



INFECTIOUS DISEASES - HAZARD PRECAUTIONS AND CONTROL MEASURES

Risk Assessment Factor

The company method establishes a risk factor by working out the product of Likelihood and Severity of harm ($L \times S = \text{Risk Factor}$). The likelihood [L] is a descriptive way of forecasting how probable an event will be. The severity [S] measures the impact once that event has occurred. As such, using the matrix below, scores of 1 to 9 are possible. The higher the score the higher the risk factor, hence the need for control measures to be introduced.

		Severity		
		MAJOR [3] e.g. Death or major injury	MEDIUM [2] e.g. injury requires more than 3 days off work	SLIGHT [1] e.g. all other injuries
Likelihood	HIGH [3] Where it is certain that harm will occur	9	6	3
	MEDIUM [2] Where harm will occur frequently	6	4	2
	LOW [1] Where harm will seldom occur	3	2	1

Action relating to risk factor scored:

Note: If you are in any doubt as to the L or S factor to ascribe then choose the higher and seek advice.


Risk Factor

RF	Required Action
4 - 9	Requires urgent attention and control measures put into place before any work
3	Where possible implement control measures that will reduce the RF
1 - 2	Existing precautions and controls are considered to be effective

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INTRODUCTION

Company name:	RM Power	Location:	Office
Assessor name:	Heather Pippin	Signature:	
Date completed:	18/06/2020	Date for review:	This assessment should be reviewed weekly, or sooner if Government guidance changes.
Scope of assessment:	This assessment covers activities in office and contact centre settings as well as those working from home. It focuses on the required control measures to prevent the spread of Coronavirus (Covid-19).		
Hazard description:	Coronavirus disease (COVID-19) is an infectious disease caused by a newly discovered coronavirus. The COVID-19 virus spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes.		
Details of who may be affected:	<ul style="list-style-type: none"> • Staff • visitors to your premises • cleaners • contractors • drivers • vulnerable groups – elderly, pregnant workers, those with existing underlying health conditions • anyone else who physically comes in contact with you in relation to the activities stated below. 		

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Hazard	Risk			Precautions/Control Measures to Reduce Risk	Revised Risk		
	L	S	RF		L	S	RF
Lack of Information, Training, Instruction and Supervision	2	2	4	<p>All work is to be carried out in accordance with Statutory requirements, the companies Health, Safety and Environmental Policies and appropriate Codes of Practice, Operational Procedures and applicable HSE, WHO and NHS guidance.</p> <ul style="list-style-type: none"> • HSE induction for all new starters • DSE assessments to be completed at homework stations • Infection control training and posters/information supplied • HSE resource availability • Access to regular SHEQ communications. • keep everyone updated on actions being taken to reduce risks of exposure in the workplace • follow up to date information using the following links <p>https://www.gov.uk/coronavirus https://www.nhs.uk/conditions/coronavirus-covid-19/ https://www.who.int/emergencies/diseases/novel-coronavirus-2019</p>	1	2	2
Health and Hygiene practices	3	3	9	<ul style="list-style-type: none"> • Promote regular and thorough handwashing by employees, contractors, and customers – Put sanitising hand rub dispensers in prominent places around the workplace • Display posters promoting hand-washing • Combine with other communication measures such as offering guidance, briefings at meetings, and information on intranet sites to promote handwashing. • Make sure that staff, contractors, and customers have access to places where they can wash their hands with soap and water • Promote good respiratory hygiene in the workplace – Display posters promoting respiratory hygiene. Combine this with other communication measures such as guidance, briefing at meetings, and information on the intranet, etc. • Ensure that paper tissues are available at your workplaces, for those who develop a runny nose or cough at work, along with closed bins for hygienically disposing of them • Restrict the number of people using toilet facilities at any one time (e.g. use a welfare attendant) and use signage, such as floor markings, to ensure 2 metre distance is maintained between people when queuing. • Increase the number of toilets where possible. Workers should use the same facilities while at work. • Wash or sanitise hands before and after using the facilities. • Enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush. • Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal. 	1	3	3

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	L	S	RF		L	S	RF
Spread of viruses by people who are carriers	2	3	6	<ul style="list-style-type: none"> Businesses and workplaces should encourage their employees to work at home, wherever possible If government advice requires it close premises to all but key workers. If someone becomes unwell in the workplace with a new, continuous cough or a high temperature, they should be sent home and advised to follow the advice to stay at home Employees should be reminded to wash their hands for 20 seconds more frequently and catch coughs and sneezes in tissues Make sure managers know how to spot symptoms of coronavirus (COVID-19) and are clear on any relevant processes, for example sickness reporting and sick pay, and procedures in case someone in the workplace is potentially infected and needs to take the appropriate action Provide hand sanitiser and tissues for staff, and encourage them to use them 	1	3	3
A member of staff becoming ill while on site	2	3	6	<ul style="list-style-type: none"> If anyone becomes unwell with a new, continuous cough or a high temperature in the business or workplace they should be sent home and advised to follow the stay at home guidance. In an emergency, call 999 if they are seriously ill or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital. An isolated area should be established for workers to wait in if they fall ill and can't go home immediately or an ambulance is needed. They should download and use the track and trace app. Any area where a worker has been when falling ill should be thoroughly cleaned using standard cleaning products or placed off limits for at least 72 hours before it can be re-occupied. If a member of staff has helped someone who was taken unwell with a new, continuous cough or a high temperature, they should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell with symptoms consistent with coronavirus infection and monitor their own condition, home working if possible. 	1	3	3
Home Working	2	2	4	<ul style="list-style-type: none"> Businesses and workplaces should encourage their employees to work at home, wherever possible Promote regular teleworking/teams across your organisation. All necessary equipment to be provided to home workers to allow them to carry out their roles. Those who follow advice to stay at home and not work due to illness will be eligible for statutory sick pay (SSP) from the first day of their absence from work Employers should use their discretion concerning the need for medical evidence for certification for employees who are unwell. This will allow GPs to focus on their patients. DSE assessments must be undertaken on home workstations to ensure that workers can safely and effectively work from home 	1	2	2

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Travel to and from work and for work in public transport/shared vehicles	2	3	6	<ul style="list-style-type: none"> • Anyone who has a new, continuous cough or a high temperature should be advised to quickly and directly return home and to remain there and initiate household isolation. • If they have to use public transport, they should try to keep away from other people (2m preferably) and catch coughs and sneezes in a tissue. • Avoid the use of public transport wherever possible. Individuals should use their own vehicles and travel alone where possible. • If workers have no option but to share transport, journeys should be shared with the same individuals and with the minimum number of people possible. • Good ventilation (i.e. keeping the windows open) and facing away from each other may help to reduce the risk of transmission. Avoid the use of air conditioning. The vehicle should be cleaned regularly using gloves and standard cleaning products, with particular emphasis on handles and other areas where passengers may touch surfaces. • Ensure employees know what to do and whom to contact if they feel ill while traveling. • Ensure that your employees comply with instructions from local authorities and any local restrictions on travel, movement, or large gatherings where they are travelling. 	1	3	3
Site access and egress	2	2	4	<ul style="list-style-type: none"> • Increase parking facilities to accommodate more vehicles. • Non-essential visitors will not be permitted to enter. • Hand wash stations to be provided at each access point. Where water is not available hand sanitiser to be provided. • Workers must wash their hands for 20 seconds on arrival and departure from site. • Signage or floor markings to be used to ensure 2m distance is maintained for those queuing to access and leave the office. • Start and finish times to be staggered to reduce congestion. • Contactless sign in and out systems to be used where possible. • Where contact entry/exit systems are in place these must be sanitised between each user. 	1	2	2
Workstations	2	2	4	<ul style="list-style-type: none"> • Workstations to be set up to ensure social distancing measures are applied. • Screens to be erected between workstations if required. • Workstations to be arranged so that staff do not face each other. • Sharing of workstations (hot desking) should be avoided. • Where this is not possible, thorough cleaning of workstation to be carried out at the start and end of each shift. This should include, chair, desk, drawers, handles, keyboard, mouse, screen, telephone. • Sharing of handsfree headsets is not permitted. Every employee should have their own. These should be cleaned after each shift and stored in a sealed plastic bag with the person's name on it. 	1	2	2

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Moving around the Office	2	2	4	<ul style="list-style-type: none"> • Pedestrian routes to be extended or widened to allow 2 metre distancing. • Where possible, operate a one-way system for pedestrians. • Signage or other markings to show 2 metre distancing. • Tasks to be pre-planned to minimise the need for moving around the site. E.g. ensure all materials required for your days' work are at the work area. • Stairs should be used in preference to lifts. 	1	2	2
Rest Areas	2	2	4	<ul style="list-style-type: none"> • Workers should bring their own food, where possible. • Workers should not leave site during their shift and should avoid using local shops. • The capacity of each rest area should be clearly identified at the entry to each area. • Break times should be staggered to reduce congestion and contact at all times. • Hand cleaning facilities or hand sanitiser should be available at the entrance to any room where people eat. • All rubbish should be put straight in the bin and not left to be removed by someone else. • Tables should be cleaned between use, using standard cleaning products. • Crockery, eating utensils, cups etc. should not be used unless they are disposable or are washed and dried between use. 	1	2	2
Cleaning	2	2	4	<ul style="list-style-type: none"> • Enhanced cleaning will take place throughout the site and in particular, communal areas. This will include cleaning of taps and washing facilities, toilet flush handles and seats, door handles and push plates, hand rails, photocopiers, printers, telephones and office equipment. • All areas used for eating will be thoroughly cleaned at the end of each break and shift, including chairs, door handles, vending machines and payment devices. No one can use these facilities until cleaning is complete. • Workstations to be cleaned regularly throughout the day and at the start and finish of each shift. • Rubbish collection and storage points should be increased and emptied regularly throughout and at the end of each day. • All vehicles to be cleaned after each use. Particular attention to be paid to touch points, such as, steering wheels, gearstick, handbrake, controls, door handles etc. 	1	2	2
First Aid and Emergency Response	2	2	4	<ul style="list-style-type: none"> • Review first aid need assessment to take into account lower staff numbers and available first aiders. • Emergency plans including contact details should be kept up to date. • Consideration must be given to potential delays in emergency services response, due to the current pressure on resources. 	1	2	2

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Fire Safety	2	3	6	<ul style="list-style-type: none"> Review of current fire risk assessment to be undertaken. Alternative arrangements to be put in place where there is a shortage of trained fire marshals. Increase the size of assembly points to ensure social distancing. 	1	2	2
Collection and handling of post and parcels	1	2	2	<ul style="list-style-type: none"> All deliveries must be pre-planned. If possible, remove contact based signing in procedures. Separate welfare facilities to be provided for delivery drivers. Where possible, delivery drivers must stay in their vehicles. Where drivers are required to exit their vehicle, they should wash or sanitise their hands before handling any materials. Single workers to load and unload where it is safe to do so. Where possible, delivered items should be stored for 72 hours before being distributed. 	1	2	2
Meetings with Customers and Suppliers	3	2	6	<ul style="list-style-type: none"> Consider whether a face-to-face meeting is needed. Could it be replaced by a teleconference or online event? Could the meeting be scaled down so that fewer people attend? Attendees should be at least two metres apart from each other. Rooms should be well ventilated/windows opened to allow fresh air circulation. Consider holding meetings in open areas, where possible. Wash hands for 20 seconds on arrival and departure from meetings. 	1	3	3
Contractors	2	2	4	<ul style="list-style-type: none"> Contractors must only attend the premises to complete critical/emergency works. Contractors to be briefed on rules in place before attending site. This should be via virtual means or telephone. Contractors must provide a risk assessment/safe system of work. Contact with contractors to be kept to a minimum. All office staff and contractors to adhere to social distancing measures. Contractors and other visitors to be provided with separate welfare facilities. These to be cleaned after each visit. 	1	2	2

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Vulnerable Individuals	2	3	6	<ul style="list-style-type: none"> Employees from defined vulnerable groups (https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people) should be strongly advised and assisted to stay at home to work where possible. Those living with those classed as vulnerable should also be allowed to work from home wherever possible and arrangements made to support the worker. Specific risk assessments should be carried out for members of vulnerable groups who cannot work from home. ensure employees who are in a vulnerable group are strongly advised to follow social distancing guidance (https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19) 	1	3	3
Business continuity	1	3	3	<ul style="list-style-type: none"> Develop a contingency and business continuity plan for an outbreak in the communities where your business operates – The plan will help prepare your organisation. The plan should address how to keep your business running even if a significant number of employees, contractors and suppliers cannot come to your place of business, either due to local restrictions on travel or because they are ill. Communicate to your employees and contractors about the plan and make sure they are aware of what they need to do, or not do, under the plan. Emphasise key points such as the importance of staying away from work even if they have only mild symptoms or have had to take simple medications (e.g. paracetamol) that may mask the symptoms. Be sure your plan addresses the mental health and social consequences of a case of outbreak/pandemic in the workplace or in the community and offer information and support. Your local or national public health authority may be able to offer support and guidance in developing your plan. 	1	2	2
Psychosocial Risk Factors	2	3	6	<p>Stigmatisation</p> <ul style="list-style-type: none"> Advise staff not to refer to people with the disease as "COVID-19 cases", "victims" "COVID-19 families" or "the diseased". It is important to separate a person from having an identity defined by COVID-19, in order to reduce stigma. <p>Fear/Anxiety</p> <ul style="list-style-type: none"> Advise staff to Minimise watching, reading or listening to news about COVID-19 that causes them to feel anxious. Advise them to seek information only from trusted sources and mainly only so that you can take practical steps to prepare your plans and protect yourself and loved ones. Advise it is best to do at specific times of day to avoid being bombarded by news. 	1	2	2

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			<ul style="list-style-type: none"> • The employer can gather information at regular intervals from the WHO website and local health authority platforms in order to help you distinguish facts from rumours. Facts can help to minimise fears. <p>Stress</p> <ul style="list-style-type: none"> • Remind staff that feeling under pressure is a likely experience for you and many of your colleagues. It is quite normal to be feeling this way in the current situation. • Stress and the feelings associated with it are by no means a reflection that you cannot do your job or that you are weak. • Managing your mental health and psychosocial well-being during this time is as important as managing your physical health. • Recommend staff try and use helpful coping strategies such as ensuring sufficient rest and respite during work or between shifts, eat sufficient and healthy food, engage in physical activity, and stay in contact with family and friends. • Keeping all staff protected from chronic stress and poor mental health during this response means that they will have a better capacity to fulfil their roles. • Be sure to keep in mind that the current situation will not go away overnight and you should focus on longer-term occupational capacity rather than repeated short-term crisis responses. • Ensure that good quality communication and accurate information updates are provided to all staff. • Implement flexible schedules for workers who are directly impacted or have a family member affected by a stressful event. • Ensure that you build in time for colleagues to provide social support to each other. • Ensure that staff are aware of where and how they can access mental health and psychosocial support services and facilitate access to such services. • Managers and team leaders are facing similar stresses to their staff and may experience additional pressure relating to the responsibilities of their role. It is important that the above provisions and strategies are in place for both workers and managers, and that managers can be role-models for self-care strategies to mitigate stress. <p>Routine/Exercise</p> <ul style="list-style-type: none"> • Keep regular routines and schedules as much as possible or help create new ones in a new environment, including regular exercising, cleaning, daily chores, hobbies or other activities. • If health authorities have recommended limiting physical social contact to contain the outbreak, you can stay connected via telephone, e-mail, social media or video conference. • Provide help and advice to staff at times of stress, to in particular pay attention to their own needs and feelings. 			
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