

**COVID – 19
WORKPLACE RISK ASSESSMENT**

Rev No: 001

Health & Safety Risk Assessment

STEPS 1 & 2: Identification Common hazards and who might be harmed	Before control measures				STEP 3: Control measures to be applied and re-evaluate the risk	After control measures applied			
	L	S	Score	Risk		L	S	Score	Risk
<p>Hazard? Likelihood of exposure to Covid 19</p> <p>Who? All persons</p>	2	4	8	M	<p>General Precautions:</p> <ul style="list-style-type: none"> Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol. Always wash hands that are visibly soiled. Avoid touching your eyes, nose, or mouth with unwashed hands. Avoid close contact with people. "close contact" defined as being about six (6) feet (approximately two (2) meters) from another person for a prolonged period while not wearing recommended PPE. Close contact also includes instances where there is direct contact with infectious secretions while not wearing recommended PPE. Close contact generally does not include brief interactions, such as walking past a person. 	1	4	4	L
<p>Hazard? Personal Hygiene - Risk of Infection</p> <p>Who? All persons</p>	2	4	8	M	<ul style="list-style-type: none"> Persons should cover their mouth and nose with a tissue (not your hands) when they cough or sneeze. The used tissue should then be placed in the bin immediately. Persons should then wash their hands with soap and hot water for a minimum of 20 seconds. CATCH IT, BIN IT, KILL IT Persons should wash their hands at least every 30 minutes using hot water and soap – use hand sanitiser gel if soap and water are not available. In addition, persons should try to avoid close contact with other people i.e. no shaking of hands etc. Ensure there is a ready supply of hot water, soap and also paper towels / hand drying facilities On-going monitoring by management 	1	4	4	L

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<p>Hazard? Staff member with symptoms/close contact with persons with symptoms</p> <p>Who? All persons</p>	4	4	16	H	<ul style="list-style-type: none"> • A staff member who is experiencing symptoms similar to those present with the coronavirus (cough, sore throat, fever, breathing difficulties, chest pain), or who has had close contact with someone experiencing these symptoms, must not come to work. The staff member should contact their GP / Government helpline to notify them of their travel, current status and to receive further advice. • The staff member should then contact the company and update them in relation to their condition and advice they have been given. • If the staff member is advised by medical professionals to self- quarantine, they must do so, and only return to work when the incubation period is over, and symptoms have gone. • If a staff member becomes unwell with coronavirus related symptoms whilst on site, they must make their way to a confined area, and contact their manager or a member of management with immediate effect. • The person will be advised to liaise with their GP / Government helpline to seek further advice before leaving site, to ensure they reduce the likelihood of infecting other persons i.e. may be advised not to use public transport etc. • The working area of any staff member who suspects they may have contracted Coronavirus, (including welfare facilities), will be subject to a “deep clean” in accordance with Government guidance. • All other staff will be advised of any persons within the workplace who have shown signs of the infection, and who are being tested for Coronavirus. • However, the individual’s identity will not be disclosed during any communication / updates to staff. 	2	4	8	M
<p>Hazard? Higher risk groups Risk of: Infection</p> <p>Who? Elderly, Pregnant women, Pre- existing medical conditions</p>	5	4	20	H	<ul style="list-style-type: none"> • Consideration must be given to allowing high-risk individuals to work from home, particularly if there are coronavirus cases confirmed near the workplace. • The company will review the situation regarding localised cases on an on-going basis and ensure good communication with all high – risk individuals. • Persons within the high-risk categories, including those over the age of 70 have been advised to self- isolate for a period of 12 weeks, starting from 20th March 2020. 	2	4	8	M

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Hazard? Numbers of People. Risk of Infection Who? All Persons	3	4	12	H	<ul style="list-style-type: none"> • Minimise numbers of people on site at any one time • Consider Staggered start times shifts • Encourage working from home if possible 	2	4	8	M
Hazard? Personal contact / Social distancing - Risk of: Infection Who? All persons	4	4	16	H	<ul style="list-style-type: none"> • Persons must undertake advice from the Government with regards to social distancing when out of work. • In addition, persons will be advised whilst at work to: • Suspend meetings with external persons • Operate a policy of staggered lunches and breaks to reduce footfall in these areas at any one time • Encourage remaining a distance of 2 metres from work colleagues where possible • Reduce the number of persons in any one area to ensure compliance with 2 metre gap recommended by the Public Health Agency • Review work schedules, internal start and finish times, shift patterns, working from home etc • Redesign processes to ensure social distancing is in place • Conference calls to be used instead of face to face meetings • Ensure sufficient rest breaks for staff • Staff canteen, welfare facilities and smoking areas to comply with social distancing requirements • Consideration to be given to a one-way system on pedestrian walkways • Floor marking to promote social distancing required where staff assemble i.e. canteen, welfare facilities • Visitors to the premises should be reviewed, with no authorisation provided to those persons from high-risk areas, or who should be self-isolating in accordance with Government guidance • On-going monitoring by management • Staff to be regularly reminded of the importance of social distancing both in work and outside of it 	3	4	12	M

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<p>Hazard? Communal Areas, Shared facilities. Risk of: Infection</p> <p>Who? All persons</p>	3	4	12	H	<ul style="list-style-type: none"> A cleaning regime is in place within the council, with dedicated cleaning personnel in place to ensure the workplace, including welfare facilities is serviced and suitably cleaned on a regular basis. Staff are encouraged to disinfect their workstations during the day, particularly after eating and returning from the toilet. Consideration should be given to increasing the frequency of cleaning of frequently-touched communal areas, including door handles, kitchens, toilets, showers, bin lids, light switches, handrails and hot-desk keyboards, phones and desks. 	2	4	8	M
<p>Hazard? Corridors and walkways. Risk of Infection</p> <p>Who? All persons</p>	3	4	12	H	<ul style="list-style-type: none"> Mark walkways with direction of travel. Mark workplace as one-way system if possible Use marked entrance mats with signage Increased signage around workplace to inform on social distancing Mark floors with social distancing measures Minimise the number of people permitted in a lift at any one time Ensure social distancing measures are maintained on staircases 	2	4	8	M
<p>Hazard? Workstations. Risk of Infection</p> <p>Who? All persons</p>	2	4	8	M	<ul style="list-style-type: none"> Minimise close working Ensure at 2m between desks & workstations Plastic screens to be erected between desks to prevent transmission Prohibit use of adjacent workstations with signage, tape or physical remove seating 	1	4	4	L

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<p>Hazard? Driving / Drivers Risk of: Increased exposure, Infection</p> <p>Who? Drivers</p>	3	4	12	H	<ul style="list-style-type: none"> • Procedures in place for Drivers to ensure adequate welfare facilities available during their work • Persons should not share vehicles or cabs, where suitable distancing cannot be achieved. • Hand washing, sanitiser gel must be provided and available to drivers • Drivers must ensure they comply with the good personal hygiene guidance at all times. • Drivers must comply with specific coronavirus procedures for each site • Communicate with companies we deliver to/from to ensure welfare facilities will be available to our drivers. Allowing delivery drivers adequate breaks to avail of proper welfare facilities. 	2	4	8	M
<p>Hazard? Mental Health - Risk of: Mental health issues</p> <p>Who? All persons</p>	2	4	8	M	<ul style="list-style-type: none"> • Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help. • 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. • Line managers will offer support to staff who are affected by Coronavirus or has a family member affected • Regular communication of mental health information and open-door policy for those who need additional support to be adopted by management 	1	4	4	L
<p>Hazard? Face to Face Meetings – Risk of transmission of COVID 19</p> <p>Who? All personnel and staff involved in meetings</p>	2	4	8	M	<ul style="list-style-type: none"> • NHS QR Code to be scanned on arrival to support track and trace • Venue to be large enough to support social distancing (Capacity TBC) • Meeting to be live streamed for members of the public and personnel not attending in person. Questions to be subltitted via email. • Ventilate room, open windows and doors to provide a good air flow for COVID particles in the air. • Hand sanitizer to be provided at entrance and egress points to the meeting room. Portable bottles of hand sanitiser to be readily available in meeting room • Staggered arrival times for meeting attendees and staff • All seating to be 2 metres apart, seating to be arranged so as that people are not facing each other directly. • Face masks to be worn for duration of meeting • Paperless meeting to be adopted if possible. If papers are provided each individual are to have their own papers and take them away at the end of the meeting. 	2	4	8	M

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COVID 19 - Hazard Recognition

For most people, including most types of workers, the risk of infection with COVID-19 is currently low.

How does COVID-19 Spread?

COVID-19, like other coronaviruses, can spread between people. Infected people can spread COVID-19 through their respiratory secretions, especially when they cough or sneeze. The spread from person-to-person is most likely among close contacts (about 2m or 6 feet). Person-to-person spread is thought to occur mainly via respiratory droplets produced when an infected person coughs or sneezes, similar to how influenza and other respiratory pathogens spread. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. It’s also likely that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes.

Workers Who May Have Exposure Risk

Despite the low risk of exposure in most job sectors, some workers may have exposure to infectious people, including travellers who contracted COVID-19 abroad.

Identifying Potential Sources of Exposure

In assessing potential hazards, employers should consider whether or not their workers may encounter someone infected with COVID-19 in the course of their duties. Employers should also determine if workers could be exposed to environments (e.g., worksites) contaminated with the virus. Depending on the work setting, employers may also rely on identification of sick individuals who have signs, symptoms, and/or a history of travel to COVID-19-affected areas that indicate potential infection with the virus, in order to help identify exposure risks for workers and implement appropriate control measures.

COVID 19 - Control and Prevention

Measures for protecting workers from exposure to, and infection with, the novel coronavirus, COVID-19 depend on the type of work being performed and exposure risk, including potential for interaction with infectious people and contamination of the work environment. Employers

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should adapt infection control strategies based on a thorough hazard assessment, using appropriate combinations of engineering and administrative controls, safe work practices, and personal protective equipment (PPE) to prevent worker exposures.

General precautions:

- Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol. Always wash hands that are visibly soiled.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Avoid close contact with people. "close contact" defined as being about six (6) feet (approximately two (2) meters) from another person for a prolonged period while not wearing recommended PPE. Close contact also includes instances where there is direct contact with infectious secretions while not wearing recommended PPE. Close contact generally does not include brief interactions, such as walking past a person.

For most types of workers, the risk of infection with COVID-19 is similar to that of the general public. The infection prevention recommendations follow the hierarchy of controls, including using engineering and administrative controls and safe work practices to protect workers from exposure to COVID-19. Depending on work tasks and potential exposures, appropriate PPE for protecting workers from the virus may include gloves, masks.

Guidance on facemasks

Employees are to wear facemasks (also known as surgical masks or respirators) to protect against the virus to reduce the risk of transmitting the infection to other people. However, advice is always being updated by the UK Government.

In all workplaces where exposure to the COVID-19 may occur, prompt identification and isolation of potentially infectious individuals is a critical first step in protecting workers, visitors, and others at the worksite.

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STEP 4: Assessors comments:

Assessor Signature:		Date	
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STEP 4: CEO or appointed responsible person (Please PRINT NAME and JOB TITLE)

Signature:		Date	
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STEP 5: Review and revise as necessary

Review Date	Actions completed and measures remain effective to control risks OR New Risk Assessment required	Print Name	Signed	Comments

