

Activity: Working safely during COVID-19

Likelihood: 1. Unlikely 2. Possible 3. Likely 4. Very likely 5. Certain	Severity: 1. Trivial or no injury 2. First aid treatment 3. Over 7 day injury 4. Major injury 5. Death	Risk score = Likelihood x Severity 1 – 5 LOW – No further action required 6 - 9 MEDIUM – List actions to reduce the risk to a tolerable level 10-25 HIGH - List actions to reduce the risk as far as is reasonably practicable
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Issue	Date	Details	Produced by	Reviewed by
1	14 th May 2020	First issue	Tony Adcock	Peta Collier
2	8 th June 2020	Review content for all establishments	John Pollock	Tony Adcock
3	12 th June 2020	Review content for all establishments	John Pollock	Tony Adcock

Employees can be infected with COVID-19 from the breath of infected people, or by touching surfaces and subsequently putting their hands to their mouth or nose - the virus can survive out of the body on smooth surfaces for up to 72 hours. This Risk Assessment sets out the control measures that the Company is adopting to address these risks through social distancing, (two-metre separation between employees), and by implementing high standards of personal hygiene and cleanliness.

Activity	Hazard	L1	S1	R1	Control measures	L2	S2	R2	Comments
Working safely in order to reduce the risk of infection from COVID-19	Despite control measures at work, there is still a possibility that employees could be infected.	2	5	10	Where possible, employees should work from home. (See separate Risk Assessment for Home Working). Departmental heads / line managers should consider the effectiveness of home working, on a role-by-role basis, so as to ensure business continuity whilst considering potential impacts on employee health.	1	5	5	

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	<p>Vulnerable employees, such as those with underlying health conditions or pregnant employees, may be at greater risk.</p> <p>Employees may be living with vulnerable people who they could infect if they were infected at work.</p>	3	5	15	<p>Vulnerable employees, and employees who live with vulnerable people should work at home if possible and prior agreed by departmental head / line manager.</p> <p>Otherwise, special arrangements should be made to keep them safe in the workplace, (for instance by locating them in a separate office or meeting room away from other employees).</p> <p>Where they are dependent on public transport for travel to work, alternative arrangements should be discussed / agreed with departmental head / line manager.</p> <p>Note: Pregnant employees who cannot be given suitable work, which they can do safely, and cannot work at home should discuss next steps with their departmental head / line manager.</p>	1	5	5	
	<p>Employees may be infected travelling to and from work on public transport</p>	3	5	15	<p>Wherever possible, employees should avoid travel to and from work on</p>	1	5	5	

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					<p>public transport, and should ideally travel by car or cycle.</p> <p>Employees should avoid car sharing, but where this is unavoidable, occupants should keep as far away from each other as possible, wear face masks and keep windows open.</p> <p>The Company will arrange additional car parking facilities if required and subject to space availability.</p> <p>The Company will provide additional cycle racks and/or bicycle storage areas if required.</p>				
	Employees may be in close proximity when arriving at work.	2	5	10	<p>Where practicable, starting / finishing times will be staggered so that all employees do not arrive / leave the workplace at the same time.</p> <p>Alternative entrance and exit doors will be designated for different groups of employees and/or visitors.</p> <p>Locker / changing areas will be reconfigured / relocated to</p>	1	5	5	

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					<p>minimise the number of employees accessing an area at one time.</p> <p>Hand sanitising stations will be provided by entrances and exits and signs will be posted to instruct employees to use them.</p> <p>Signs will be posted at all entrances reminding employees and visitors of the need for social distancing and regular hand washing or sanitising.</p>				
	Employees may be in close proximity when moving around the building.	2	5	10	<p>Government guidance on social distancing will apply throughout the premises.</p> <p>Employees should move directly between work areas and should avoid loitering in hallways and corridors.</p> <p>Where business offices / hot desks are located in multi-occupancy rented facilities, the company's control measures will apply and, where necessary, reflect any localised arrangements set in place by Landlords.</p>	1	5	5	

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					<p>Signage will be in place to help maintain awareness for employees and visitors.</p> <p>Where safety and security is not compromised, doors, other than fire doors, that are regularly used will be wedged open to reduce hand contact.</p> <p>Lifts must not be used, except for vulnerable or disabled employees and for the movement of goods, and a suitable sign will be posted by each lift door.</p> <p>All door handles, door plates and banisters will be cleaned at least once a day.</p>				
	Employees may be in close proximity while working in offices.	3	5	15	<p>Desks will be rearranged so as to maintain separation as per Government guidance on social distancing.</p> <p>If this is not possible, and based on floor / desk space being available, employees will be re-located so that the maximum physical distance possible is achieved.</p>	1	5	5	

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					<p>Where the above is not possible, screens will be installed between desks.</p> <p>The use of hot desks will be avoided.</p> <p>A clean desk policy will be enforced, and all personal possessions must be removed so that desk surfaces can be thoroughly cleaned each day.</p> <p>Employees are required to use cleaning products provided to clean desk equipment such as screens, keyboards and phones at least once a day.</p>				
	Toilet facilities may be a source of infection, and employees may be in close proximity of another	3	5	15	<p>Where there are multiple cubicles, wash basins or urinals in a toilet, only one employee must use the facility at a time.</p> <p>Suitable signs will be posted stating only one employee at a time to enter.</p> <p>Hot water will be available and adequate supplies of</p>	1	5	5	

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					<p>soap and/or hand sanitiser will be provided.</p> <p>Where paper towels are provided there will be a lidded pedal bin for their disposal.</p> <p>Signs will be posted to advise employees to wash their hands thoroughly after using toilets.</p> <p>Toilets will be cleaned at least once a day.</p> <p>The Company will ensure that extraction fans are working in toilets and, where possible, they will be left on continuously to achieve a negative pressure.</p>				
	Shared kitchen or rest room facilities may be a source of infection.	3	5	15	<p>Where possible, employees should bring their own food and drink to work, and should keep it on/in their desks, in their cars or in their personal lockers.</p> <p>Should fridges be used to store employees' food and drinks, employees should wipe down surfaces, touch points, etc. after use, using</p>	1	5	5	

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				<p>the cleaning products provided.</p> <p>To minimise the requirement for the use of sinks, kettles, etc. employees are encouraged to bring hot drinks in a flask.</p> <p>Employees should not handle colleagues' cups, crockery, etc. and should not make food and/or drinks for others.</p> <p>Tables and chairs in rest areas will be re-positioned to achieve physical distancing, and if there is inadequate capacity, breaks will be staggered to limit the number of employees using the facility at one time.</p> <p>If vacant meeting rooms or offices are available these may be converted in to rest areas.</p> <p>Subject to weather, employees may be able to eat and drink outside, but all food and drink containers must be taken home for disposal.</p>				
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					<p>Smokers will observe social distancing guidelines whilst using smoking shelters / areas.</p> <p>Hand sanitising / washing products will be provided nearby eating and drinking areas and must be used before eating and drinking.</p> <p>Employees using kitchen facilities should wipe down surfaces, appliances, etc. after use using the cleaning products provided.</p>				
	Employees may not be able to maintain social distancing in meetings.	2	5	10	<p>Where meetings cannot be avoided, the number of attendees should be kept to a minimum so that physical distancing can be maintained.</p> <p>Meeting room windows should be opened during meetings, and ideally half an hour before, to provide good ventilation and air movement.</p> <p>Where the weather permits, meetings should be held outside.</p>	1	5	5	

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	First aiders may be at risk if attending to an injured or ill colleague.	3	5	15	First aiders must follow special instructions in order to reduce their risk of infection. (See St. John Ambulance document).	1	5	5	
	Contractors and visitors attending site may increase the risk of infection to employees.	3	5	15	<p>Only essential work will be carried out by Contractors.</p> <p>Statutory inspection dates for equipment may be extended to reduce the risk to contractors and employees.</p> <p>Where possible, work will be carried out overnight or at weekends.</p> <p>Contractors who need to attend site will be given a COVID-19 induction and will be supervised to ensure that they follow site rules.</p> <p>Where possible working areas will be cordoned off to prevent contact between the contractor and employees.</p> <p>Only essential visitors will be allowed to visit site and virtual meetings using Zoom or Teams will be used as an alternative.</p>	1	5	5	

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					<p>Visitors who need to attend site will be given a COVID-19 induction and will be supervised to ensure that they follow site rules.</p> <p>Any contractor or visitor arriving on site will be signed in by a company employee and must not touch the visitors' book or use a Company pen.</p> <p>Employees required to sign contractors' documents must use their own pen and maintain good levels of hygiene by thoroughly wash their hands with soap and water or hand sanitiser.</p>				
	<p>Employees may be infected by handling mail and other deliveries.</p> <p>Employees may be infected by delivery or collection drivers visiting the site.</p>	2	5	10	<p>Any employee opening mail will dispose of the envelope and thoroughly wash their hands with soap and water or hand sanitiser.</p> <p>Collections by couriers will be left in a safe place outside the building.</p> <p>Larger deliveries, for instance inventory, will usually be handled by mechanical equipment, but</p>	1	5	5	

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					<p>where it is handled by hand, hands must be washed with soap and water or hand sanitiser.</p> <p>Where delivery or collection vehicles are unloaded or loaded by employees, the driver will remain in the cab or close to the vehicle.</p> <p>If a driver needs to use the toilets this will not be refused, but he/she will be escorted to and from the toilets and reminded of the social distancing and personal hygiene rules.</p>				
	Business travel may expose employees to the risk of infection.	3	5	15	<p>Business travel will be avoided, unless absolutely necessary, and virtual meetings will be held using Zoom, Skype or Teams.</p> <p>(See separate Risk Assessment for Working on or delivering to customer sites).</p>	1	5	5	
	Shared equipment tools and PPE may expose employees to the risk of infection.	3	5	15	<p>Employees should not share tools unless this is unavoidable. The Company will, where possible, provide additional tools so that each employee has his/her own and will also provide</p>	1	5	5	

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					<p>containers in which they can be stored and kept clean and virus free.</p> <p>For larger tools that have to be shared, tools will be cleaned before being used by another employee.</p> <p>PPE which is required for work related risks, must not be shared. Personal PPE should be stored in suitable containers / lockers.</p> <p>Larger shared equipment, such as forklift trucks and pallet trucks will be cleaned daily and contact surfaces should be sanitised when the user changes.</p>				
	Limited availability and extended supplier lead times for PPE (eye / face / respiratory protection) may prove problematic.	3	3	9	<p>All locations to undertake regular stocktakes of these equipment types.</p> <p>Consider increasing minimum stockholding levels.</p>	1	3	3	
	Whilst there is no confirmed link between air conditioning systems and the transmission of Covid-19, good practices can be implemented.	1	5	5	Consideration should be given to switching off recirculating systems in areas of multi-occupancy.	1	5	5	

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				<p>If a recirculating system also provides heat, then alternative sources of heating may need to be provided, should employees get cold.</p> <p>Windows and doors, other than fire doors, should be opened to allow good flow of air.</p> <p>Servicing schedules should be maintained.</p>				
	<p>Note Government guidelines relating to wearing of PPE to specifically reduce the risk of spreading Covid-19.</p>			<p>There is no requirement to wear other specific items of PPE to prevent the spread of Covid-19, as the role of PPE in providing additional protection is extremely limited.</p> <p>There are some circumstances when wearing a face covering may be marginally beneficial as a precautionary measure. The evidence suggests that wearing a face covering does not protect you, but it may protect others if you are infected but have not developed symptoms. The wearing of face coverings will be the choice of the individual.</p>				

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To be completed by employees

I confirm that:

- (a) I have read this risk assessment and will comply with the control measures contained in it.
- (b) I will notify the site supervisor if I am unable to comply with the control measures for any reason.
- (c) I will notify the site supervisor if I am aware of any additional hazards that might expose me or my colleagues to a risk of injury.
- (d) I will not interfere with anything that is provided for the safety of myself or my colleagues.

Name:	Signed:	Date: