

COVID – 19 Risk Assessment

What are the hazards?	Who might be harmed	Control Measures	Further actions required
Infection Prevention, Cleaning and Staff Safety			
<p>Spread of COVID – 19 (Coronavirus)</p>	<p>All staff members</p> <p>Visitors to premises</p> <p>Those who physically come into contact with staff members in relation to the business</p>	<p>Handwashing facilities are in place with soap and water.</p> <p>Hands should be dried with blue roll or disposable paper towels</p> <p>As per NHS guidance, staff are encouraged to protect their skin by regularly applying hand cream</p> <p>Hand and vehicle sanitiser have been provided to all staff</p> <p>Employees are to be reminded and signs posted near all wash facilities that hands should be washed for 20 seconds with water and soap and to dry their hands properly</p> <p>Any coughs and sneezes should be 'caught' in a tissue following the 'Catch it, Bin it, Kill it' guidance</p> <p>Staff should avoid touching their face, eyes, nose or mouth with unclean hands.</p> <p>Sanitiser spray will be provided to all staff and should be used to regularly disinfect workstations, vehicles and frequently used equipment.</p> <p>Where possible, all staff will be encouraged to avoid close contact by</p>	<p>Onsite Manager / Supervisor should place signs in the relevant areas and remind their staff of all guidance.</p> <p>This should be done immediately.</p>

		<p>aiming to keep a distance of 2 metres (6 feet) from others</p> <p>Floor markings have been placed on the floor and should be used as a guide to help staff and customers observe the social distancing rules</p> <p>Contact free deliveries and returns have been implemented and encouraged</p> <p>The organisation is recognised as an 'Essential Employer' and should any member of staff develop symptoms of COVID – 19, they can be referred for testing through the Employer Referral Portal.</p> <p>Risk Assessments will continually be under review to ensure that a safe place of work is maintained</p>	<p>Directors / Health and Safety Department. This is ongoing.</p>
--	--	---	---

Homeworking and Equipment Sharing			
<p>Staff working together in workplace premises raises the risk of virus transmission</p> <p>The sharing of equipment presents hazards that raise the risk of virus transmission further</p>	<p>Staff who are homeworking</p>	<p>Homeworking reduces the risk of staff gathering in the workplace and transmitting the virus</p> <p>Homeworking will be adopted within the organisation to a small percentage of staff whose role and competency allows them to do so. This will be considered on a case – by – case basis.</p> <p>Managers will plan for the optimal number of people needed on site to operate safely and effectively.</p> <p>Equipment should not be shared between staff and use should be limited of high – touch equipment e.g. pens</p>	<p>The Management Team and Directors will continually review this</p>
Workplace Social Distancing			
<p>Lack of social distancing may increase the transmission of COVID – 19</p>	<p>Staff, visitors and customers who do not acknowledge and participate in social distancing measures</p>	<p>Staff are required to practice social distancing while in and around the workplace while involved in work activities and when travelling to and from work, whenever possible, by:</p> <ul style="list-style-type: none"> - Avoiding non – essential contact with others - Keeping a safe distance of at least 2 metres - Avoiding physical contact with those outside their household <p>Adaptations to work processes to support social distancing will include:</p> <ul style="list-style-type: none"> - Cancelling non – essential meetings - Essential meetings will be held in 	<p>This should be continually in practice by all staff and visitors / customers</p>

		<p>well ventilated rooms with appropriate social distancing in place – numbers should be limited to essential members only and use phone and or / video conferencing.</p> <ul style="list-style-type: none"> - Face – to – face meetings, wherever possible, will be replaced with video and / or phone conferencing. - Hand sanitiser will be provided at meetings - All non – essential training and face – to – face training and recruitment practices will be cancelled <p>Managers / Supervisors should display notices in all premises reminding all staff of the key infection prevention requirements including the need to maintain safe distancing</p> <p>Where social distancing guidelines cannot be followed in full, managers will carry out further risk assessments and consider whether mitigation methods should be put into place such as:</p> <ul style="list-style-type: none"> - Increased hand washing - Increased environmental cleaning 	<p>This should be completed by all the each branch’s onsite Manager / Supervisor</p>
Higher Risk Areas of the Workplace			
<p>Some areas of the workplace may present a higher risk than others such as staff toilets and staff canteens</p> <p>Staff who cough and then proceed to</p>	<p>All staff who use said facilities</p>	<p>Staff to ensure that the higher – risk traffic areas of the workplace are COVID secure by applying appropriate safety precautions, including:</p> <ul style="list-style-type: none"> - Stressing the need for staff to 	<p>All staff must ensure that they adhere to company and government policies and guidance.</p>

<p>touch door handles, taps and toilet flush handles risk transmission of COVID - 19</p>		<p>follow good hygiene practice at all times while at work</p> <ul style="list-style-type: none"> - Managers must ensure that adequate hand cleaning resources are provided. - Handwashing posters / guidance are to be printed and displayed throughout the workplace - Numbers should be limited regarding who can use high traffic areas such as corridors, stairs and toilets at any one time to ensure social distancing. - There should be increased environmental cleaning 	
Vulnerable and Extremely Vulnerable Staff			
<p>Some staff may have pre – existing medical conditions which render them more vulnerable to the dangers of coronavirus</p>	<p>All staff members who fall into the ‘vulnerable’ or ‘extremely vulnerable’ categories detailed:</p> <ul style="list-style-type: none"> - 70 or older - Are pregnant - Have a lung condition such as asthma, COPD, emphysema or bronchitis (non - severe) - Have heart disease, diabetes, chronic kidney disease or liver disease - Are taking medication that can affect the immune system - Are very obese <p>‘Extremely vulnerable’ people include:</p> <ul style="list-style-type: none"> - Those who have had an organ transplant - Those who are undergoing chemotherapy for cancer, including immunotherapy - Are undergoing an intensive 	<p>Staff members who fall into the any of the ‘vulnerable’ or ‘extremely vulnerable’ categories should advise their management team accordingly so that the organisation is able to comply with government health recommendations.</p> <p>No member of staff in the ‘extremely vulnerable’ / ‘high – risk’ category is expected to come to work during the pandemic crisis or during recovery from the lockdown. These members of staff are advised to follow government medical advice and stay at home.</p> <p>Staff in the ‘vulnerable’ / ‘moderate – risk’ category will be considered on a case by case basis and will be supported, wherever possible.</p> <p>All reviews of staff roles and safety will be non – discriminatory and will take into consideration equality considerations and protected characteristics under the</p>	<p>All staff and their management teams should take the relevant precautions. This is ongoing practice</p>

	<p>course of radiotherapy for lung cancer</p> <ul style="list-style-type: none"> - Have a severe lung condition such as severe asthma or COPD - Are taking medication that makes them more susceptible to infections (such as those on high dose steroids) - Have a serious heart condition and are pregnant <p>The following PHE advice applies:</p> <ul style="list-style-type: none"> - Those in the 'high risk' / 'extremely vulnerable' category are subject to special shielding arrangements and are advised to self-isolate and not leave home for any reason for at least 12 weeks - Those in the 'moderate risk' / 'vulnerable' category are advised to stay at home as much as possible and are able to go to work if they are not able to work from home - People in both categories are advised the government to be particularly stringent in their compliance with social distancing requirements. 	<p>Equality Act 2010, e.g. disabled staff.</p>	
Staff Health and Staffing Levels			
<p>Low staffing hazards due to a phased opening of the business</p>	<p>Staff who are onsite</p>	<p>The following safety arrangements apply to staff health and staffing levels:</p> <ul style="list-style-type: none"> - Staff who are required to be in work but are sick or self – isolating should phone 	<p>All staff should call their line management and advise them accordingly if they are experiencing symptoms and the management team should communicate all guidance as required.</p>

		<p>immediately and inform their manager that they will be unable to attend.</p> <ul style="list-style-type: none"> - It will be communicated to all staff that no member of staff should come to work if they are self-isolating or if they have COVID – 19 symptoms or are feeling unwell 	
Cases of Possible Infection On - site			
<p>People becoming unwell whilst on site or a symptomatic person using a branch</p>	<p>Those who come into contact with those who risk transmission</p>	<p>If a member of staff becomes unwell in the workplace with coronavirus symptoms (a new continuous cough or a high temperature) they should be sent home and advised to follow government advice to self-isolate.</p> <p>The following actions will be taken within the workplace:</p> <ul style="list-style-type: none"> - All surfaces that a symptomatic person has come into contact with must be cleaned and disinfected, especially objects visibly contaminated with body fluids and all potentially contaminated high contact areas such as toilets. - Public areas where a symptomatic individual has passed through and spent minimal time, such as corridors but which are not visibly contaminated with bodily fluids can be cleaned thoroughly as normal - Waste from cleaning of areas where possible cases have been should be 'double – bagged', tied off and placed in a secure holding 	<p>All staff should be aware of company procedure in this instance</p>

		area for 72 hours prior to being disposed of in general waste	
Business Continuity			
Crisis management and business continuity hazards caused by pandemic emergency	The crisis threatens business continuity and ability to deliver essential services to our customers	<p>After lockdown, the following safety arrangements should be applied to establish business recovery:</p> <ul style="list-style-type: none"> - Establish an overall Coronavirus risk management team - Ask all departments to review and refresh business continuity plans as necessary - Devise appropriate business recovery plans and keep under constant review 	<p>The Company Directors will continually assess and communicate all required guidance.</p> <p>The Health and Safety Department will establish a Coronavirus risk management team. This is currently ongoing.</p>
Information			
Hazards caused by lack of information or inaccurate information being circulated	The pandemic has been accompanied by a large amount of official guidance, some of which may need interpretation. If 'myths' or 'fake news' is allowed to gain traction within the organisation, they can obscure and confuse vital health and safety measures	<p>After lockdown, the following safety arrangements should be applied to mitigate risks caused by misinformation and 'fake news':</p> <ul style="list-style-type: none"> - To ensure the safety and wellbeing of staff, business strategies will be based on accurate information and staff will be given consistent, simple and clear messages - The Coronavirus risk management team will monitor official advice and carefully update all policies and procedures. - Managers will be briefed and kept up to date - Managers are to be aware of fake news and are to discourage the circulation of misinformation 	This will be ongoing for the Coronavirus risk Management Team and the Management Team.

Communication			
Threat to effective communications	The pandemic crisis threatens communications with customers and suppliers – such communications are vital in the re – establishment of business activities and procedures after lockdown	<p>After lockdown, the following safety arrangements should be applied to mitigate risks to communication systems:</p> <ul style="list-style-type: none"> - Company Directors will ensure all outward facing communications are consistent, clear and reflect the customer focused and socially aware values of the organisation - Managers are to review the communications and advise of any required amendments - Specific plans are to be devised for how and how often there should be communication with suppliers and customers 	Company Directors and Managers are to continually review this.

Completed: May 2020

Review Date: August 2020