


# COVID-19 RISK ASSESSMENT











COVID-19 RISK ASSESSMENT	
Location(s):	Prevention of exposure to COVID -19
Department/staff:	Office and meeting facilities
Tasks/activities:	Staff carrying out office activities on the premises
Other information:	Risk assessment to be updated in accordance with the latest government guidance

RISK ASSESSMENT SIGN OFF					
Approved by:	Julie Byrne	Signature:		Date:	03/11/2020
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.				
Further actions required following review:	You should share the results of your risk assessment with your employees. If possible, you should consider publishing it on your website (and we would expect all businesses with over 50 employees to do so).				

DOCUMENT ISSUE RECORD				
Amendment number	Issue date	Date amended	Person amending	Remarks

DISTRIBUTION SCHEDULE				
Registered number	Issue number	Date	Name	Designation

RISK MATRIX								
Risk rating guidance	Likelihood (L)	5	5	10	15	20	25	Likelihood (L) x Severity (S) = Risk rating (RR).
		4	4	8	12	16	20	
		3	3	6	9	12	15	
		2	2	4	6	8	10	
		1	1	2	3	4	5	
			1	2	3	4	5	
	Severity (S)							
Acceptability of risk guidance	High risk: 15-25		High-risk activities should cease immediately. Further effective control measures to mitigate risks must be introduced.					
	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.					
	Low risk: 1-6		Low risks are largely acceptable. Where it is reasonable to do so, efforts should be made to reduce risks further.					
Guidance. When completing a risk assessment, you should:	<ol style="list-style-type: none"> <li>1. Identify the persons at risk and the significant hazards.</li> <li>2. Calculate an initial RR for the activity.</li> <li>3. Identify risk control measures that reduce the risks to an acceptable level.</li> <li>4. Calculate a revised RR – you should consider how much safer the task will be if the control measures are followed. Here, you should consider changing both the likelihood (L) and the severity (S) ratings.</li> </ol>							
<p><b>Note.</b> Ideally, you should look to reduce the risks so that the task can be classified as “low risk”.</p>								

PERSONAL PROTECTIVE EQUIPMENT (PPE) ASSESSMENT								
<p>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:</p>								
Type of PPE:								
	Head (BS EN 397)	Foot (BS EN 345-1)	Eye (BS EN 165:2005)	Hand (BS EN 420:2003)	Hearing (EN 352-1)	High visibility vest (BS EN 471)	RPE	Fall arrest (BS EN 361)
Additional requirements	<p>When managing the risk of <b>COVID-19</b>, additional PPE beyond what you usually wear is not beneficial. This is because COVID-19 is a different type of risk to the risks you normally face in a workplace, and needs to be managed through social distancing, hygiene and fixed teams or partnering, <b>not through the use of PPE.</b></p>							
<p><b>Note.</b> PPE must only be considered as, 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.</p>								

**RISK ASSESSMENT**

Activity	Persons at risk	Significant hazards	Initial			Risk control measures	Residual		
Controlling the spread of COVID-19	Employees, client, public	Persons being exposed to the bioaerosol and contracting and spreading COVID-19	5	3	15	<ul style="list-style-type: none"> <li>Staff required to pre-register with Envoy Protect. On the morning they are due to be working in the office, they will confirm on Envoy Protect they are well and showing no symptoms of COVID-19.</li> <li>Only persons well and with no symptoms of COVID-19 will be authorised to carry out work without exception.</li> <li>Anyone who meets one of the following criteria must follow the Governments guidance on testing, self-Isolation and/or shielding:                             <ul style="list-style-type: none"> <li>- Has a high temperature, a new persistent cough or loss of smell/taste.</li> <li>- Is at high risk from COVID-19 (clinically extremely vulnerable).</li> <li>- Has been in direct contact with someone testing positive for COVID-19 and/or been contacted by NHS Test and Trace.</li> </ul> </li> </ul>	5	1	5
Working on the premises where persons are showing symptoms of the COVID-19	Employees, client, public	Carrying out routine operations on the premises, causing exposure to others	5	3	15	<p><b>The affected person should:</b></p> <ul style="list-style-type: none"> <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>If the symptoms are too severe that the person is unable to get themselves home safely dial 999</li> </ul> <p><b>They must then follow the guidance on testing and self-isolation.</b></p> <ul style="list-style-type: none"> <li>Anyone who has COVID-19 symptoms can get a free test. They need to get the test done in the first 5 days of having symptoms. <a href="https://www.gov.uk/get-coronavirus-test">https://www.gov.uk/get-coronavirus-test</a></li> <li>A negative result means the test did not find COVID-19. They can stop self-isolating and return to work if their test is negative, as long as:                             <ul style="list-style-type: none"> <li>- everyone they live with who has symptoms tests negative.</li> <li>- everyone in their support bubble who has symptoms tests negative</li> <li>- they were not told to self-isolate for 14 days by NHS Test and Trace</li> <li>- they feel well - if they feel unwell, stay at home until they are feeling better. If they have diarrhoea or are being sick, stay at home until 48 hours after they have stopped.</li> </ul> </li> </ul>	5	1	5
Employees testing positive for COVID-19	Employees, client, public	Catching and Spreading COVID-19	5	3	15	<ul style="list-style-type: none"> <li>If the person with symptoms test is positive (they have COVID-19) they must follow Government guidance and must self-isolate (and not come to work) for at least 10 days from when their symptoms started - even if it means they are self-isolating for longer than 14 days.</li> <li>The identity of an employee who has tested positive, will not be shared with other employees.</li> <li>If there is more than one case of COVID-19 in the workplace, the local health protection team will be contacted to report the suspected outbreak.</li> <li>Records will be kept of possible close contacts (i.e. seating/working plans), in case assistance is needed from NHS Test and Trace.</li> </ul>	5	1	5

Activity	Persons at risk	Significant hazards	Initial			Risk control measures	Residual		
Employees contacted by NHS Test and Trace	Employees, client, public	Catching and Spreading COVID-19	5	3	15	<ul style="list-style-type: none"> <li>▪ Any employees who were in close contact with the COVID-19 positive person in the 48 hours before they first developed symptoms, should be contacted by NHS Test and Trace and requested to self-isolate. <b>Close contact means:</b> <ul style="list-style-type: none"> <li>- spends significant time in the same household</li> <li>- is a sexual partner</li> <li>- has had face-to-face contact (within one metre), <b>including;</b> <ul style="list-style-type: none"> <li>= being coughed on</li> <li>= having skin-to-skin physical contact, or</li> <li>= contact within 1 metre for 1 minute or more</li> </ul> </li> <li>- has been within 2 metres of someone who has tested positive for COVID-19 for more than 15 minutes</li> <li>- has travelled in a small vehicle, or in a large vehicle or plane</li> </ul> </li> <li>▪ If an employee is asked by NHS Test and Trace to self-isolate, they will not be allowed to work, or encouraged to work anywhere other than their place of self-isolation.</li> <li>▪ If an employee is asked by NHS Test and Trace to self-isolate, the organisation will; <ul style="list-style-type: none"> <li>- continue to communicate with them and provide support</li> <li>- allow them to work from home if they remain well and it is practicable to do so, for example, by finding alternative work that can be completed at home</li> </ul> </li> <li>▪ If an employee cannot work from home, it will be ensured: <ul style="list-style-type: none"> <li>- They receive Statutory Sick Pay (SSP), provided they meet the eligibility criteria.</li> <li>- Consideration is given to allowing the employee to use their paid leave days if they prefer.</li> </ul> </li> <li>▪ Employees in self-isolation are entitled to SSP for every day they are in isolation, as long as they meet the eligibility conditions.</li> <li>▪ Employers may be able to reclaim SSP. NHS Test and Trace will provide evidence to your worker that they have been told to self-isolate. Employees will be advised to follow the instructions on getting an isolation note if evidence is required. This may be needed to reclaim SSP.</li> <li>▪ If contacted by NHS Test and Trace, the employee will need to isolate for the full 14 days from when they last came into contact with the positive case. They will not be able to leave self-isolation early even if they are not symptomatic as it can take up to 14 days to develop symptoms.</li> <li>▪ The employee should not take a test if they are not symptomatic as this could generate a false negative and they may then go on to develop symptoms in the following days.</li> </ul>	5	1	5

Activity	Persons at risk	Significant hazards	Initial			Risk control measures	Residual		
UK travel quarantine rules	Employees, client, public	Catching and Spreading COVID 19	5	3	15	<ul style="list-style-type: none"> <li>Travel restrictions and quarantine rules are monitored. Most recent government guidance adhered to all times.</li> <li>Staff arriving from countries on the quarantine list, must quarantine for 14 days and must not come to work.</li> </ul>	5	1	5
Travelling to site	Employees, client, public	Catching and Spreading COVID-19	5	3	15	<ul style="list-style-type: none"> <li>Employees are advised to travel to site alone using their own transport or travel by bike or walk.</li> <li>Where possible, employees should avoid public transport.</li> <li>Hand sanitising facilities are provided at all entrances to the premises.</li> </ul>	5	1	5
Site access and egress	Employees, client, public	Catching / Spreading of the COVID-19 while in the workplace	5	3	15	<ul style="list-style-type: none"> <li>Employees requested to wash and/or sanitise hands when entering or leaving the building.</li> <li>The entry system requiring skin contact will be regularly cleaned and hand sanitiser available by this door.</li> </ul>	5	1	5
Welfare Facilities (Toilet Facilities)	Employees, client, public	Catching / Spreading the COVID-19 while using site welfare facilities	5	3	15	<ul style="list-style-type: none"> <li>Soap and fresh hot water are readily available and kept topped up at all times.</li> <li>Suitable and sufficient rubbish bins for hand paper towels with regular removal and disposal.</li> <li>Washing of hands before and after using the facilities.</li> <li>Increased cleaning regime for toilet facilities particularly door handles, locks and toilet flush.</li> <li>Signage located above sinks instructing on correct hand washing techniques.</li> </ul>	5	1	5
Welfare Facilities (Canteens and Eating Arrangements)	Employees, client, public	Catching / Spreading the COVID-19 while using site welfare facilities	5	3	15	<ul style="list-style-type: none"> <li>Doors to the kitchen/canteen held open at break times / closed immediately in the event of fire or after a break.</li> <li>The kitchen is to be used by 2 persons only at a time. Signage provided.</li> <li>Kettle and microwave to be cleaned down before and after each use.</li> <li>Cups etc. to be the personal responsibility of the employee and to be washed by the individual and not shared</li> <li>Hand cleaning facilities or hand sanitiser are available in kitchens or where people eat and should be used by persons when entering and leaving the area.</li> <li>Employees should be asked to bring pre-prepared food and refillable drinking bottles</li> <li>Staff should sit 2 metres apart from each other whilst eating and avoid all contact.</li> <li>Employees to use and clean their own cups only on the premises.</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, including chairs, door handles etc.</li> </ul>	5	1	5

Activity	Persons at risk	Significant hazards	Initial			Risk control measures	Residual		
General Working	Employees, client, public	Catching / Spreading the COVID-19 while carrying out general work activities.	5	3	15	<ul style="list-style-type: none"> <li>Employees provided with hand sanitiser on site of at least 70% alcohol.</li> <li>Face coverings available for staff to use if they are required.</li> <li>All non-essential visits to the premises have been stopped</li> <li>Non-essential physical work that requires close contact between workers should not be carried out if possible. If works are required to be carried out, a buddy system will be put in place.</li> <li>Employees to as far as possible use only their own work equipment. Any remaining shared equipment to be wiped down after each use.</li> <li>Work requiring skin to skin contact should not be carried out.</li> <li>Plan all other work to minimise contact between workers and subcontractors.</li> <li>PPE should be thoroughly cleaned after use and not shared between workers.</li> <li>Adequate ventilation provided by the air management system.</li> <li>Staff are regularly reminded they must not come into work if they are unwell.</li> <li>Cleaning frequency increased, pausing work in the day if necessary, for cleaning staff to wipe down workstations with disinfectant.</li> <li>Persons must not pass each other on the stairs and instead wait for the route to be clear.</li> <li>Limited rotation of work equipment. Touch areas regularly wiped down.</li> <li>Staff requested to not move into other employee's personal work areas.</li> <li>Staff aware to respect the 2m rule.</li> </ul>	5	1	5
Offices Areas	Employees, client, public	Catching / Spreading the COVID-19 whilst working in the office area.	5	3	15	<ul style="list-style-type: none"> <li>Only necessary meetings will be held. Consider holding meetings in open areas where possible. Attendees should be two metres apart from each other.</li> <li>The majority of office staff are working from home.</li> <li>Rooms should be well ventilated.</li> <li>No hot desking or sharing of IT equipment including phones.</li> <li>Keyboards and desks to be cleaned and wiped on a regular basis.</li> </ul>	5	1	5
Cleaning	Employees, client, public	Catching / Spreading the COVID-19 due to the lack of cleaning	5	3	15	<ul style="list-style-type: none"> <li>Hand sanitiser available.</li> <li>Anti-bacterial wipes available.</li> <li>Enhanced cleaning procedures in place across the site, particularly in communal areas and at touch points including: <ul style="list-style-type: none"> <li>- Taps and washing facilities</li> <li>- Toilet flush and seats</li> <li>- Door handles and push plates</li> <li>- Handrails on staircases and corridors</li> <li>- Food preparation and eating surfaces</li> <li>- Telephone equipment</li> <li>- Keyboards, photocopiers and other office equipment</li> <li>- Rubbish collection to be increased and bins emptied regularly throughout and at the end of each day.</li> </ul> </li> </ul>	5	1	5

Activity	Persons at risk	Significant hazards	Initial			Risk control measures	Residual		
Lack of awareness	Employees, client, public	Persons being unaware of the controls required to control the COVID-19, putting themselves and others at risk	5	3	15	<ul style="list-style-type: none"> <li>The latest government campaign posters will be displayed in the welfare areas and in suitable places around site.</li> <li>Regular bulletins will be issued and where possible and safe to do so at an acceptable distance, toolbox talks and safety briefings will be carried out, warning employees of the risks posed by the COVID-19 as well as the control measures outlined in this assessment and from government guidance. This will include informing personnel of the known symptoms and making them aware of new Government advice as and when updated.</li> <li>New government / WHO guidance will be continually reviewed and adopted, as and when it is available.</li> <li>Supervision levels increased to ensure staff are following control measures. If necessary, disciplinary action will be taken.</li> </ul>	5	1	5
"at-risk" employees	Employees, client, public	Vulnerable persons such as those with pre-existing medical conditions and autoimmune deficiencies being exposed to the COVID-19	5	4	20	<ul style="list-style-type: none"> <li>Medical questionnaires are issued upon employment / to workers coming back from Furlough.</li> <li>Employees known to be in the "clinically extremely vulnerable and clinically vulnerable" category to follow government guidance. This will be managed on an individual basis. Employees are requested to raise any concerns with their manager.</li> </ul>	5	1	5
Smoking Areas	Employees	Catching / Spreading the COVID-19 while using site smoking facilities	5	3	15	<ul style="list-style-type: none"> <li>Employees have been advised to follow social distancing measures in smoking areas.</li> <li>Limited number of persons permitted in smoking areas.</li> </ul>	5	1	5
Receiving deliveries and preventing the spread of COVID-19	Employees	Employees contracting COVID 19	5	3	15	<ul style="list-style-type: none"> <li>Deliveries - no packages to be directly handed over - delivery drivers to maintain a safe social distance, by staying outside the office if possible.</li> <li>Signature of goods to be given verbally (if possible).</li> <li>Hands washed after handling deliveries.</li> </ul>	5	1	5
Visitors from outside the business and preventing the spread of COVID-19	Employees, visitors, public	Employees / visitors contracting COVID-19	5	3	15	<ul style="list-style-type: none"> <li>All non-essential visitors have been excluded from site.</li> <li>Any contractors/visitors to site to confirm they are free from Covid-19 symptoms before entering</li> <li>Social distancing to be maintained.</li> <li>Virtual meetings to be encouraged if possible.</li> <li>IT equipment to be handled by one person only.</li> <li>A record of all visitors to site should be kept where possible</li> </ul>	5	1	5