



Risk Assessment

Covid-19 Risk Assessment for General Workplaces

Revision Number	3	Assessment Date	25 th November 2020	Review Date	To be reviewed in line with Government guidance
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Description of Works

This Risk Assessment covers employees and visitors whilst at work to protect and minimise the risk and spread of infection.

This risk assessment can be used for workplaces to determine the specific hazards associated with their premises and for control measures to be considered and applied.

These are exceptional circumstances and employees must comply with the latest Government advice on Covid-19 at all times. Where every measure will be taken to ensure that this Risk Assessment is kept up to date with latest guidance, it will also be on the employees to ensure that they are carrying out their work under safe working practices.

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The Hazards of this activity have been assessed and are detailed below. Each hazard has been identified and then assessed as to the likelihood of its occurrence and the severity of any outcome. The initial risk rating given in column A is the rating Without Controls implemented, the risk rating in Column B is the rating after the application of all control measures detailed in the 'Control Measures' field.

THE RISK RANKING MATRIX

SEVERITY			
Fatal Injury	HIGH	HIGH	HIGH
Major Injury	MEDIUM	MEDIUM	HIGH
Minor Injury	LOW	LOW	MEDIUM
	Improbable is not likely to happen	Possible, May Happen	Frequent, Happen Quite Often
	LIKELIHOOD		

The risk will be reduced by the implementation and application of safe controls, including a safe sequence of works, this risk assessment and the application of the risk control measures identified will be stringently applied by all operatives and controlled and monitored by the site supervisor. Full details are as follows:



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Hazards Identified	Persons at Risk	Risk Rating Without Controls A	Control Measures to Minimise Risk	Risk Rating With Controls B
Visitors & delegates entering the workplace	Employees, delegates & visitors	High	<ul style="list-style-type: none"> • In all cases non-essential travel for work purposes should be minimised, training which has to take place in a classroom environment is permitted • Visitors & delegates will be contacted and told that the RHA is operating to Covid-19 control measures and asked if they have displayed any symptoms • If any symptoms of COVID-19 confirmed, the visitor/delegate will be told not to attend the workplace and employees will inform their employer – calls will take place with delegates prior to the training course to establish whether they are still able to attend • The workplace will be cleaned following Government guidance • The RHA will ensure all cleaning and hand sanitising products are made available to employees, visitors & delegates • All visitors & delegates will be briefed on safe operating procedure and this risk assessment on arrival -Prior to arrival information for delegates on the safe operating procedure will be shared in joining instructions. Prior to arrival information to visitors on the safe operating procedure will be shared • Information and posters are in place around the building • Employees and visitors/delegates will be required to adhere to Government and NHS guidelines regarding social distancing 	Low
Site Access	Employees, delegates and visitors	High	<ul style="list-style-type: none"> • Delegate parking is at the rear of the building which has a reverse parking policy in place to promote social distancing • Staff & visitor parking is in the main car park • Disabled parking will be available in marked bays • Signage is in place meaning access is clearly understood • Separate access to the training room is in place for delegates when necessary to aid social distancing • Smoking area has a maximum capacity of two and this will be briefed to all individuals when on site • Persons showing Covid 19 symptoms will not be allowed entry or will be requested to leave 	Low

			<ul style="list-style-type: none"> • An information poster highlighting the symptoms of Covid-19 is placed on the entry/signing in point. The poster states that symptomatic individuals will not be allowed entry. • Covid-19 Information posters are placed around the workplace • Entry / Exit will be regulated so the premises does not become overcrowded by using a staggering process. A separate entrance is in use for delegates when necessary to aid with social distancing • Floor markings will be used to remind the government advised distance rule • Signing in and out of delegates will be in the form of a register conducted by the trainer • Signing in and out of staff and visitors will be paper based so that touch screens are not required, contact will be minimised and social distancing applied. • Hand sanitising stations are at all entry/exit points • All deliveries including post are to be left on the table in the foyer so that access to the main building is not required. Relevant signage is in place 	
People showing Symptoms (including those considered at increased risk)	Employees and visitors	High	<ul style="list-style-type: none"> • Any delegates or visitors showing symptoms will be refused entry • Employees to confirm with their manager / HR if they: - <ul style="list-style-type: none"> ➢ Have a high temperature or new persistent cough or have a loss/change in sense of smell/taste ➢ Are a vulnerable person (by virtue of their age, underlying health condition, clinical condition or pregnant) ➢ Living with someone in self-isolation or a vulnerable person <p>Any member of staff who meets the above criteria where Covid-19 symptoms are presumed, will be sent home and requested to follow government guidance</p>	Low
Self-Isolation	Employees	High	<ul style="list-style-type: none"> • If you live alone and you have symptoms of Covid-19, however mild, stay at home for 10 days from when your symptoms started and request a test. • If you live with others and you are the first in the household to have symptoms of coronavirus, then you must stay at home for 10 days, but all other household members who remain well must stay at home and not leave the house for 14 days. The 14-day period starts from the day when the first person in the house became ill. 	Low



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			<ul style="list-style-type: none"> • Anyone else in the household who starts displaying symptoms, they need to stay at home for 10 days from when the symptoms appeared, regardless of what day they are on in the original 14-day isolation period 	
Travelling to and from work	Employees	High	<ul style="list-style-type: none"> • Homeworking will be the preferred method of work wherever possible and only staff who need to be on site should attend the workplace. • Employees will travel to work alone using their own vehicle wherever possible • Encourage staff to not use public transport if at all possible – where they do use public transport ensure they comply with the requirement to wear face coverings • If employees do share the same vehicle then the same employees will share all the time • Encourage good ventilation of vehicles whilst driving (windows open) Ensure fresh air setting is switched on correctly • Support staff to walk or cycle to work wherever possible • Any suspected contaminated clothing will be changed or sterilised where possible before the employee leaves the premises • Regularly clean the inside of the vehicle between use of another driver (e.g. family members) • If Car sharing – ensure passenger sits in back and on opposite side to driver • In all cases non-essential travel for work purposes should be minimised 	Low
Procedures if someone falls ill	Employees, delegates and visitors	High	<p>If anyone develops symptoms whilst on the premises, they should:</p> <ul style="list-style-type: none"> • Return home immediately • Avoid touching anything • Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into their elbow • They must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed • Employee / Delegate/ Visitor must advise of any illness or symptoms as soon as they feel unwell • Employees / Delegate/ Visitor to inform Employer, whilst also notifying anyone else that they were in contact with in the workplace • People that were in contact with the person who became unwell will wash their hands for 20 seconds with soap and water immediately 	Low



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			<ul style="list-style-type: none"> • The workplace will be cleaned, disinfecting objects and surfaces that have been touched regularly using standard cleaning products. Cleaning staff must wear the appropriate PPE • If advised that an employee, delegate or visitor has developed Covid-19 and were recently on the premises, the HR and management team will contact PHE to discuss the case, identify people who will have been in contact with them and will take advice on any actions or precautions that should be taken 	
Whilst at work	Employees, delegates and visitors	High	<ul style="list-style-type: none"> • Posters are around the building to remind staff and/or delegates and visitors to follow social distancing advice and wash their hands regularly. This will be accompanied by regular verbal reminders • Digital and remote transfers of material will be used where possible rather than paper format, such as using e-forms, and emails • Additional hand sanitising stations are in place around the building • Where it is possible to remain the government advised distance apart, floor markings will be used to mark the distance, particularly in the most crowded areas (for example, where queues form) • Where it is not possible to remain government advised distance apart, staff will work side by side, or facing away from each other, rather than face to face. The reception desk has a screen installed as face to face is required • Workstations to be arranged with a separation between them and where necessary screens installed • Staggered start and end times will be identified to avoid peak times/all arriving and leaving at the same time • A keep left system is in place and the advice will be that 2 people do not pass and person stays in room until corridor is clear • As much as possible, teams of workers will be kept together, and kept as small as possible • Employee uses same desk and equipment. Staplers, pens rulers etc are not to be shared. This will be the same for any delegates on the premises • Equipment which needs to be shared will be cleaned after each use • Maximum capacity for areas will be established 	Low

Welfare	Employees, delegates and visitors	High	<ul style="list-style-type: none"> • Employees, delegates and visitors will adhere to recognised hygiene practices including, washing hands with soap and water often – for at least 20 seconds, use hand sanitiser gel if soap and water are not available, wash hands when they get onto the premises, cover their mouth and nose with a tissue or sleeve (not hands) when coughing or sneezing, put used tissues in the bin immediately and wash hands afterwards • Employees and delegates will be encouraged to bring their own food • Employees, delegates and visitors will be reminded to wash their hands regularly using soap and water for 20 seconds and before and after eating. • Employees will continue to use rest areas if they apply the same social distancing measures • Notices promoting hand hygiene and social distancing will be placed visibly in these areas • Surfaces that are touched regularly will be cleaned and disinfected frequently using standard cleaning products • Staggering lunch times to avoid crowding will be considered • First aid arrangements – see below • Soap and fresh water will be readily available and kept topped up at all times. Hand Washing Guidance to be installed at all hand wash stations • Everyone must wash hands before and after using the toilet facilities • Hand driers will not be use and individual disposable hand towels will be provided • Disposable cups will be available to delegates who wish to use the water coolers 	Low
PPE	Employees, delegates and visitors	High	<ul style="list-style-type: none"> • At present, PHE does not advise masks as being essential to workers outside of the clinical or care settings. Any changes to this guidance will be actioned immediately, and employees, delegates and visitors will be informed • If employees, delegates or visitors wish to use face masks or face coverings they are welcome to do so • Single use PPE will be disposed of in the correct bins, otherwise placed in a plastic bag and disposed of as soon as possible • PPE will be cleaned regularly and removed where necessary upon exit out of the premises 	Low



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Cleaning	Employees, delegates, and visitors	High	<p>Enhanced cleaning procedures will be in place across the site, particularly in communal areas and at touch points including:</p> <ul style="list-style-type: none"> • Taps and washing facilities - Employee / delegate/ visitor – MUST clean items after use with the wipes provided • Toilet flush and seats, door handles and push plates – as above • Handrails on staircases and corridors - as above • Telephone equipment – as above • Keyboards, photocopiers and other office equipment – as above <p>All multi use equipment is to be cleaned after use, e.g. photocopiers with the cleanse wipes provided.</p> <p>Rubbish collection and storage points should be increased and emptied regularly throughout and at the end of each day.</p>	Low
Meetings	Employees, delegates, and visitors	High	<ul style="list-style-type: none"> • Utilise virtual meetings to reduce the need for physical meetings is the preference • Attendees must adhere to social distancing requirements. • Rooms must be well ventilated / windows opened to keep the room well ventilated 	Low
Site Induction	Employees, delegates, and visitors	High	<ul style="list-style-type: none"> • Site health and safety inductions will take place for all delegates and visitors upon arrival • “Covid secure” coronavirus policies and safety procedures will be circulated to all staff and managers; these set out how employees should behave and the precautions they must adopt during the pandemic to keep them safe • During the current situation it is acceptable for the person delivering the briefing to write the names of attendees to confirm their attendance • Re-inductions will be undertaken as necessary. 	Low
First Aid	Employees, delegates, and visitors	High	<ul style="list-style-type: none"> • First aiders will be on site and will be briefed on how the current situation impacts their role • PPE requirements for first aiders will be gloves, disposable apron, Face Mask (FFP3 or FFP2). 	Low
Mental Health	Employees	High	<ul style="list-style-type: none"> • HR will promote mental health and wellbeing resources to all staff during the Coronavirus outbreak and will offer whatever support they can to help 	Low
Pregnancy and expectant mothers	Employees	High	<ul style="list-style-type: none"> • Employees are required to inform their line manager/HR 	Low

