

Risk assessment - topic/area covered	
Location(s):	Various
Department/staff:	All
Tasks/activities:	Working during the coronavirus pandemic
Other information:	

Risk assessment sign off					
Prepared by:	BOB SMITH	Signature:		Date:	20/05/20
Reviewed by:	TREVOR STEEL	Signature:		Date:	20/05/20
Date for review:	This risk assessment should be reviewed if additional risks not covered are identified or if there is any reason to suggest that the control measures are deemed to be insufficient.				

Document issue record				
Amendment number	Issue date	Date amended	Person amending	Remarks

Distribution schedule				
Registered number	Issue number	Date	Name	Designation

Key								
L: Likelihood	5	5	10	15	20	25	<b>High risk: 15-25</b>	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	<b>Medium risk: 8-12</b>	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	<b>Low risk: 1-6</b>	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		
<b>S: Severity</b>				<b>DR: Degree of risk</b>			<b>RR: Residual risk</b>	
Guidance.	<ol style="list-style-type: none"> <li>Identify the persons at risk and the significant hazards.</li> <li>Calculate an initial RR for the activity.</li> <li>Identify risk control measures that reduce the risks to an acceptable level.</li> <li>Calculate a revised RR - assuming the control measures are followed. (Consider changing both the likelihood (L) and the severity (S) ratings.)</li> </ol>							

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
Additional requirements:		Gloves should be worn whenever it is practicable to do so. FFP3 face masks should be worn whenever it is practicable to do so.						
<b>Note.</b> 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
Working during the coronavirus pandemic	Staff, contractors and others	Serious ill-health conditions	3	5	15	<ul style="list-style-type: none"> <li>You must follow the government's guidance on working during the pandemic. Go to <a href="http://www.gov.uk">www.gov.uk</a> website and click on the link <b>Coronavirus(COVID-19):guidance and support</b>.</li> <li>You must only travel to your workplace if your work absolutely cannot be done from home.</li> <li>If you leave your home, you should minimise any time spent outside and ensure that you are 2 metres apart from anyone not in your household. If you are unable to maintain this distance, you must refrain from working. These rules must be followed at all times.</li> </ul>	1	5	5

Risk assessment									
Activity	Persons at risk	Significant hazards	Initial			Risk control measures	Residual		
			L	S	DR		L	S	RR
As above	Staff, contractors and others	Serious ill-health conditions	3	5	15	<ul style="list-style-type: none"> <li>Only attend the premises if it is to complete critical works. You must avoid attending unless your work cannot be done at home.</li> <li>Before attending, check that the premises have made suitable and sufficient arrangements for managing the risks associated with coronavirus. This includes ensuring there are appropriate washroom and welfare facilities.</li> <li>Management to ensure all persons attending the premises are made aware of any additional/new guidance introduced as a result of the Covid-19 pandemic prior to attending. All persons to follow these rules at all times.</li> </ul>	1	5	5
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"> <li>If you have symptoms of coronavirus (new cough and/or high temperature and/or loss of smell/taste), 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 symptoms, you must stay at home for seven days from the start of your symptoms.</li> <li>You can follow the government guidance on coronavirus which can be found on the NHS website.</li> </ul>	1	5	5
Working during the coronavirus pandemic	As above	Serious ill-health conditions	3	5	15	<ul style="list-style-type: none"> <li>When entering or leaving the premises all staff must maintain a 2-metre gap between themselves and any other personnel unless they are from the same household. This 2-metre gap should be maintained at all times, even in the car parks.</li> <li>Start &amp; finish times will be staggered to avoid queues. If any queues form then the 2-metre rule must be observed.</li> </ul>	1	5	5

Risk assessment									
Activity	Persons at risk	Significant hazards	Initial			Risk control measures	Residual		
			L	S	DR		L	S	RR
Preventing infection spreading	Staff, contractors and others	Serious ill-health conditions	3	5	15	<ul style="list-style-type: none"> <li>When entering or leaving the premises wash your hands with soap and water often - do this for at least 20 seconds.</li> <li>Use hand sanitiser gel if soap and water are not available.</li> <li>Wash your hands regularly throughout the day.</li> <li>Use hand sanitiser regularly throughout the day.</li> <li>Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze.</li> <li>Dispose of tissues in lidded waste receptacles as quickly as possible.</li> <li>Maintain the two-metre distance rule to everybody at all times unless they are from the same household as you.</li> <li>Do not touch your face or eyes if your hands are not clean.</li> </ul>	1	5	5
Using welfare facilities	Staff, contractors and others	Serious ill-health conditions	3	5	15	<ul style="list-style-type: none"> <li>Wash your hands with soap and water before and after entering a toilet, restroom or kitchen area.</li> <li>Do not use the facility if you are unable to maintain the 2-metre distance rule at all times.</li> <li>Urinals should be taken out of service and taped off to maintain 2-metre separation</li> <li>Extreme care must be taken in the toilet areas to maintain 2-metre rule. It is suggested that a physical barrier is used at the door to the smaller male toilet to maintain distancing.</li> <li>If you are unable to take breaks in the restroom or kitchen area due to overcrowding, you should not enter the welfare facilities. Any cases of overcrowding must be reported to Management immediately.</li> <li>Restroom/kitchen surfaces should be cleaned &amp; disinfected daily</li> <li>Vending machines should be turned-off</li> <li>It is strongly recommended that staff do not use local shops/cafes to purchase food/drinks and bring in pre-prepared meals and refillable drinking bottles.</li> </ul>	1	5	5

Risk assessment									
Activity	Persons at risk	Significant hazards	Initial			Risk control measures	Residual		
			L	S	DR		L	S	RR
Moving around the premises	Staff, contractors and others	Serious ill-health conditions	3	5	15	<ul style="list-style-type: none"> <li>All staff to maintain the 2-metre gap, follow the signage, follow the temporary one-way system and not to visit areas unless they work there.</li> <li>Additional signage, floor markings and barriers to be used to assist staff.</li> <li>All staff to avoid touching door handles and consider propping doors open in certain instances having with consideration for fire doors.</li> </ul>	1	5	5
Following prescribed safe systems of work	Staff, contractors and others	Accident or injury caused by working in an unsafe manner.	3	5	15	<ul style="list-style-type: none"> <li>Under no circumstances are you to complete tasks that you are not deemed competent in/authorised to perform. There are to be no exceptions to this rule. If you need to complete new duties, you will be trained in the safe systems of work prior to completing it.</li> <li>Prescribed safe systems of work must be followed at all times. If you cannot do so, e.g. the required PPE is not available or if you require &gt;1 person to complete the task and you can maintain 2-metre rule you must not do the job. The safe system of work must be formally amended before adopting new work practices. New safe systems must not increase risks to those completing the job or anyone else who may be affected.</li> </ul>	1	5	5
Following prescribed safe systems of work (cont.)	Staff, contractors and others	Accident or injury caused by working in an unsafe manner	3	5	15	<ul style="list-style-type: none"> <li>There may be times due to staff absences when direct supervision levels may be lower than normal. During these times staff are expected to maintain normal working practices. Anyone failing to do so will be subject to the organisation's disciplinary procedures.</li> <li>If your pre-start checks identify any safety-critical faults, or a fault is identified during use, normal rules apply. The equipment must be taken out of use and corrective action taken. It must not be used if it is deemed to be unsafe.</li> </ul>	1	5	5

Risk assessment									
Activity	Persons at risk	Significant hazards	Initial			Risk control measures	Residual		
			L	S	DR		L	S	RR
Smoking in smoking area	Staff & contractor smokers	Serious ill-health conditions	3	5	15	<ul style="list-style-type: none"> <li>Getting to, getting from and whilst in the smoking area the 2 -metre rule must be observed</li> <li>Smoking 'breaks' will be staggered to avoid congestion in the smoking area.</li> </ul>			
Working in offices during the coronavirus pandemic	Staff, contractors and others	Serious ill-health conditions	3	5	15	<ul style="list-style-type: none"> <li>Hot desking must be avoided</li> <li>2-meter distancing rule must be maintained</li> <li>All 'active' workstations to be &gt;2 metres apart</li> <li>Where this is close to 2 metres, staff should sit away from each other or facing in the same direction.</li> <li>Desk surfaces to be regularly wiped down during the day.</li> <li>No computers, keyboards, mice or similar to be shared</li> <li>Physical meeting should be avoided if possible. If they cannot be avoided the numbers attending should be kept low to maintain 2-metre distance</li> <li>Windows should be opened where possible to facilitate regular air changes</li> </ul>			

Risk assessment									
Activity	Persons at risk	Significant hazards	Initial			Risk control measures	Residual		
			L	S	DR		L	S	RR
Working during the coronavirus pandemic	Staff, contractors and others	Serious ill-health conditions	3	5	15	<ul style="list-style-type: none"> <li>No tools or equipment including Fork Lift Trucks should be shared unless the tools/equipment has been sanitised between users. Ideally the sharing of any tools should be avoided.</li> </ul>	1	5	5
Administering First Aid	Staff, contractors & First Aiders	Serious ill-health conditions	3	5	15	<ul style="list-style-type: none"> <li>Administering of First Aid should be avoided if 2-metre rule cannot be maintained</li> <li>Wearing of face masks and disposable gloves is mandatory for First Aider and patient if &lt; 2-metre distance.</li> <li>Injured party and First Aider to follow hand washing guidance before and after dealing with the case.</li> <li>Where appropriate for the injury, First Aiders may provide 'distant guidance' and support for injured parties to self-administer basic First Aid</li> </ul>			