

Subject of Assessment	Coronavirus (COVID-19)	RA No.	15/06/2021
Task/Activity	Managing the risk of Coronavirus (COVID-19) exposure whilst undertaking all work activities		
Assessor	Andy Springgett	Location of Assessment	Head Office

Risk Rating Matrix (RR)		Likelihood (L)		
Severity (S)		Certain or near certain to occur (High)	Reasonably likely to occur (Medium)	Unlikely to occur (Low)
Fatality; major injury or illness causing long term disability (High)	HIGH (H)	HIGH (H)	HIGH (H)	MEDIUM (M)
Injury or illness causing short term disability (Medium)	HIGH (H)	MEDIUM (M)	MEDIUM (M)	LOW (L)
Other injury or illness (Low)	MEDIUM (M)	LOW (L)	LOW (L)	LOW (L)

Hazard Ref	Hazards (Unsafe Condition)	Who is at risk? (and how)	Controls in place	L	S	RR	Adequately controlled?
1	COVID-19 (Someone infected entering the workplace)	Employees (A visitor or employee enters the workplace and passes the virus onto employees)	<ul style="list-style-type: none"> An information poster highlighting the symptoms and the risk of COVID-19 is placed on entry/sign in point. Symptomatic individuals will not be allowed entry. COVID-19 information posters are placed in designated locations within the workplace (toilets, notice boards etc.) for all employees & visitors. Best practice Hygiene requirements (handwashing etc.) are being enforced and included in all inductions. Employees have been instructed to wash their hands frequently for at least 20 seconds duration. No handshaking. All employees have undertaken the Coronavirus and Pandemic e-Learning on MentorLive. Visitors are not permitted until further notice. Contractors are assessed and approved before being allowed to work on site, a site induction will be provided to contractors. 	M	M	M	Yes

Hazard Ref	Hazards (Unsafe Condition)	Who is at risk? (and how)	Controls in place	L	S	RR	Adequately controlled?
2	<p>COVID-19 (Someone becomes ill in the workplace)</p>	<p>Employees & Visitors (Contract COVID-19 in workplace)</p>	<ul style="list-style-type: none"> UK Government, Scottish Government or Welsh Government guidance to be followed. A designated safe area has been identified away from other staff. Persons showing signs of COVID-19 infection will be removed from the workplace to the designated area, away from other staff and sent home with support required. The person will be advised to follow NHS Guidance online regarding self-isolation, arranging for a COVID 19 test and following the Test and Trace protocols for the devolved governments (Scotland, Wales) If the person is a visitor their organisation will be informed. The workplace will be decontaminated following governmental guidance. Best practice Hygiene requirements (handwashing etc.) are being enforced and included in all inductions. Employees have been instructed to wash their hands frequently for at least 20 seconds duration. No handshaking. This information has been passed onto all employees. 	M	M	M	Yes
3	<p>COVID-19 (Contaminated Workplace)</p>	<p>Employees & visitors (Contract COVID-19 in workplace)</p>	<ul style="list-style-type: none"> UK Government guidance is being followed. Hand sanitisers have been placed in the workplace and employees are encouraged to carry their own sanitary wipes. Extra hygiene requirement (handwashing etc.) in place. Multi-use hand towels are not used to dry hands. Employees are encouraged to implement increased cleaning regime. Equipment such as keyboards, work surfaces etc. to be regularly cleaned. This information has been passed onto all employees. 	M	M	M	Yes

Hazard Ref	Hazards (Unsafe Condition)	Who is at risk? (and how)	Controls in place	L	S	RR	Adequately controlled?
4	COVID-19 (proximity, workplace gatherings)	Employees & visitors (A person catches COVID-19 due to working closely with an infected person)	<ul style="list-style-type: none"> UK Government guidance to be followed. A social distancing policy has been implemented. All employees have been asked to work from home where possible. Only business critical face to face meetings to be undertaken on agreement with all involved. Customer meetings to be undertaken remotely by phone or video where possible. No handshaking or attendance at large meetings. This information has been passed onto all employees.	M	M	M	Yes
5	COVID-19 (Vulnerable employees)	Employees with underlying health conditions. Reduced immunity, pregnancy, over 70, etc. (Contract COVID-19 in workplace)	<ul style="list-style-type: none"> UK Government guidance to be followed Employees have been instructed to self-isolate if they have had either a high temperature (37.8 centigrade or greater) or a continuous dry cough or a loss of, or change to, your sense of smell or taste in the last 14 days – there have been no instances of these to date. Any vulnerable employees are required to work from home. Where home working is not possible arrangements are made to isolate employee at work if symptom free. Pregnant workers' may be asked to commence maternity leave early if practicable. The company will arrange for meetings with clients/customers to be completed by video or audio conferencing where possible. 	M	M	M	Yes
6	COVID-19 (Employees who have contracted COVID-19)	Employees, visitors, members of the Public, Family members (Contract COVID-19 in workplace)	<ul style="list-style-type: none"> If NHS 111/online or a GP determines an employee has contracted COVID-19 they will be treated as off sick as per normal company sickness policy. Colleagues who have had contact with a symptomatic employee will be made aware of the symptoms and advised to follow NHS Online Guidance regarding self-isolation, arranging for a COVID 19 test and following the Test and Trace protocols for the devolved governments (Scotland, Wales) The workplace will be decontaminated following governmental guidance. This information has been passed onto all employees.	M	M	M	Yes

Hazard Ref	Hazards (Unsafe Condition)	Who is at risk? (and how)	Controls in place	L	S	RR	Adequately controlled?
7	COVID-19 (Presenteeism, Symptomatic or exposed employees remaining in workplace.)	Employees, members of the Public, Family members (Employees who are symptomatic or have been in contact with someone with COVID-19 but continue to work despite being unwell)	<ul style="list-style-type: none"> UK Government guidance to be followed Employees are advised to follow NHS Guidance online. Symptomatic employees will be instructed to go home. Colleagues who have had contact with a symptomatic employee will be made aware of the symptoms and advised to contact NHS Guidance online. (Scotland, Wales). As a last resort, if we decide to suspend an employee this will be on full pay unless the employee's specific contract provides a right to suspend without full pay for this reason. Such as suspension will not be considered a medical suspension 	M	M	M	Yes
8	COVID-19 (Self-Isolation and wellbeing)	Employees (Employees not aware of the need to or how self-isolate, Wellbeing/Loneliness issues from self-isolation)	<ul style="list-style-type: none"> NHS 111 online provides advice on when to self-isolate and access to an online interactive and personal checklist (Stay at Home Advice) see also Scottish and Welsh advice when the work is in these Nations. A homeworkers risk assessment – either general or specific depending on risk levels – will be completed Managers are to ensure that all employees now required to work from home have the necessary equipment to do their jobs safely. Managers & Colleagues are advised to keep in regular contact with home workers with regular individual, team calls or by Skype This information has been passed onto all employees. 	M	M	M	Yes

Hazard Ref	Hazards (Unsafe Condition)	Who is at risk? (and how)	Controls in place	L	S	RR	Adequately controlled?
9	COVID-19 (Travelling abroad)	Employees & visitors (A person catches COVID-19 due to travelling abroad)	<ul style="list-style-type: none"> UK Government guidance to be followed FCO provides Foreign Travel advice for travellers CIPD provides advice for travellers returning to work from affected areas. We do not insist on employees travelling to work to an area with a higher risk of COVID-19 Employees are granted permission to cancel at short notice any pre-booked annual leave to an affected area i.e. no pressure to travel to affected destinations. 	M	M	M	Yes
10	COVID-19 (Information failure)	Employees & visitors (Escalation/de-escalation of Pandemic)	<ul style="list-style-type: none"> The company has a designated COVID-19 Appointed Person whose responsibilities include; <ul style="list-style-type: none"> - Signing up to relevant websites to receive timely updates - Monitoring relevant websites & news outlets 	M	M	M	Yes


Additional Site Specific Arrangements

Usually only 3 Staff are present at the H/O location
Currently only One Member Attends the Office and the others current working from Home.

Hazard Ref	Additional control	Assigned to	Date Completed	L	S	RR

Risk Assessment References – Notes

HSE Workplace health, safety and welfare Workplace (Health, Safety and Welfare) Regulations 1992
 The Management of Health and Safety at work Regulations 1999
 HSE Managing the Causes of Work Related Stress HSG218 2007
 HSE Books 1998 Lighting at Work HSG38
 HSE INDG244 Workplace health, safety and welfare: A short guide for Managers
 HSE information on Coronavirus:
<https://www.hse.gov.uk/news/coronavirus.htm>
 COVID 19 workplace safety guides issued by the UK government can be found [here](#) to assist you in ensuring that your workplace is now COVID 19 compliant.
 COVID 19 workplace safety guides issued by the Scottish government can be found to assist you in ensuring that your workplace is now COVID 19 compliant.
 COVID 19 workplace guidance for employers and employees issued by the Welsh government can be found [here](#) to assist you in ensuring that your workplace is now COVID 19 compliant.

Date of Assessment	15/06/20	Signature	
Reviewed Date	At least weekly to ensure compliance with COVID-19 measures	Reviewed By	Andy Springgett