

RISK ASSESSMENT – CORONAVIRUS

*The following risk assessment is generic; it includes potential hazards and risk reduction measures to adapt to the current Coronavirus pandemic. The content should be tailored to ensure it is specific to your own service areas and reflects the current guidance from the Government, Public Health England (PHE) and relevant sector guidance.

Description of Activity	Management of, change to working practices during Coronavirus (COVID-19) pandemic		
Location	Traleda Construction		
Completed by	Colin Harvell Grad IOSH GFireE MIIRSM	REVIEWED 16/05/20 BY DAVID TEALE	
Date of Assessment	11 May 2020	Review Date	On-going*

PREMISES / BUILDING

What are the hazards?	Who & how might someone be harmed?	What are you currently doing to control risks?	Risk Rating L / M / H	What else do you need to do (if applicable)?	Action by who / when?	Date Completed
Coronavirus (COVID-19) (CV19) Someone entering the workplace with CV19	Employees An employee / visitor enters the workplace with CV19 and passes the virus on to employees	1 In line with Council/Gov guidance, staff / services implementing working from home (WFH) and alternative work arrangements 2 Review of essential staff and ratio of percentage of staff required in the office 3 Senior Manager to ensure only essential staff are coming to work 4 Reduction / cessation of all non-essential face-to-face meetings with visitors (as appropriate to service needs) i.e. telephone contact; use of online access to services; postponement of meetings 5 Increased communication to staff and visitors to site highlighting the risks of CV19 advising that symptomatic individuals will not be allowed entry / requested to leave: <ul style="list-style-type: none"> ▪ Information posters displayed at key points and throughout premises 	MED			

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		<ul style="list-style-type: none"> ▪ Hygiene requirements (handwashing etc.) and practise of social distancing (2 metres) ▪ Revised social distancing guidance from PHE (07 April 2020) 'social distancing in the workplace during coronavirus (COVID-19): sector guidance <p>6 This information has been passed onto employees</p>			
<p>Suspected case of Coronavirus (COVID-19) (CV19)</p> <p>Someone becomes ill within the workplace</p>	<p>Employees</p> <p>Visitors</p> <p>Contracted CV19 by any means</p>	<p>1 The individual will be sent home and advised to follow NHS guidance online. If the person is a visitor, their organisation will also be contacted.</p> <p>2 The workplace will be decontaminated following Public Health England Guidance: COVID-19, cleaning in non-healthcare settings</p> <p>3 This information has been passed onto employees.</p>	MED		
<p>Coronavirus (COVID-19) (CV19)</p> <p>Contaminated workplace</p>	<p>Employees</p> <p>Visitors</p> <p>A person catches CV19 due to contaminated surfaces</p>	<p>1 An increased formal cleaning regime is underway via Facilities Management team; employees are cleaning equipment more often (keyboards, work surfaces, door handles etc.)</p> <p>2 Hand sanitisers have been placed in the workplace</p> <p>3 Extra hygiene requirements (handwashing etc.) enforced</p> <p>4 Multi-use handtowels are not used to dry hands</p> <p>5 This information has been passed onto employees</p> <p>6 Suspected or confirmed cases of work-related COVID-19 to be reported via usual accident procedure. Potential for RIDDOR report to HSE; if necessary, this will be reported by the responsible person or CDH Risk Management.</p>	MED		
<p>Coronavirus (COVID-19) (CV19)</p>	<p>Employees</p>	<p>1 In line with Gov guidance, staff / services implementing working from home (WFH) and alternative work arrangements</p>	MED		

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<p>Social distancing, proximity, workplace gatherings</p>	<p>A person catches CV19 due to working closely with an infected person</p>	<p>2 Reduction / cessation of all non-essential face-to-face meetings i.e. telephone contact; use of online Teams meetings; postponement of large meetings (e.g. staff conference etc.)</p> <p>3 Within the workplace, staff advised to practise <i>Social Distancing</i> (e.g. no handshaking; postpone large meetings; separation between desks etc.)</p> <p>4 Revised social distancing guidance from PHE (07 April 2020) 'social distancing in the workplace during coronavirus (COVID-19): sector guidance</p> <p>5 This information has been passed onto employees</p> <p>6 Suspected or confirmed cases of work-related COVID-19 to be reported to management via usual accident procedure. Potential for RIDDOR report to HSE; if necessary, this will be done by the responsible person or CDH Risk Management.</p>				
<p>Coronavirus (COVID-19) (CV19)</p> <p>Staff visiting clients in their homes</p>	<p>Employees</p> <p>Agency Staff</p> <p>Clients</p> <p>A person catches CV19 due to working in their own home</p>	<p>1 Review essential home visits that are required.</p> <p>2 Implement a pre-contact telephone call and ask the set questions:</p> <ul style="list-style-type: none"> ▪ Does anyone in the house have confirmed CV19 ▪ Does anyone in the house suspected CV19, symptoms of CV19 <p>3 Before entering the premises ask the same questions above</p> <p>4 Before entering the premises put on your PPE as required.</p> <p>5 Revised social distancing guidance from PHE (07 April 2020) 'social distancing in the workplace during coronavirus (COVID-19): sector guidance</p> <p>6 If a staff member is concerned they have COVID-19, they are advised to self-isolate at home and follow NHS Guidance; they should not visit or care for individuals until it is safe to do so.</p>	MED			

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		<p>7 Follow Government Guidance as the standard you are basing your risk management on: Homecare Provision</p> <p>8 Ensure that any clinical waste is disposed of correctly</p> <p>9 Hygiene measures to include having your own anti-bacterial or access to hand washing facilities</p> <p>10 Any staff presenting symptoms of CV19 to not come into work and self-isolate immediately</p> <p>11 Travel to and from visits, driving and driving alone is recommended, to ensure social distancing</p>			
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INDIVIDUAL						
What are the hazards?	Who & how might someone be harmed?	What are you currently doing to control risks?	Risk Rating L / M / H	What else do you need to do (if applicable)?	Action by who / when?	Date Completed
<p>Coronavirus (COVID-19) (CV19)</p> <p>General / Awareness</p>	<p>Employees (including those considered at increased risk)</p> <p>Employees are not aware of the risks from CV19 and become infected due to lack of awareness of control measures</p>	<p>1 Increased staff communication to raise awareness of potential risks; directing staff to Government, NHS, PHE and local Council guidelines and resources:</p> <ul style="list-style-type: none"> ▪ NHS guidance, how to wash your hands video (20 second rule) ▪ NHS advice on CV19; risks, symptoms, how CV19 is spread, how to avoid catching or spreading germs ▪ Information posters displayed at key points and throughout premises ▪ Hygiene requirements (handwashing etc.) and practise of social distancing (2 metres) 	MED			

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		<ul style="list-style-type: none"> ▪ 2 Additional consideration is given to those employees who may be deemed to be at increased risk in the planning of work activities <p>3 Advice on risks, symptoms and control measures implemented relevant to the specific service / team (refer to separate procedures)</p>				
<p>Coronavirus (COVID-19) (CV19)</p> <p>Self-isolation</p>	<p>Employees <i>(including those considered at increased risk)</i></p> <p>Employees are not aware of the need to self-isolate or how to self-isolate</p>	<p>1 NHS 111 online provides advice on when to self-isolate and access to an online interactive and personal checklist</p> <p>2 Employees with severe underlying health conditions will be notified by the Government / NHS / PHE to self-isolate and should adhere to guidance</p> <p>3 Staff should inform their Manager if they have concerns regarding self-isolation; arrangements made to keep in touch with the affected individual and provision / access to further support:</p> <ul style="list-style-type: none"> ▪ Employee Assistance Programme (EAP) 	MED			
<p>Coronavirus (COVID-19) (CV19)</p> <p>Symptomatic or exposed employee(s) Presenteeism</p>	<p>Employees, family members, general public</p> <p>Employee(s) is/are symptomatic of CV19 or has been in close contact with someone with CV19</p> <p>A person catches CV19 due to another employee</p>	<p>1 Any symptomatic employees will be sent home</p> <p>2 Employee(s) is / are advised to follow NHS online guidance</p> <p>3 If NHS 111 or a GP determines the employee is symptomatic and certifies them unfit for work, they will be treated as off sick as per normal policy</p> <p>4 Colleagues who have had contact with a symptomatic employee will be made aware of the symptoms and advised to contact NHS online for guidance</p> <p>5 Working from home will be considered if well and able to work from home:</p> <ul style="list-style-type: none"> ▪ The existing DSE self-assessment is available and includes homeworking 	MED			

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	continuing to work despite being unwell	<ul style="list-style-type: none"> Working from home (during COVID-19) risk assessment has been completed. 				
Coronavirus (COVID-19) (CV19)	<p>Employees, general public, family members</p> <p>Contracted CV19 by any means</p>	<p>1 If NHS 111/online or a GP determines an employee has contracted CV19 they will be treated as off sick as per normal policy.</p> <p>2 Employees who have had contact with a symptomatic employee will be made aware of the symptoms and advised to follow NHS online guidance</p> <p>3 Facilities Management notified so that the workplace can implement decontamination / cleaning regime</p>	MED			

Overall Residual Risk for Activity (L / M / H):

MEDIUM

Level of Risk	Suggested Action
LOW	Control measures are adequate but continue to monitor and review; ensure that they remain satisfactory and appropriate
MEDIUM	Control measures need to be introduced within a specified time period; continue to monitor and review
HIGH	Unless control measures can be immediately introduced to reduce the risk so far as is reasonably practicable, the task or activity should be suspended