

Risk Assessment Number/Identification - Covid-19 Working Safety

This risk assessment template is to be used by all services when conducting their COVID-19 risk assessment. Please contact Ashley Walker, Group H&S Manager if you have any queries.

What is the hazard?	Who might be harmed and how? (people at risk)	What are you already doing to minimise the risk of it happening? (Existing control measures)	What further action is necessary?	Action by whom?	Action by when?	Done? (Date)
<p>Spread of Coronavirus (Covid-19)</p> <p>Being a respiratory virus, it is transmitted through respiratory droplets, with person-to-person contact appearing to be the main method of transmission. The virus can also survive on contaminated surfaces, possibly for up to several days.</p>	<ul style="list-style-type: none"> • Staff • Visitors • The people we support • Cleaners • Contractors • Drivers • Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions • Anyone else who physically comes in contact with another person in relation to our business <p>Transmission from person to person by breathing in infected droplets from an infected persons coughs, sneezes or breath or by coming into contact with a contaminated surface.</p>	<p><u>Working from Home</u></p> <ul style="list-style-type: none"> • Group policy is staff are working from home wherever this is possible and will continue to do so until the virus has significantly abated and government guidance changes • Managers/supervisors keep in touch with staff working from home/remotely re their working arrangements particularly around their welfare, mental and physical health • Staff who have received a letter from NHS re shielding due to medical conditions are not to attend workplace and follow NHS advice • Only where staff cannot work from home and their job role is essential to the operation of the business should they attend their workplace, following government guidance by avoiding use of public transport where possible (could pick up virus and carry into building on clothes/bags etc.) • Follow UK Government guidelines in reducing the likelihood of exposure. https://www.gov.uk/government/topical-events/coronavirus-covid-19-uk-government-response 	<p><u>General</u></p> <ul style="list-style-type: none"> • Staff 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. • Wash hands. • Ensure adequate number of first aiders on site where workplaces are occupied. • Re fire evacuation – Be aware that in the event of emergency evacuation of the premises e.g. fire, occupants it is unlikely that social distancing will be achieved during the evacuation i.e. not being 2m apart) however this should be ensured where possible at assembly points. Attention must be paid to ensure hygiene practices are carried out immediately afterwards. 	Line Management	Ongoing	Ongoing

		<p><u>Hand Washing</u></p> <ul style="list-style-type: none"> • Hand washing facilities with soap and water in place. • Stringent hand washing taking place frequently. • See hand washing guidance. • https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ Staff encouraged to protect the skin by applying emollient cream regularly • https://www.nhs.uk/conditions/emollients/ • Gel sanitisers in any area where washing facilities not readily available • Posters, leaflets and other materials are available for display. 	<ul style="list-style-type: none"> • Following HSE advice, centralised air conditioning/ventilation system that removes and circulates air to different rooms, should be turned off recirculation and use a fresh air supply. <p><u>Hand Washing</u></p> <ul style="list-style-type: none"> • To provide disposable paper towels for drying of hands in preference to electrical hand dryers • https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/ • Where toilet and handwashing facilities are communal due to a multi-use/shared building liaise with Landlord re risk assessment for safe use of facilities and access and egress • 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><u>Cleaning</u></p>			
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RISK ASSESSMENT POLICY – Generic Hazard Risk Assessment Template

		<p>Cleaning</p> <ul style="list-style-type: none"> Use of usual cleaning substances unless a symptomatic person has been in attendance 	<ul style="list-style-type: none"> Ensure a clear desk policy at end of day 	POLICY FOLDER:	HEALTH AND SAFETY	
		<ul style="list-style-type: none"> Frequently cleaning objects and surfaces especially hand contact surfaces in areas of high use such as door handles/touch plates; light switches, computer keyboards, kettles/taps/handles on hot water geysers, keys/touchpads on printers/photocopiers, signing in facilities, pens, reception areas etc. using appropriate cleaning products and methods. Cleaning and disinfection of areas and surfaces where symptomatic person has been in attendance. <p>Social Distancing</p> <ul style="list-style-type: none"> Social distancing measures implemented where possible – not just in office but in entrances and exits, break rooms, Canteens/kitchenettes, meeting roomsetc .by reduced numbers of staff occupying work area. Visitors’ book must be completed by reception staff only and visitors’ badges must be replaced with disposable stickers Use of Access control system into buildings where they are installed to control numbers entering reception areas. Tape to be applied to floor in front of reception at 2m intervals where relevant Hand sanitizer gel placed in prominent locations in reception areas Reception staff provided with PPE – disposable gloves/masks Signage to indicate the need for social distancing 	<ul style="list-style-type: none"> Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed. Liaise with landlords for building with multi-tenant use and shared toilet facilities re cleaning and provisions of paper towels for drying of hands in preference to electrical hand dryers <p>Social Distancing</p> <ul style="list-style-type: none"> Temperature checks to be carried out for staff and visitors on entering the premises To review work schedules including start & 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, liaise with landlords for buildings with multi-tenant use re use of access and egress routes No hot desking Placement of desks in offices – must be 2 metres apart, and face to face working avoided – remove excess desks into storage or leave in place and 			

RISK ASSESSMENT POLICY – Generic Hazard Risk Assessment Template

		<ul style="list-style-type: none"> Staggering break/lunch times to reduce the number of people coming together. 	labelled " workstation out of use due to Covid-19 social	POLICY FOLDER:	HEALTH AND	SAFETY
		<ul style="list-style-type: none"> Contractors to be limited to times when office has fewer occupants. <p>Meetings</p> <ul style="list-style-type: none"> Only holding those needed and by use of video conferencing/teams/ telephone conferencing in preference to physical use of meeting rooms. If rooms have to be used furniture arranged to achieve social distancing of 2 metres to be maintained. 	distancing measures. Chairs to also be included in "out of use" workstations. <ul style="list-style-type: none"> Screens / barriers in place at reception. Staff must not remove chairs from their allocated desk space Where possible arrange one-way systems in/out of buildings and around the corridors into and out of offices rather than have 2 way traffic in them and people passing each other within 2 metres? Open windows to keep offices well ventilated Use stairs instead of lifts where possible, if in multi shared buildings liaise with landlords re one way systems around passageways/stairs etc. Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it. Management checks to ensure this is adhered to. Signage – information and directional signs to be provided to aid in social distancing and hygiene <p>https://safetybox.co.uk/covid-19-steps-to-minimise-chance-of-contracting-the-virus-signs</p>			

		<p><u>Use of Kitchenettes/Tea making facilities</u></p> <ul style="list-style-type: none"> • Only allowing one person in at a time. • Staff to only make drink for themselves • Cleaning materials located in kitchens. • Staff instructed to wipe down following use. • Use dishwashers only, where these are provided for any used crockery/cutlery • Staff to bring own food in lunch box. <p><u>Where social distancing cannot be implemented</u></p> <ul style="list-style-type: none"> • Determine whether the activity is required for the continued operation of the business <p><u>PPE</u> <i>Public Health guidance on the use of PPE (personal protective equipment) to protect against COVID-19 relates to health care settings. In all other settings individuals are asked to observe social distancing measures</i></p>	<ul style="list-style-type: none"> • Contractors may need to attend out-of-hours to carry out any repair work. <p><u>Use of Kitchenettes/Tea making facilities</u></p> <ul style="list-style-type: none"> • In shared building, liaise with Landlord re arrangements and risk assessment in place. <p><u>Where social distancing cannot be implemented</u></p> <ul style="list-style-type: none"> • Increase frequency of handwashing and surface cleaning Install screens as barriers between people/workstations • Limit the number of people each staff member physically comes into contact with • Provide supply of PPE where appropriate <p><u>PPE</u></p> <ul style="list-style-type: none"> • Staff to be reminded that wearing of gloves is not a substitute for good hand washing. 			
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		<p><i>and practice good hand hygiene behaviours</i></p> <ul style="list-style-type: none"> Where Risk Assessment identifies wearing of PPE (gloves/masks, aprons, eye protection, face protection) as a requirement of the job, an adequate supply of these will be provided. Staff are provided with information/instruction/training on donning and doffing PPE to reduce contamination and how to dispose of them safely. <p><u>People Displaying Symptoms of Covid-19</u></p> <ul style="list-style-type: none"> If anyone becomes unwell with the following symptom <ul style="list-style-type: none"> ➤ high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature) ➤ new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual) ➤ loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal <p>they will be sent home and advised to follow the Government/PHE stay at home guidance.</p> Line managers will maintain regular contact with staff members during this time. 	<p><u>People Displaying Symptoms of Covid-19</u></p> <ul style="list-style-type: none"> 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. Use OFG Covid email if you have a question Line managers will offer support to staff who are affected by Coronavirus or have a family member affected. Testing: Staff to be encouraged to get tested for Virus App: Staff to use any available Apps to monitor contact with other staff for tracing purposes? 			
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ASSESSMENT DATE: COMPLETED BY:	REVIEW DATE: COMPLETED BY:	REVIEW DATE: COMPLETED BY:	REVIEW DATE: COMPLETED BY:			

HAZARD SEVERITY RATING (HSR) 1 2 3 4 5	HAZARD PROBABILITY RATING (HPR) 1 2 3 4 5	CALCULATED RISK RATING (HSR) X (HPR) = 5 x 2 = 10
SCALE OF RISK		
INSIGNIFICANT (1-4)	LOW (5-10)	MEDIUM (12-16) ✓
HIGH (20-25)		


Notes-Sign form on completion. To assess hazard severity and probability refer to OFG notes on Risk Assessment Rating Scale. Ring/highlight appropriate scores, to calculate the risk, multiply HSR by HPR. The scale of risk is then a score, with the level shown.

Signed: (Manager) Name _____ Signature _____ Date _____

Signed: Head of Service/
Operations Manager/Regional Director _____ Signature _____ Date _____

Signed: Managing Director (as relevant) _____ Signature _____ Date _____

Hazard Severity Rating (HSR)	HAZARD PROBABILITY RATING (HPR)
1. Negligible - remote possibility of harm - unlikely to require first aid treatment	1. Improbable - unlikely to happen
2. Marginal - slight injury, minor first aid	2. Remote but possible – unlikely, though conceivable
3. Moderately Hazardous - some injury, not too serious, may require some time off work, possible RIDDOR report relating to incapacitation.	3. Possible/likely – could occur at some time
4. Hazardous - serious injury or damage - specified injuries (fractures, dislocations, eye damage etc.)	4. Probable/very likely - very likely to occur
5. Very Hazardous - could cause death or multiple fatalities	6. Very Probable/almost certain – occurs repeatedly/expected to occur

LEVELS OF RISK 		Severity				
		Negligible/ Remote (1)	Marginal (2)	Moderately Hazardous (3)	Hazardous (4)	Very Hazardous (5)
Likelihood	Improbable/ Unlikely (1)	1=L	2=L	3=L	4=L	5=L
	Remote but possible (2)	2=L	4=L	6=L	8=L	10=L
	Possible/likely (3)	3=L	6=L	9=L	12=M	15=M
	Probable/very Likely (4)	4=L	8=L	12=M	16=M	20=H
	Very probable/almost certain (5)	5=L	10=L	15=M	20=H	25=H

Risk Rating	Level of approval / notification required
1 to 4 = Insignificant	Line Manager to approve with signature & date
5 to 10 = Low	Registered/Department manager/Head Teachers/Principals to review & reduce the risk rating further if possible by auctioning any additional quick and easy measures immediately prior to activity commencing.
12 to 16 = Medium	As above + Placing Authority (if required) & Head of Service/Operations Managers/Regional Directors must approve R.A. prior to activity commencing.
20 TO 25 = High	As above + Managing Director of Service must be informed of the risk, decide on action to take.