

Use guidance from World Health Organization, NHS, HSE and Government to ensure the risk assessment is following the latest advice.

## Coronavirus (COVID-19) risk assessment

Risk matrix used in risk assessment below

		Likelihood				
		Very Unlikely	Unlikely	Possible	Likely	Very Likely
		1	2	3	4	5
Severity	Negligible	1	2	3	4	5
	Minor	2	4	6	8	10
	Moderate	3	6	9	12	15
	Major	4	8	12	16	20
	Extreme	5	10	15	20	25

**Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal.**

This is a draft copy of a **generic Risk Assessment** for dealing with the current Covid-19 situation in the workplace. It is not likely to cover all scenarios and each employer should consider their own unique circumstances. Much more specific assessments, such as that for health care workers, may look quite different although many of the principles would still be relevant.

CR = Initial Risk  
RR = Residual Risk

**Assessment date:** 11/05/2020

**Review date:** 11/06/2020

**Version:** 1.0

Currently set as a ----- for the organisation where the **severity** = ----- and **Likelihood** = ----- .

**Summary: Our assessment is based on the following**

- 1. Impact of the virus on our staff**
- 2. A robust action plan is being effectively managed to minimise potential impacts.**
- 3. We are working closely with external partners to keep abreast of changing environment, respond to updated advice and guidance.**

**We continue to monitor this potential risk through our management staff and safety procedures.**

**Struggling to complete the risk assessment?**

Acton Health and Safety are here for more help and support email, call or visit the website at: -

- [info@actonhealthandsafety.co.uk](mailto:info@actonhealthandsafety.co.uk)
- [07956067812](tel:07956067812)
- [www.actonhealthandsafety.co.uk](http://www.actonhealthandsafety.co.uk)

We are happy to help with specific queries and any support you may need.

Hazard	Persons at risk	Control measures in place	IR	Control measures Required	RR	Action by whom	Date to be completed
Exposure from others due to: 1) Living with someone with a confirmed case of COVID-19. 2) Have come into close contact (within 2 metres for 15 minutes or more) with a confirmed case of COVID-19.	Individual workers	<p>To follow government action of self-isolation and only to leave house on the following circumstances:</p> <ul style="list-style-type: none"> <li>• for medical reason; to shop for necessary food supplies; for exercise once per day; and for essential works including those deemed 'key workers'</li> <li>• Any existing individual risk assessments (disability, young persons or new / expectant mothers) to be reviewed</li> <li>• Maintain contact with line management and Human Resources (HR) and to follow company policy / guidance.</li> <li>• Travel is only required for essential travel; reduce the amount of time using public transport and to implement social distancing where possible (2m clearance from persons and not to travel in groups of more than 2 unless it is immediate family)</li> <li>• To continue following ongoing government guidance</li> <li>• Stay at home and only attend hospital in an emergency. Do not attend GP surgery and phone NHS line (111) if further advice is required</li> <li>• Company to ensure extremely vulnerable persons (Solid organ transplant recipients; people with specific cancers: people with cancer who are undergoing active chemotherapy or radical radiotherapy for lung cancer; people</li> </ul>	4 x 1 = 4				

<p>3) Being advised by a public health agency that contact with a diagnosed case has occurred.</p>		<p>with cancers of the blood or bone marrow such as leukaemia, lymphoma or myeloma who are at any stage of treatment; people having immunotherapy or other continuing antibody treatments for cancer; people having other targeted cancer treatments which can affect the immune system, such as protein kinase inhibitors or PARP inhibitors; people who have had bone marrow or stem cell transplants in the last 6 months, or who are still taking immunosuppressive drugs; People with severe respiratory conditions including all cystic fibrosis, severe asthma and severe COPD; People with rare diseases and inborn errors of metabolism that significantly increase the risk of infections (such as SCID, homozygous sickle cell); People on immunosuppression therapies sufficient to significantly increase risk of infection; Women who are pregnant with significant heart disease, congenital or acquired.) are shielding themselves and following their specific medical advice issued to them no later than 29/3/2020</p> <ul style="list-style-type: none"> <li>• Follow good NHS hygiene measures at all times</li> <li>• Avoid all visitors to your home unless they are providing a medical requirement</li> <li>• Do not approach delivery staff, allow packages to be left on the doorstep</li> <li>• Do not take any antibiotics as they do not</li> </ul>					
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		work against viruses.					
Suspected case whilst working on site	Individual workers	<ul style="list-style-type: none"> <li>• If a worker develops a high temperature or a persistent cough while at work, they should:</li> <li>• Return home immediately</li> <li>• Avoid touching anything</li> <li>• Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow.</li> <li>• They must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed.</li> </ul>	4 x 1 = 4				
General travel including foreign travel	Individual workers	<ul style="list-style-type: none"> <li>• Do not travel unless you cannot work from home or deemed a key worker – implement teleconferencing for meetings</li> <li>• Where an individual has recently visited these countries, they should self / home isolate themselves until further notice from the government (lockdown measures continue to apply)</li> <li>• Please continue to follow any further national government advice provided</li> <li>• Where an occupational health (OH) service provider has been appointed, please seek additional advice, or concerns through this service</li> <li>• All persons to limit their use of public transport. Where travel is essential, please use private single occupancy where possible</li> </ul>	4 x 1 = 4				

Access / egress to site	Individual workers	<p>Where possible, please consider and implement the following practices:</p> <ul style="list-style-type: none"> <li>• Stop all non-essential visitors</li> <li>• Introduce staggered start and finish times to reduce congestion and contact at all times</li> <li>• Monitor site access points to enable social distancing – you may need to change the number of access points, either increase to reduce congestion or decrease to enable monitoring</li> <li>• Remove or disable entry systems that require skin contact e.g. fingerprint scanners</li> <li>• Require all workers to wash or clean their hands before entering or leaving the site</li> <li>• Allow plenty of space (two metres) between people waiting to enter site</li> <li>• Regularly clean common contact surfaces in reception, office, access control and delivery areas e.g. scanners, turnstiles, screens, telephone handsets, desks, particularly during peak flow times</li> <li>• Reduce the number of people in attendance at site inductions and consider holding them outdoors wherever possible</li> <li>• Drivers should remain in their vehicles if the load will allow it and must wash or clean their hands before unloading goods and materials.</li> </ul>	4 x 1 = 4				
Inclement	Individual workers	<ul style="list-style-type: none"> <li>• All persons to dress appropriately for the weather</li> </ul>	2 x				

<p>weather – cold temperature allows disease to survive</p>		<ul style="list-style-type: none"> <li>• Welfare facilities provided to shelter from the elements</li> <li>• Maintain good hygiene measures at all times</li> <li>• Appropriate respiratory protective equipment (RPE) masks to be considered as last resort however face fit test (FFT) must be completed to ensure mask effectiveness. It is advised to speak to your H&amp;S competent person on these matters and supplies should be reserved for medical staff as it has been documented that supplies have been difficult to procure</li> </ul>	<p>1 = <b>2</b></p>				
<p>Poor hygiene</p>	<p>Individual workers</p>	<ul style="list-style-type: none"> <li>• Wash your hands thoroughly and regularly. Use soap and water for at least 20 seconds. Use alcohol-based hand sanitiser if soap and water is not available and hand washing technique to be adopted as directed by NHS</li> <li>• Avoid touching your face/eyes/nose/mouth with unwashed hands and cover your cough or sneeze with a tissue then throw it in the bin.</li> <li>• Provide additional hand washing facilities to the usual welfare facilities if a large spread out site or significant numbers of personnel on site</li> <li>• Regularly clean the hand washing facilities and check soap and sanitiser levels</li> <li>• Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.</li> </ul>	<p>4 x 1 = <b>4</b></p>				

		<ul style="list-style-type: none"> <li>• Sites will need extra supplies of soap, hand sanitiser and paper towels and these should be securely stored.</li> <li>• Restrict the number of people using toilet facilities at any one time e.g. use a welfare attendant Wash hands before and after using the facilities Enhance the cleaning regimes for toilet facilities particularly door handles, locks and the toilet flush Portable toilets should be avoided wherever possible, but where in use these should be cleaned and emptied more frequently</li> </ul>				
Canteen - exposure from large numbers of persons	Individual workers	<ul style="list-style-type: none"> <li>• The workforce should also be required to stay on site once they have entered it and not use local shops.</li> <li>• Dedicated eating areas should be identified on site to reduce food waste and contamination</li> <li>• Break times should be staggered to reduce congestion and contact at all times</li> <li>• Hand cleaning facilities or hand sanitiser should be available at the entrance of any room where people eat and should be used by workers when entering and leaving the area</li> <li>• The workforce should be asked to bring pre-prepared meals and refillable drinking bottles from home</li> <li>• Workers should sit 2 metres apart from each other whilst eating and avoid all contact</li> <li>• Where catering is provided on site, it</li> </ul>	4 x 1 = 4			

		<p>should provide pre-prepared and wrapped food only - Payments should be taken by contactless card wherever possible and Crockery, eating utensils, cups etc. should not be used</p> <ul style="list-style-type: none"> <li>• Drinking water should be provided with enhanced cleaning measures of the tap mechanism introduced</li> <li>• Tables should be cleaned between each use</li> <li>• All rubbish should be put straight in the bin and not left for someone else to clear up</li> <li>• All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles, vending machines and payment devices.</li> </ul>					
Use of Changing facilities, showers and drying rooms	Individual workers	<ul style="list-style-type: none"> <li>• Introduce staggered start and finish times to reduce congestion and contact at all times</li> <li>• Introduce enhanced cleaning of all facilities throughout the day and at the end of each day</li> <li>• Consider increasing the number or size of facilities available on site if possible</li> <li>• Based on the size of each facility, determine how many people can use it at any one time to maintain a distance of two metres</li> <li>• Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal.</li> </ul>	<p>4 x 1 = 4</p>				

<p>Spread of Covid-19 Corona virus</p>	<p>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 your business</p>	<p>Hand Washing</p> <ul style="list-style-type: none"> <li>• Hand washing facilities with soap and water in place.</li> <li>• Stringent hand washing taking place.</li> <li>• Drying of hands with disposable paper towels.</li> <li>• Staff encouraged to protect the skin by applying emollient cream regularly</li> <li>• Gel sanitisers in any area where washing facilities not readily available</li> </ul> <p>Cleaning</p> <p>Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods.</p> <p>Social Distancing</p> <p>Social Distancing -Reducing the number of persons in any work area to comply with the 2-metre.</p> <p>Taking steps to review work schedules including start &amp; finish times/shift patterns, working from home etc. to reduce number of workers on site at any one time. Also relocating workers to other tasks.</p> <p>Redesigning processes to ensure social distancing in place.</p> <p>Conference calls to be used instead of face to face meetings.</p> <p>Ensuring sufficient rest breaks for staff.</p>	<p>4 x 1 = 4</p>				
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Direct contact with Covid-19	Individual workers	<p>PPE the use of PPE (personal protective equipment) to protect against COVID-19 individuals are asked to observe social distancing measures and practice good hand hygiene behaviors</p> <p>Wearing of Gloves and aprons Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided.</p> <p>Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.</p> <p>Where PPE is a requirement for risks associated with the work undertaken the following measures will be followed-</p> <p>Manager to ensure staff receive appropriate PPE as advised in the specific risk assessment for the task.</p> <p>Staff to ensure that they are complying with policies and procedures.</p> <p>Manager to conduct spot inspection to ensure PPE is being used appropriately ensuring social distancing is being adhered to.</p>	4 x 1 = 4				
Drivers Coming in to contact	Individual workers	Procedures in place for Drivers to ensure adequate welfare facilities available during their work.	4 x 1 =				

with Covid-19		Persons should not share vehicles or cabs, where suitable distancing cannot be achieved.	4				
Mental Health	Individual workers	Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help.	4 x 1 = 4				
Ongoing safety procedures in place	Individual workers	<p>Employees to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels.</p> <p>Reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace.</p> <p>Encourage staff to report any problems and carry out skin checks as part of a skin surveillance program.</p> <p>Implementation of posters, leaflets and other materials to remind all staff of the policies and procedures.</p> <p>Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed.</p> <p>Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it.</p>	4 x 1 = 4				

		<p>Management checks to ensure this is adhered to.</p> <p>Staff to be reminded that wearing of gloves is not a substitute for good hand washing. Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a fast-changing situation.</p> <p>Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.</p> <p>Communicate with companies we deliver to/from or have contact with to ensure welfare of our staff is managed and their procedures will be available to our staff.</p> <p>Regular communication of mental health information and open-door policy for those who need additional support.</p>					
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**Training**

Please ensure a manager’s safety management brief has been completed alerting to company specific process / procedures and that the manager’s safety management brief follows company specific process / procedures.

**Management**

- Please ensure all staff are aware of reporting requirements and that all confirmed cases are escalated to your H&S competent person.
- Information notes are to be sent out and any updates communicated in a timely manner to the workforce.
- This must include letting staff know about symptoms and actions the medical professionals are advising people to take.
- A colleague who has been isolated for 14 days cannot return to work until the appropriate ‘fit note’ documentation is provided by their GP/healthcare provider to demonstrate they are now fit to return to work.
- Assessments to be reviewed every 6 months or where significant change has occurred.