying emollient cream regularly https://www.nhs.uk/conditions/emollients/ Gel sanitisers in any area where washing facilities not readily available Regular handwashing to be promoted around all areas of all offices with visual prompts 	2	4	8	<p>Employees to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace.</p> <p>Encourage staff to report any problems and carry out skin temp checks as part of a skin surveillance</p> <p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice - https://www.gov.uk/coronavirus</p> <p>Posters, leaflets and other materials are available for display. https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p>

<p>Cleaning</p>	<p>As above</p>	<p>3</p>	<p>4</p>	<p>12</p>	<ul style="list-style-type: none"> Initial deep clean and antibacterial fogging to be undertaken in all offices prior to any phased return to working in the office environment Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods. Doors to be wedged open where possible and safe to do so to allow none touch safe passage. Anti-bacterial surface cleaning products to be made readily available throughout the office and cleaning to be promoted around all areas with visual prompts 	<p>2</p>	<p>4</p>	<p>8</p>	<p>Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed.</p>
<p>Social Distancing</p>	<p>As above</p>	<p>3</p>	<p>4</p>	<p>12</p>	<ul style="list-style-type: none"> Social Distancing - Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency Reception will be fitted with anti-viral screens and markings on the floor to stay back 2m will be implemented. All main walkways will be fitted with 2m distancing for easy use and movements. Staff to be returned to work on a graduated and rolling basis allowing for the correct gaps between desks to take place. Staff will then rotate with others working from home to allow minimum persons in the office at any one time. Taking steps to review work schedules including start & finish times/shift patterns, working from home etc. to reduce number of workers on site at any one time. Also relocating workers to other tasks. Staff to be staggered on desks to allow a safe distance between each person 	<p>2</p>	<p>4</p>	<p>8</p>	<p>Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it. Management checks to ensure this is adhered to.</p> <p>It has been decided that all canteen areas will be off limits for use of tea/coffee making, microwaves and fridges until further notice. This will be reviewed weekly as more information is released.</p>

					<ul style="list-style-type: none"> • https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people • Redesigning processes to ensure social distancing in place. • Conference calls to be used instead of face to face meetings where possible. • Where not possible, all meeting rooms to comply with social distancing restrictions and additional protective anti-viral screening to be implemented • Ensuring sufficient rest breaks for staff. • Social distancing also to be adhered to in all communal areas, including canteen area and smoking area. Protective anti-viral screens to be fitted where necessary. 				
Wearing of Gloves	As above	3	4	12	<ul style="list-style-type: none"> • Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided. • Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely. • Frequent and thorough washing of hands is encouraged as a more suitable alternative in most instances. 	2	4	8	<p>Staff to be reminded that wearing of gloves is not a substitute in an office setting as they are single use only.</p> <p>Hand washing regularly and the use of hand sanitiser is recommended by PHE.</p>
PPE	As above	3	4	12	<ul style="list-style-type: none"> • Public Health guidance on the use of PPE (personal protective equipment) to protect against COVID-19 relates to health care settings. • In all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviors. • However we will be providing additional protection for staff whilst in the office such as face masks and Visors, to be worn at all material times whilst in the office environment. 	2	4	8	<p>All staff are to be provided with 3 ply masks daily, a face visor and a washable mask for personal use.</p>

Waste	As above	3	4	12	<ul style="list-style-type: none"> • Rubbish bins will be provided in more locations to enable catch it, bin it, kill it • Any contaminated waste will be bagged and stored for 72 hours and disposed of normally 	2	4	8	Guidance on cleaning and disinfecting can be found in Annex C of the full RA
Compulsory Training	All Staff	3	4	12	<ul style="list-style-type: none"> • All staff will be trained in: <ul style="list-style-type: none"> • Return to work during COVID-19 • Use of PPE • Social distancing • Hygiene • Clear desk 	2	4	8	Training will be provided by following the 5 steps to working safely https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/5-steps-to-working-safely