

Risk Assessment

Activity: Coronavirus Reference: RA172
 Task Description: Safety measures during the COVID-19 outbreak
 Assessor: S.Baxter Date: 01/09/2021

Assessment of Risk

Hazard	Likelihood			Severity			Risk		
	L	M	H	L	M	H	L	M	H
Infected persons at work		X			X			X	
Contact with other infected persons		X			X			X	
Failure to self isolate		X				X			X
Spread of infection through close contact		X			X			X	
Hand to face infection		X			X			X	
Contaminated surfaces	X				X		X		
Poor hygiene		X			X			X	
Contact with vulnerable at risk groups	X					X		X	
Staff shortages		X		X			X		
Lone working	X			X			X		
Travel	X				X		X		

People at Risk

- Workers
- Site Wide Personnel
- Visitors
- Adjacent Workers
- Occupants
- Members of Public

Other:

None Identified

Controls

Risk	Control Measures
General coronavirus precautions	<p>Government guidance relating to enforced closures checked daily.</p> <p>Follow any further national government advice provided during the outbreak.</p> <p>COVID-19 is a new disease and assessment to be reviewed as new information and guidance is made available from the government, NHS and WHO.</p> <p>Any business activities requiring or encouraging the gathering or socialisation of people are closed during outbreaks to reduce the spread of disease.</p> <p>Business activities to continue if assessed as safe with the following precautions in place.</p>
Spread of infection from staff	<p>Self isolation guidance to be followed and staff supported and encouraged by the business.</p> <p>Any staff with a high temperature, new or continuous cough instructed to self isolate at home for at least 7 days.</p> <p>Any staff with family members with the symptoms or who have come into close contact with someone with symptoms are to self isolate for at least 14 days.</p> <p>Staff instructed to self-isolate if symptoms appear.</p> <p>Self isolation actively encouraged, with full support, to reduce risk of non-compliance.</p> <p>Do not attend GP or public places. Follow NHS / 111 advice.</p>
Spread of infection from others	<p>Due to the risk of infection all none essential contact is prevented.</p> <p>Social distancing to be implemented across all areas of the business (see spread of infection from close contact).</p> <p>No gatherings, visitors or meetings.</p> <p>Workplace access prevented to all non-essential workers / visitors.</p>

Risk

Control Measures

Contact from person to person

Home working enforced for all work that can be done remotely.
All non-essential activities that cannot be done remotely suspended.
Guidance provided to staff on hand washing and social distancing.
All staff to remain a distance of at least 2m.
Work areas to have adequate ventilation when occupied by multiple people.
Work areas assessed and designated mask areas established where necessary. Masks to be worn in designated areas unless medically exempt.
Any member of staff with a cough to self isolate. Coughs to be caught in tissues and immediately placed in the bin. Wash hands. Do not cough or sneeze into hands.
No one with symptoms, or who has been in close contact with someone with symptoms, to attend the workplace under any circumstances. Self isolate in accordance with government guidance.

Hand to face infection

Raise awareness of the importance of hand washing.
Welfare facilities and arrangements to be provided for all staff, including soap and water and suitable clean washing facilities. Additional hand sanitiser provided as necessary.
Wash hands regularly and always after handling packages, touching equipment, before eating or drinking, after coughing or sneezing, before and after breaks.
Wash for at least 20 seconds and ensure all areas of hands and wrists are properly cleaned.
Avoid touching face at all times.

Spread of infection from contaminated surfaces

Increased cleaning routines.
Particular attention to fixtures, fittings and equipment regularly touched.
Regular deep cleaning carried out with soap and water or disinfectant as appropriate.
Sharing of equipment, particularly phones, stationary, PPE and personal equipment prevented.

Poor hygiene

Regular hand washing breaks provided.
Good hygiene practices encouraged and rewarded.
Daily briefing given on the importance of hygiene for on site and remote workers.
Updated government and NHS guidance distributed to staff.

Spread of infection to vulnerable and high risk groups

All staff identified as vulnerable or high risk to COVID-19 to work from home immediately and self isolate in accordance with government guidance.
No non-essential home visits or entry to high risk places of residence to be completed at this time.
Where contact with vulnerable or high risk groups must be made, additional risk assessment to be carried out on a case by case basis.

Risk	Control Measures
Increased risk due to staff shortages	<p>Staff availability closely monitored.</p> <p>All activities to be risk assessed and only proceed where safe to do so with consideration for the additional COVID-19 precautions now in place.</p> <p>Activities assessed daily and only proceed where minimum staff levels are met.</p>
Risk of delayed assistance due to lone / remote working	<p>Lone working risk assessment and permit to be in place for any lone work activities.</p> <p>Hourly communication to be in place with emergency procedures in event of no contact.</p> <p>Ensure there is adequate lighting.</p> <p>If possible follow different procedure daily.</p> <p>Lone working only to take place within safe and secure premises.</p> <p>Mobile phone carried at all times including travel to and from place of work.</p> <p>Lone work controls to include travel to and from work.</p> <p>Reduce time spent working alone so far as is reasonably practicable.</p> <p>Notify supervisor of start time and when finished.</p> <p>Only agreed risk tasks to be undertaken. High risk activities prohibited during lone work.</p>
Risk of spread of infection during travel	<p>All travel should be avoided unless critical.</p> <p>Daily checks on government guidance and travel restrictions, and prepared that these could change at any time.</p> <p>Public transport avoided as unable to maintain safe social distance.</p>

Risk Level



Medium
proceed with caution under additional controls measures

Further Action Required

Action Required	Action Timeframe	Date Complete	By Name
Ensure control measures remain valid for the duration of the outbreak or until guidance changes.	Ongoing		
Update risk assessment if guidance or government recommendations change during outbreak.	Ongoing		
Inform staff, visitors and customers of closures or changes to services.	Immediately		
Carry out regular talks and briefings during the outbreak.	Daily		

