









CORONAVIRUS - WORKPLACE

RA completed by:	Martin Carey	Signature:		Date:	18 September 2020
RA reviewed by:	Jared Inkster	Signature:		Date:	18 September 2020
RA reference number:	KS_COVID_001	Date:	18 September 2020		
Tasks covered:	Premises setup and management to reduce the risks of those on site being exposed to coronavirus. This document follows government guidance Working safely during COVID-19 in offices and contact centres.				

Key								
L: Likelihood	5	5	10	15	20	25	High risk: 15-25	High-risk activities should cease immediately. Further effective control measures to mitigate risks must be introduced.
	4	4	8	12	16	20		
	3	3	6	9	12	15	Medium risk: 8-12	Medium risks should only be tolerated for the short term and only whilst further control measures to mitigate the risks are being planned and introduced.
	2	2	4	6	8	10		
	1	1	2	3	4	5	Low risk: 1-6	Low risks are largely acceptable. Where it is reasonable to do so, efforts should be made to reduce risks further.
	1	2	3	4	5			
S: Severity				DR: Degree of risk			RR: Residual risk	
Guidance.	<ol style="list-style-type: none"> Identify the persons at risk and the significant hazards. Calculate an initial RR for the activity. Identify risk control measures that reduce the risks to an acceptable level. Calculate a revised RR – assuming the control measures are followed. (Consider changing both the likelihood (L) and the severity (S) ratings.) 							

PPE assessment		Note. In many instances, you will be able to reduce risks further by asking staff/others to wear/use PPE. You should identify which items are required for the task here:						
Type of PPE:								
	Head	Foot	Eye	Hand	Hearing	Hi-visibility	RPE	Fall arrest
	Standard rules	Standard rules	Standard rules	Standard rules	Standard rules	Standard rules	Standard rules	Standard rules
Additional requirements:	There is no requirement for the precautionary use of extra PPE to protect against coronavirus outside clinical settings or when responding to a suspected or confirmed case of coronavirus.							
Note. PPE must only be considered when other control measures, such as guarding, local exhaust extraction, preventing noise at source, eliminating the need to work at height etc. are not possible. PPE should always be considered as a last resort option. PPE should only be worn when there is reasonable justification for doing so.								

Risk assessment									
Activity	Persons at risk	Significant hazards	Initial			Risk control measures	Residual		
			L	S	DR		L	S	RR
If you may be exposed to the Covid-19 virus	Staff, contractors and others	Serious ill-health conditions	3	5	15	<ul style="list-style-type: none"> If you have symptoms of coronavirus (new cough and/or high temperature), you must self-isolate, stay at home, for seven days. If you live in a household with someone who has the symptoms above, you must stay at home for 14 days from the day their symptoms started. If you develop the symptoms, you must stay at home for seven days from the start of the symptoms. Employees must take temperature daily and record in daily register All persons must follow the government guidance: (https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-advice/). 	1	5	5
Working during the Covid-19 pandemic	Staff, contractors and others	Serious ill-health conditions	2	5	10	<ul style="list-style-type: none"> Everyone must follow the government's guidance on working during the pandemic (https://www.gov.uk/coronavirus). Premises management to regularly review the guidance for updates and changes of rules, 	1	5	5

Risk assessment									
Activity	Persons at risk	Significant hazards	Initial			Risk control measures	Residual		
			L	S	DR		L	S	RR
						procedures etc. These are to be reflected in local arrangements.			
Working on company premises	Staff, contractors and others	Serious ill-health conditions	2	5	10	<ul style="list-style-type: none"> The premises management must take reasonable steps to maintain reasonable staffing levels on site that allow social distancing measures to be maintained. Measure taken include: <ul style="list-style-type: none"> Deep clean of the office; Anti-viral cleaner used on all surfaces (which last 6 months and will be regularly applied); Social distancing measures within the workplace to allow adherence to the 2m distancing rules; Protective screens in place between desks where required; Office matrix to limit numbers in the office an ensure no overcrowding; One way system to manage flow of traffic; Hand sanitiser / facemasks available at reception; Start and finishing times may be staggered where appropriate to allow staff to avoid peak transport hours. Only those on the office matrix may attend the premises. Attendance at the office must be communicated ahead of time. 	1	5	5
Home workers	Staff	Serious ill-health conditions/ mental health issues.	2	5	10	<ul style="list-style-type: none"> Employees must identify a suitable location to work in their home. It should provide enough separation from likely disruptions and space to allow them to work in a safe manner. Equipment, access to systems etc. to be provided and maintained to ensure staff can complete their duties at home. Communication and reporting channels to be clearly identified to all homeworkers. Staff must record their physical wellbeing on the daily register. Line managers must maintain regular contact with all their staff. 	1	5	5

Risk assessment									
Activity	Persons at risk	Significant hazards	Initial			Risk control measures	Residual		
			L	S	DR		L	S	RR
Visitors and contractors	Staff, contractors and others	Serious ill-health conditions	2	5	10	<ul style="list-style-type: none"> Visitors are to be kept to an absolute minimum on the premises. Unless it is impractical to do so, all external meetings etc. must be completed by phone, video conferencing etc. Signing in book, shared badges etc. to be removed. Host must accompany their visitors at all time to ensure they comply with COVID arrangements. Contractors must only attend the premises to complete critical/emergency works. Contractors must comply with the firm's COVID protocols. 	1	5	5
Preventing infection spreading/ social distancing	Staff, contractors and others	Serious ill-health conditions	2	5	10	<ul style="list-style-type: none"> All persons to be regularly reminded to: <ul style="list-style-type: none"> Wash hands with soap and water often - do this for at least 20 seconds. Use hand sanitiser gel if soap and water are not available. Wash hands regularly throughout the day. Use hand sanitiser regularly throughout the day. Cover mouth and nose with a tissue or sleeve (not hands) when coughing or sneezing. Dispose of any tissues in appropriate waste receptacles as quickly as possible. Maintain the two-metre distance rule at all times. Do not touch face or eyes if hands are not clean. Signage to be displayed to remind staff on social distancing rules. Number of persons allowed to use lifts to be identified on signage on floor. Numbers limited to allow social distancing rules to be maintained. Hand sanitiser stations to be set up around the workplace. Activity time, e.g. meetings, to be kept as short as possible. Screens or barriers to be used to separate people from each other where necessary. Staff to work back-to-back or side-to-side rather than face-to-face whenever possible. Fixed teams or partnering to be adopted. This will mean that staff only work with a few others. 	1	5	5

Risk assessment									
Activity	Persons at risk	Significant hazards	Initial			Risk control measures	Residual		
			L	S	DR		L	S	RR
Cleaning and house keeping	Staff, contractors and others	Serious ill-health conditions	2	5	10	<ul style="list-style-type: none"> Enhanced cleaning procedures should be in place across the site, particularly in communal areas and at touch points including: <ul style="list-style-type: none"> taps and washing facilities toilet flush and seats door handles and push plates hand rails on staircases and corridors lift and hoist controls machinery and equipment controls food preparation and eating surfaces telephone equipment; keyboards, photocopiers and other office equipment Periodic 'deep cleans' of the office to be undertaken Rubbish collection and storage points to be increased and emptied regularly at the end of each day. In the event of possible contamination, i.e. a person attending site who has a confirmed case, areas that may be contaminated to be deep cleaned/decontaminated. 	1	5	5
Travel to the workplace	Staff, contractors and others	Serious ill-health conditions	2	5	10	<ul style="list-style-type: none"> Those travelling to the workplace to avoid public transport wherever it is practicable to do so. The company has invested in additional car parking spaces to permit staff to drive to the office. Where use of public transport is unavoidable, starting and finishing times may be staggered to avoid peak hours. Sharing of vehicles to be avoided unless it is impossible to do so. If sharing vehicles, facemasks to be worn. Also, those sharing vehicles must share with the same persons on a regular basis. 	1	5	5
Providing welfare facilities	Staff, contractors and others	Serious ill-health conditions	2	5	10	<ul style="list-style-type: none"> All persons to wash their hands with soap and water as they enter and before leaving area. Breaks to be taken outside if practicable to do so. Kitchen facilities have been setup with protective screens and a one-way system to allow social distancing rule to be maintained. Signage to remind those on site of the risks to be displayed. Maximum number of persons (2) to be allowed in the facility simultaneously. All staff to wash their hands before and after using kettles / fridge / microwaves etc. 	1	5	5
Training and meetings	Staff, contractors and others	Serious ill-health conditions	2	5	10	<ul style="list-style-type: none"> All staff must be made aware of local site rules. They are to read the documents and make themselves aware of the control measures/premises rules before returning to work. They are to send an email to their manager to confirm they have completed this. 	1	5	5

Risk assessment

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			L	S	DR		L	S	RR
						<ul style="list-style-type: none"> • Face-to-face training to be avoided wherever possible to do so. • Meetings to be completed by video conferencing/ phone wherever practical. • If this is not possible training/meetings to be completed in small groups and whilst maintaining two-metre social distancing rule. • All meetings to be kept as short as possible. No paperwork/materials to be shared. 			