

RISK ASSESSMENT COVID-19 COMPANY MANAGEMENT

Assessment Date: 02/12/2020		Assessor's Name: James Ross		Review Date: February 2021	
Persons at Risk	Notes	Risk =	Likelihood	X	Consequence
Employees	<input checked="" type="checkbox"/>	1	Almost impossible		No human injury expected.
Visitors	<input checked="" type="checkbox"/>	2	Very improbably		Minor injury with no lost time & complete recovery.
Contractors	<input checked="" type="checkbox"/>	3	Improbable		Absent from work for less than 7 days with complete recovery.
Public	<input checked="" type="checkbox"/>	4	Less than even chance		Absent from work for over 7 days but less 3 weeks with subsequent complete
Cleaners	<input checked="" type="checkbox"/>	5	Even Chance		Absent from work for more than 3 weeks with subsequent complete recovery.
Young Persons	<input checked="" type="checkbox"/>	6	More than even chance		Absent from work for more than 3 weeks with subsequent recurring incapacity.
Trespassers	<input checked="" type="checkbox"/>	7	Probable		Permanent slight incapacity.
Expectant Mothers	<input checked="" type="checkbox"/>	8	Very Likely		Permanent severe incapacity.
Clients	<input checked="" type="checkbox"/>	9	Almost Certain		Permanent total incapacity.
Other	<input checked="" type="checkbox"/>	10	Inevitable		Death.

Hazard	Consequence	Required Controls	Risk = Likelihood (L) x Consequence (C)		Residual Risk Rating
			L	C	
Contracting Covid-19	Dependant on individual, largely unknown, ranging from asymptomatic, mild flu like symptoms i.e. cough and fever, severe illness requiring hospital care and in worst case scenario's death	<ul style="list-style-type: none"> Social distancing of 2 metres from all other persons where reasonably practical in the workplace. Regular and business essential work processes where 2-metre social distancing is not practicable, the work process itself will be altered to allow for social distancing measures to be enabled. Regular and business essential work processes where 2-metre social distancing is not possible 1-meter social distancing must be maintained with risk mitigation, this includes: increased frequency of hand washing, minimising activity time, using screens or barriers, working back to back or side to side, reducing the number of contacts through classified groups. Regular and business essential work processes where 2-metre (Or 1-metre with risk mitigation) social distancing is not possible via process alteration will employ additional controls such as minimising face to face working and employing physical screening where practicable. Regular and business essential processes which cannot be altered or controlled to allow for 2-metre (or 1-metre with risk mitigation) social distancing to be further risk assessed to determine reasonable controls. Non-essential travel should be limited - Follow NHS and governmental advice at all times. Wash hands thoroughly and regularly, using soap and water for at least 20 seconds. Use alcohol-based hand sanitiser if soap and water if not available. Management to keep a temporary record of staff shift patterns for 21 days and assist NHS test and trace with requests for that data if needed. Record of visitors kept to assist with NHS test and trace. Where work is undertaken in teams where 2m social distancing cannot be maintained then fixed teams should be established and recorded. Avoid touching your face, nose, mouth with unwashed hands and cover your cough or sneeze with a tissue then throw it in the bin. All persons advised to self isolate in line with the governments test and trace scheme must do so. 	3	10	30
Outbreak of COVID-19 within the workplace	Direct & Indirect consequences, increased circulation of virus, loss of medical support throughout country, increased risk therein regarding medical public service response to all UK workplaces	<ul style="list-style-type: none"> COVID-19 incident management procedure. Management to keep a temporary record of staff shift patterns for 21 days and assist NHS test and trace with requests for that data if needed. One person from every party attending premises to provide contact details to assist NHS Test and Trace. Nominated Single Point of Contact (SPOC) to lead on contacting PHE teams. Contact with local PHE health protection team to report outbreak if there is more than 5 cases of COVID-19 associated with the workplace within 14 days. Precautionary positive test contact tracing undertaken with each suspected case. Management planning and operations procedure. Controls throughout this assessment followed. 	3	10	










Lack of sufficient cleaning regime within the workplace resulting in COVID-19 contamination	Increased likelihood of further indirect transmission of infection via contamination of the workplace	<ul style="list-style-type: none"> • Regular cleaning regime in place • Regular cleaning of touch points, banisters, doorknobs at least daily • Regular cleaning of welfare facilities including toilets and canteen/kitchen and break facilities at least daily. • Provision of cleaning products in welfare areas. Workers to clean surfaces, touch points, chairs and tables. • Unnecessary touch points in the workplace eliminated • Wash stations/sanitiser/tissues at entry/exit points with reminder posters on notice boards. • Where possible keep doors open, encourage protective glove wearing. Fire doors should only be kept open if held by fire alarm responsive door stops. 	3	10	30
Spreading of COVID-19 when travelling to and from work	Direct & Indirect consequences, increased circulation of virus, loss of medical support throughout country, increased risk therein regarding medical public service response to all UK workplaces	<ul style="list-style-type: none"> • Only travel to work if working from home is not viable. This is based on a job by job basis. • Personal vehicles, cycling or pedestrian access as a priority. • Use of public transport to be avoided whenever reasonably practicable especially during peak times. • Face coverings worn at all times on public transport. • Vehicle sharing for transport to work to be avoided. • When it is not possible to travel individually identification of documented fixed teams between colleagues who travel together should be undertaken; those who travel together must stay within the same fixed team throughout the working day and maintain 2-metre social distancing from those outside their teams at all times. Face coverings to be worn when car sharing. • 2-metre (or 1 -metre with risk mitigation) social distancing measures to be followed where reasonably practicable. 	3	10	30
Spreading of COVID-19 when travelling for work purposes in company vehicles	Direct & Indirect consequences, increased circulation of virus, loss of medical support throughout country, increased risk therein regarding medical public service response to all UK workplaces	<ul style="list-style-type: none"> • Travel for work purposes will be undertaken individually or by members of the same fixed team only. Those who travel together must stay within the same fixed team throughout the working day and maintain 2-metre social distancing from those outside their teams at all times. • Vehicles assigned to designated individuals or fixed team wherever reasonably practicable. • Common touch points of vehicles to be thoroughly cleaned prior to hand over to other fixed teams or individuals using the vehicle, including keys. • Vehicles to carry sanitiser and cleaning materials. • Face coverings to be worn when car sharing. 	3	10	30
		<ul style="list-style-type: none"> • All staff to self-isolate and encouraged to undertake COVID-19 testing if showing common symptoms (New, continuous cough and/or fever) and contact line manager. • All persons advised to self isolate in line with the governments test and trace scheme must do so. • Return to work procedure to be implemented and followed when self-isolation completed. • Social distancing of 2 metres from all other persons where reasonably practical. • Face coverings available where the workplace is an enclosed space, social distancing isn't always possible and workers may come into contact with others they do not normally meet/outside their fixed team. • Remote meetings prioritised over physical meetings. Social distancing maintained during any essential physical meetings. • Regular and business essential work processes where 2-metre social distancing is not possible 1-metre social distancing must be maintained with risk mitigation, this includes: increased frequency of hand washing, minimising activity time, using screens or barriers, working back to back or side to side, reducing the number of contacts through 			

Spreading of Covid-19 in the workplace	Direct & Indirect consequences, increased circulation of virus, loss of medical support throughout country, increased risk therein regarding medical public service response to all UK workplaces	<p>classified groups.</p> <ul style="list-style-type: none"> Regular and business essential work processes where 2-metre (Or 1-metre with risk mitigation) social distancing is not possible via process alteration will employ additional controls such as minimising face to face working and employing physical screening where practicable. Regular and business essential processes which cannot be altered or controlled to allow for social distancing to be further risk assessed to determine reasonable controls. Where work is undertaken in teams where 2m social distancing cannot be maintained throughout, then fixed teams should be established and documented. Use of mobile phones encouraged wherever possible to minimise traversal around the workplace. When viable, working from home to be undertaken where possible. Wash stations/sanitiser/entry & exit points with reminder posters on notice boards. Briefing to all employees on control measures, self-isolation, and reporting procedures. Use of face coverings (Purchased and provided by employer) in work areas open to the public and/or visitors. Recording of 21 days working location and other staff members who work within close proximity for test and trace programme. NHS test and trace QR code posted in a prominent location in workplace canteens. Capacity calculation for welfare area to allow for 2-metre social distancing displayed upon access to area. 	3	10	30
Employee Interaction with members of the public, customers or visitors in public or commercial premises	Further transmission of infection	<ul style="list-style-type: none"> Social distancing of 2 metres from all other persons. Wash stations/sanitiser/tissues at entry/exit points with reminder posters on notice boards. Signage depicting social distancing requirements and necessary COVID-19 safety measures implemented in clearly visible positions at entry points. Use of face coverings (Purchased and provided by employer) in work areas open to the public and/or visitors. Reminders and enforcement for members of the public to wear face coverings. 	3	10	30
Infected persons attending the workplace, known or without symptoms	Further transmission of infection	<ul style="list-style-type: none"> Social distancing of 2 metres from all other persons where reasonably practical in the workplace. Regular and business essential work processes where 2-metre social distancing is not practicable, the work process itself will be altered to allow for social distancing measures to be enabled. Regular and business essential work processes where 2-metre social distancing is not possible 1-meter social distancing must be maintained with risk mitigation, this includes: increased frequency of hand washing, minimising activity time, using screens or barriers, working back to back or side to side, reducing the number of contacts through fixed teams. Regular and business essential work processes where 2-metre (Or 1-metre with risk mitigation) social distancing is not possible via process alteration will employ additional controls such as minimising face to face working and employing physical screening where practicable. Management to keep a temporary record of staff shift patterns for 21 days and assist NHS test and trace with requests for that data if needed. Where work is undertaken in teams where 2m social distancing cannot be maintained then fixed teams should be established and recorded. 	2	10	20

		<ul style="list-style-type: none"> • Regular and business essential processes which cannot be altered or controlled to allow for 2-metre (or 1-metre with risk mitigation) social distancing to be further risk assessed to determine reasonable controls. • Wash hands thoroughly and regularly using soap and water for at least 20 seconds. Use hand sanitiser if soap and water if not available. • Avoid touching your face, nose, mouth with unwashed hands and cover your cough or sneeze with a tissue then throw it in the bin. • Wash stations/sanitiser at entry/exit points with reminder posters on notice boards. • Briefing to all employees on control measures, self-isolation, and reporting procedures. This includes informing them that if they have symptoms they should self isolate and not attend the work place. • All persons advised to self isolate in line with the governments test and trace scheme must do so. 			
Cleaning the workplace after a confirmed COVID-19 case has left the area	Further transmission of infection	<ul style="list-style-type: none"> • Area quarantined for 72 hours if possible to do so. • Cleaners to wear PPE: Gloves, Goggles, Apron • All surfaces symptomatic person has come into contact with to be disinfected using one of the following options: (1) a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine (ppm av.cl.); OR (2) a household detergent followed by disinfection (1000 ppm av.cl.). Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants; OR (3) if an alternative disinfectant is used within the organisation ensure that it is effective against enveloped viruses. • Disposable cloths, disposable paper roll or disposable mop heads should be used. • Dirty laundry that has been in contact with symptomatic persons to be washed on the warmest water setting available. • When items cannot be cleaned using detergents or laundered, for example, upholstered furniture and mattresses, steam cleaning should be used. 	3	10	30
Attending the workplace and not observing the "social distancing" requirements of HM Government/NHS	Increased likelihood of further transmission of infection	<ul style="list-style-type: none"> • Social distancing of 2 metres from all other persons whilst in public. • Regular and business essential work processes where 2-metre social distancing is not practicable, the work process itself will be altered to allow for social distancing measures to be enabled. • Regular and business essential work processes where 2-metre social distancing is not possible 1-meter social distancing must be maintained with risk mitigation, this includes: increased frequency of hand washing, minimising activity time, using screens or barriers, working back to back or side to side, reducing the number of contacts through fixed teams. • Regular and business essential work processes where 2-metre (Or 1-metre with risk mitigation) social distancing is not possible via process alteration will employ additional controls such as minimising face to face working and employing physical screening where practicable. • Regular and business essential processes which cannot be altered or controlled to allow for 2-metre (or 1-metre with risk mitigation) social distancing to be further risk assessed to determine reasonable controls. • Management to keep a temporary record of staff shift patterns for 21 days and assist NHS test and trace with requests for that data if needed. • Where work is undertaken in teams where 2m social distancing cannot be maintained then fixed teams should be established and recorded. • Use of mobile phones encouraged wherever possible to minimise traversal around the workplace. • Briefing to all employees on control measures, self-isolation and reporting procedures. • Disciplinary procedures to be utilised where needed. • Wash stations/sanitiser at entry/exit points with reminder posters on notice boards. • All persons advised to self isolate in line with the governments test and trace scheme must do so. 	3	10	30

Attending the workplace and not observing HM Government/NHS guidance	Increased likelihood of further transmission of infection	<ul style="list-style-type: none"> Follow NHS and governmental advice. Wash hands thoroughly and regularly using soap and water for at least 20 seconds. Use hand sanitiser if soap and water if not available. Avoid touching your face, nose, mouth with unwashed hands and cover your cough or sneeze with a tissue then throw it in the bin. Briefing to all employees on control measures, self-isolation and reporting procedures. Social distancing of 2 metres from all other persons where reasonably practical. Regular and business essential work processes where 2-metre social distancing is not practicable, the work process itself will be altered to allow for social distancing measures to be enabled. Regular and business essential work processes where 2-metre social distancing is not possible 1-metre social distancing must be maintained with risk mitigation, this includes: increased frequency of hand washing, minimising activity time, using screens or barriers, working back to back or side to side, reducing the number of contacts through fixed teams. Regular and business essential work processes where 2-metre (Or 1-metre with risk mitigation) social distancing is not possible via process alteration will employ additional controls such as minimising face to face working and employing physical screening where practicable. Regular and business essential processes which cannot be altered or controlled to allow for 2-metre (or 1-metre with risk mitigation) social distancing to be further risk assessed to determine reasonable controls When viable, working from home to be undertaken where possible. Management to keep a temporary record of staff shift patterns for 21 days and assist NHS test and trace with requests for that data if needed. When work is undertaken in teams where 2m social distancing cannot be maintained then fixed teams should be established and recorded. Wash stations/sanitiser at entry/exit points with reminder posters on notice boards. 	3	10	30
Working from Home	Risk that incidents/accidents may occur in the home may not be identified and /or could be attributed to work	<ul style="list-style-type: none"> Assessment of home working space suitability. Regular contact with colleagues. DSE Assessment. See separate Home working RA. 	3	4	12
Working from Home (mental wellbeing)	Individuals feel isolated, or not communicated with.	<ul style="list-style-type: none"> Assessment of home working space suitability. Regular contact with colleagues e.g. telephone calls. Working from home advice. DSE Assessment. See separate Home working RA. 	3	5	15
Non-essential staff attending the workplace	Increased likelihood of further transmission of infection	<ul style="list-style-type: none"> Non-essential work travel to be limited. Only Essential staff identified to attend the workplace. Social distancing of 2 metres (or 1-metre with risk mitigation) from all other persons where reasonably practical. Working from home to be undertaken where possible for non-essential work. 	3	10	30

<p>Management of Vulnerable persons/ Vulnerable persons and higher risk individuals attending the workplace</p>	<p>(Contracting COVID-19 as a vulnerable individual). Serious illness and/or death. Not being able to identify and assess vulnerable people due to lack of sufficient employee information, including agency workers and contractor</p>	<ul style="list-style-type: none"> Workers who are over the age of 60 or those identified as clinically vulnerable ([aged 70 or over (regardless of medical conditions), under 70 with an underlying health condition including: chronic [long-term] mild to moderate respiratory diseases, such as asthma; chronic obstructive pulmonary disease (COPD); emphysema or bronchitis; chronic heart disease, such as heart failure; chronic kidney disease; chronic liver disease, such as hepatitis; chronic neurological conditions, such as Parkinson's disease; motor neurone disease; multiple sclerosis (MS) or cerebral palsy; diabetes; a weakened immune system as the result of certain conditions or medicines they are taking [such as steroid tablets] being seriously overweight [a body mass index (BMI) of 40 or above]; pregnant or anyone instructed to get a flu jab each year on medical grounds) to be individually assessed. Consider working from home as a priority or furloughing if necessary. 2-meter social distancing should be prioritised at all times, with contact with others minimised, further increased frequency of cleaning of common touch points and washing hands. Specific risk assessment to be undertaken for vulnerable persons following inability to assign socially distant work and consultation. Clinically extremely vulnerable, as identified personally by the NHS, are to work from home. Individual risk assessment of clinically extremely vulnerable persons with consideration given to furlough or statutory sick pay if necessary. Clinically vulnerable and extremely clinically vulnerable persons should disclose their status to their employers. Proactive asking of staff where necessary. Higher risk groups as identified by Gov guidance to be individually assessed. 	<p>3</p>	<p>10</p>	<p>30</p>
<p>Workload of remaining individuals</p>	<p>Individuals attending work may feel stressed or pressured due to workload or expectation after others work from home .</p>	<ul style="list-style-type: none"> Assessment of home working space suitability. Regular contact with colleagues. DSE Assessment. Remote support and comms at all times. Inter-team support. 	<p>3</p>	<p>5</p>	<p>15</p>
<p>Social Interaction during enactment of site Emergency Plans/Fire Drills (Resulting in COVID-19 transmission)</p>	<p>Further transmission of virus</p>	<ul style="list-style-type: none"> Emergency drills only to be carried out when necessary. Priority to be given to enactment of emergency plan over social distancing if required. Multiple assembly points to be set up if social distancing cannot be maintained with workers assembling within fixed teams. Emergency rescue planning to consider COVID-19 transmission. 	<p>3</p>	<p>10</p>	<p>30</p>
<p>Social Interaction during administration of First Aid (Resulting in COVID-19 Transmission)</p>	<p>Further transmission of virus</p>	<ul style="list-style-type: none"> First aider to assess scenario before administering first aid assistance, social distancing to be maintained where practicable First aiders to have available a pack containing medical gloves, eye goggles and medical masks at all time for use whenever administering first aid. PPE used during administration of first aid to be bagged and disposed of following use Breaking of social distancing measures prioritised if injured parties condition could be worsened through lack of immediate first aid. 	<p>3</p>	<p>10</p>	<p>30</p>

Attending the workplace (Contracting COVID-19 through contact with objects such as door handles, taps, phones, keyboards, desks, general equipment and transmitting infection through coughing/sneezing etc.)	Increased likelihood of further transmission of infection	<ul style="list-style-type: none"> Follow NHS and governmental advice. Wash hands thoroughly and regularly using soap and water for at least 20 seconds. Use hand sanitiser if soap and water if not available. Avoid touching your face, nose, mouth with unwashed hands and cover your cough or sneeze with a tissue then throw it in the bin. Briefing to all employees on control measures, self-isolation and reporting procedures. Enforce no equipment sharing policies. Where sharing of equipment or appointment of designated users not practicable, equipment to be cleaned following individual use. Designated persons appointed for equipment usually shared or used by many persons. Any PPE used to be cleaned /disposed of after each use and not shared. When viable working from home to be undertaken where possible. Non-essential travel to be limited. Follow NHS and governmental advice at all times. Wash stations/sanitiser at entry/exit points with reminder posters on notice boards. Where possible keep doors open, encourage protective glove wearing. Fire doors should only be kept open if held by fire alarm responsive door stops. 	3	10	30					
Change in local COVID-19 alert level leading to change of tier	Further transmission of virus and restrictions on company activities	<ul style="list-style-type: none"> At all times national and local government guidance and legislation will be reviewed and followed as updated. Review and revision of company risk assessments in line with changing guidance and legislation to be completed as soon as possible. Individual assessments of extremely vulnerable and clinically extremely vulnerable individuals with consideration given to working from home, assigning temporary roles and changing working patterns given a change to a higher COVID alert level. 	3	10	30					
The risk assessment is compiled by calculating the likelihood and consequence of the hazard being a risk to those outlined by scoring each element out of 10.	Key:	60 or more High Risk, Do Not Proceed Without Taking Immediate Action	40 - 59 Medium Risk Action Within Set Timescales	20 - 39 Medium Risk Continue to Monitor and Review at Next Review Date	Below 20 No Immediate Action Required					
Additional Controls:		Time Frame:			Responsible Person:					
Task Specific PPE Required:	 BS EN 352:2002	 BS EN166 – 3F	 BS EN397:1995	 BS EN 388: 3121	 BS EN ISO 20345:2011 SB	 BS EN471: 2003	 BS EN 175:1997	 BS EN 149:2001	 BS EN 361:2002	Other: Face coverings as defined by government guidance <input checked="" type="checkbox"/>
Environmental Hazards and Controls:	N/A									
Comments/Observations:	<ul style="list-style-type: none"> A reasonably practicable approach to administering first aid in the workplace should be applied as this will likely contradict social distancing requirements currently in force. As an example, it would be deemed reasonably practicable for an injured party to self-apply plasters and wash small cuts and wounds. Where more serious injuries will be made catastrophically worse by not receiving immediate first aid however, this must be deemed a more significant and immediate risk and first aiders discharge their duties accordingly. Additional PPE to those stated as required controls in task specific Risk Assessments are not encouraged, this is to maintain availability for critical sectors. Use of face coverings is permitted and encouraged in all circumstances, however, in areas where the government have made their wearing mandatory (i.e. public transport for passengers, customers and staff in hospitality and retail premises) all persons must wear face coverings. Where access to such areas is a necessary part of a persons' employment, face coverings must be provided by their employer. Further advice on specific areas to wear face coverings, exemptions to requirements of use, how to make them and hygiene requirements can be found at: https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own The risk assessment uses the term "Fixed teams" throughout. For the purpose of this document "Fixed teams" is defined as identified groups of workers, formally assigned to one another, who can work within the 2-metre (or 1-metre with risk mitigation) social distancing guidelines without additional controls but must maintain 2-metre (or 1-metre with risk mitigation) social distancing from other workers and fixed teams at all times. Once a fixed team is identified, the team must remain contained within that group indefinitely whilst this document's accompanying COVID-19 risk assessment is in place. RA Requires update as guidance evolves. "Clinically extremely vulnerable persons" are considered as defined on https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19#who-is-clinically-extremely-vulnerable RA Requires update as guidance evolves. "Clinically vulnerable persons" are considered as defined on https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing#clinically-vulnerable-people Details referring to the government test and trace programme can be found at https://www.nhs.uk/conditions/coronavirus-covid-19/ Workplace measures adopted taken from: https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19 and https://www.constructionleadershipcouncil.co.uk/wp-content/uploads/2020/10/Site-Operating-Procedures-Version-6.pdf Sanitiser provided in the workplace must be BSEN 1500 or EN 14476. Soap provided in the workplace must be BSEN 1499. Processes to follow with regards to potentially COVID-19 infected employees are detailed within the accompanying document 'COVID-19 Incident Management Procedure'. 									
<i>In addition to written risk assessments, we should all be encouraged and have confidence to conduct point of work risk assessments - stop and think 'Am I safe doing this?'. If at any stage you identify work is not safe to proceed, stop work immediately and do not proceed unless confirmed as safe to do so.</i>										