

Specific Risk Assessment- RA 01: Exposure to Covid-19	OFFICE ADDRESS
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Hazard Assessment	Exposure to Covid-19 and further spread of Covid-19 by employees and general public whilst working on the premises
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Location / Work Area	Barlborough, Birmingham, Bristol, Bury, Cardiff, Glasgow, Guernsey, Kings Langley, Leeds, Liverpool, London, Manchester, Preston Southampton, Wolverhampton, Worcester
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Hazards (Consider Physical, Chemical, Health Hazards, Microbiological, Mechanical, Ergonomic, Environmental)
Being exposed to Covid-19 infections and the transfer of Covid-19 when working with employees who may be infected with Covid-19 and coming into contact with infected work surfaces and equipment during work.

Persons at Risk (enter a ✓ in the box of those affected)			
Employees	✓	Young Persons (Under 18 years /individual assessment required)	
Contractors/Other Visitors	✓	Pregnant Worker (individual assessment required)	✓
General Public	✓	Others (e.g. Disabled Workers, Vulnerable Workers)	✓

Existing Risk Controls (e.g., Training, Work Instructions, Preventative Maintenance, Guarding, Signage, Protective Clothing)

Employee Controls:

All employees to be instructed to work from home wherever possible.
 The only employees allowed on the premises are those **who are not** displaying any symptoms of Covid-19 or **have not been** been living or sharing a household with persons who may have the symptoms of Covid-19.
 All employees have been instructed to keep their designated point of contact and the HR Director fully informed if they are displaying any symptoms associated with Covid-19
 All employees have been instructed to keep their designated point of contact and the HR Director fully informed of any medical conditions, including any underlying medical conditions, which may increase the risk of catching Covid-19.
 All employees have been made aware of the need to follow Government advice concerning Covid-19 and use the Government and NHS websites to keep themselves constantly updated.
 All managers / team leaders / office heads have been made aware that if someone becomes unwell in the workplace with a new, continuous cough or a high temperature, they should be sent home immediately and advised to follow the Government advice concerning self-isolation.
 Posters have been displayed to remind all employees to:
 wash their hands more frequently for 20 seconds and catch coughs and sneezes in tissues.
 frequently clean and disinfect objects and hand contact surfaces that are touched regularly, using disinfectant wipes or disinfectant cleaning products.
 avoid touching their face, nose and eyes wherever possible.
 Staff members who may be considered vulnerable (as defined by the UK Government) will need to complete a return to work and consent form prior to be allowed to come back to work.
 Employees should try to keep supplies of hand sanitiser with them and use them if it is not possible to wash their hands or they do not have immediate access to handwashing facilities.
 Employees will be advised to follow Government guidelines and avoid using public transport wherever possible.
 Employees who cannot avoid using public transport should aim to use masks and gloves.
 Additional masks and gloves are available for any employee who needs to visit a different businesses premises.
 As far as possible employees have been instructed to remain and keep a 2 meter distance between other employees.

Staff have been instructed to notify their head of office or manager where difficulties arise in maintaining the 2 metre rule so suitable systems can be put together to reduce as much contact as possible,

What to do if someone develops symptoms of coronavirus (COVID-19) on site:

If any staff member becomes unwell with a new, continuous cough or a high temperature in the workplace they will be sent home and advised to follow the [stay at home guidance](#).

If a staff member needs clinical advice, they should go online to [NHS 111](#) or call 111 if they don't have internet access. In an emergency, they should call 999 if they are seriously ill or injured or their life is at risk. The staff member should not visit the GP, pharmacy, urgent care centre or a hospital.

If a member of staff has helped someone who was taken unwell with a new, continuous cough or a high temperature, they need to go home and self-isolate for 14 days.

Staying at home advice:

If a member of staff has symptoms of coronavirus infection (COVID-19), however mild, they have been told to stay at home not leave their house for 7 days from when the symptoms started and have been asked to inform their designated point of contact

Staff who live with others and are the first in the household to have symptoms of coronavirus, have been advised to stay at home for 7 days and that all other household members who remain well must stay at home and not leave the house for 14 days. The 14-day period starts from the day when the first person in the house became ill.

Employee hygiene standards and protective measures to be undertaken in the premises:

Employees have been told to wash their hands frequently with soap and water or use an alcohol-based hand sanitiser (sanitiser with minimum 60% alcohol content) for at least 20 seconds after entering the premises or coming into contact with surfaces that may have been contaminated with Covid-19. This may include shared items used by employees such as, toilets and touch points in communal areas such as door handles and photocopiers.

Employees have been told to maintain social distancing- at least 2 meters (6.6 feet distance) between themselves and anyone including members of the public/ visitors at all times where possible.

Employees have been advised to avoid touching eyes, mouth and nose

Employees have been asked to practice respiratory hygiene - Using the nearest bin to dispose of tissues after use

Employees have been told that if they have fever, cough and difficulty breathing they should seek medical care early and to at all time to follow the latest Government guidelines and not attend the office.

Employees have been instructed to bring their own food and drink from home as kitchen and break out room facilities will remain closed.

Protective Measures to be employed in the premises.

Wherever possible arrival and departure times are to be staggered.

The office floor has been marked to help control and enforce the 2 metre rule.

Where it is not possible to remain 2 metres apart, staff should work side by side, or facing away from each other, rather than face to face, where face-to-face contact is essential, this should be kept to 15 minutes or less.

Only one member of staff is allowed to use the toilet facilities at a time.

Employees have been told that hot desking and the sharing of computer equipment is not permitted.

Employees have been informed that non-essential physical work that requires close contact between workers should not be carried out.

Heads of offices have been asked to restrict the number of visitors entering the premises.

At the entrance to the premises / Reception area a cleaning / hygiene station has been set up which includes hand sanitisers, disinfectant wipes and tissues.

Plentiful supplies of soap, hand sanitisers, disinfectant wipes, tissues, protective gloves are available for all staff as and when required.

All kitchens and breakout rooms to remain closed

Staff have been advised to bring their own food and drink into work which has been prepared at home and not use the kitchen.

Employees should be mindful of the social distancing rules at all times including using toilets and other communal areas.

Cleaning:

The designated person in each office has contacted their local cleaning contractors to ensure and confirm that they are following the latest guidance from the Government concerning cleaning and disinfectant procedures for non-clinical settings and reviewed whether the frequency of cleaning by contractors needs to be increased.

The designated person in each office should ensure that additional disposable disinfectant wipes are available in the premises for employees to wipe down any hand contact surfaces or communal surface areas.

If staff have to undertake any cleaning in the premises then wherever possible they should wear disposable or washing-up gloves and aprons for cleaning.

Staff who undertake cleaning should use a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the cleaning products you normally use. Pay particular attention to frequently touched areas and surfaces, such as bathrooms, grab-rails in corridors and stairwells and door handles

Public areas including the premises where a symptomatic individual has passed through and spent minimal time, such as corridors and shared communal spaces, but which are not visibly contaminated with body fluids can be cleaned thoroughly as normal.

Cleaning an area with normal household disinfectant after someone with suspected coronavirus (COVID-19) has left will reduce the risk of passing the infection on to other people

All surfaces that the symptomatic person has come into contact with must be cleaned and disinfected, including:

- objects which are visibly contaminated with body fluids
- all potentially contaminated high-contact areas such as bathrooms, door handles, telephones, grab-rails in corridors and stairwells. Disposable cloths or paper roll and disposable mop heads, should be used to clean all hard surfaces, floors, chairs, door handles and sanitary fittings, following one of the options below:
- use either a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine
- or
- 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
- if an alternative disinfectant is used within the organisation, this should be checked and ensure that it is effective against enveloped viruses

Avoid creating splashes and spray when cleaning.

Any cloths and mop heads used must be disposed of.

When items cannot be cleaned using detergents or laundered, for example, upholstered furniture and mattresses, steam cleaning should be used. Any items that are heavily contaminated with body fluids and cannot be cleaned by washing should be disposed of.

Personal Protective Equipment (PPE):

Single use PPE should be disposed of so that it cannot be reused

The minimum PPE to be worn for cleaning an area where a person with possible or confirmed coronavirus (COVID-19) is disposable gloves and an apron. Hands should be washed with soap and water for 20 seconds after all PPE has been removed.

Taking into account the existing controls, select from the table below the likelihood of harm and the severity of the harm. (Enter a ✓ in the relevant boxes)

RISK EVALUATION KEY

		Severity of Harm/Injury				
		Insignificant - 1	Minor - 2	Moderate - 3	Major - 4	Catastrophic - 5
Likelihood	Rare - 1	Low	Low	Low	Low	Medium
	Unlikely - 2	Low	Low	Medium	Medium	Medium
	Possible - 3	Low	Medium	Medium	Medium	High
	Likely - 4	Low	Medium	Medium	High	High
	Almost Certain - 5	Medium	Medium	High	High	High

Likelihood of Harm/Injury	Rare	1	Unlikely	2	<input checked="" type="checkbox"/>	Possible	3	Likely	4	Almost Certain	5
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Severity of Harm/Injury	Insignificant	1	Minor	2	Moderate	3	<input checked="" type="checkbox"/>	Major	4	Catastrophic	5
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LIKELIHOOD OF HARM / INJURY x SEVERITY OF HARM / INJURY = RISK RATING

Risk Rating (enter a ✓ in the relevant box below)

2	x	3	=	6	Very High Risk 15+	Medium Risk 5-14	<input checked="" type="checkbox"/>	Low Risk 1-4
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Now you have established the risk level consider how frequently the risk is likely to arise (enter a ✓ in the relevant box below)

Continual	Frequent	<input checked="" type="checkbox"/>	Minimal
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Now you have completed your initial assessment answer the question below:-

Do you consider the risk controls adequate?	Yes	<input checked="" type="checkbox"/>	No
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Are there any reference to additional assessments (e.g. CoSHH, Manual Handling, Fire)					
Risk Assessment:	Ref No:	Risk Assessment:	Ref No:	Risk Assessment:	Ref No:

What further ACTION or ON-GOING ACTION is required to reduce the risk
Ensure all staff are made aware of the advice and following the guidance from the Government website following the links for Covid-19. www.Gov.uk Ensure Managers regular review the guidance from both the HR Team and the UK Government website concerning Covid-19. Managers to ensure that their own procedures and health and safety policy are followed and maintained in addition to the measures contained in this risk assessment and if there is any doubt, then further advice should be sought from the HR Team. Ensure frequent briefings are undertaken with regards to the risk and precautions concerning Covid-19

Action to be implemented by:	Target Date:	Completion Date:	
	1 week after assessment		
Initial assessment completed by:	Name:	Signature:	Date:
	Nicky Mitchell	<i>Nicky Mitchell</i>	28/05/2020

Assessment review:	Date of first review: Keep under review dependant on Government advice		
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Assessment review completed by:	Name:		Signature:		Date:	
Reason for review:	Annual Review:	✓	Changes:		Accident/Incident:	
Comments:						