

RISK ASSESSMENT – CORONAVIRUS (COVID-19)

Subject of Assessment	Coronavirus (COVID-19)	RA No.	CV 2
Task/Activity	Managing the risk of Coronavirus (COVID-19) exposure whilst undertaking all work activities		
Assessor	Neil Garvin Group Legal Officer	Location of Assessment	Head Office
Authorised	Steve Turner CEO	Date	13.05.2020

Risk Rating Matrix (RR)	Likelihood (L)		
Severity (S)	Certain or near certain to occur (High)	Reasonably likely to occur (Medium)	Unlikely to occur (Low)
Fatality; major injury or illness causing long term disability (High)	HIGH (H)	HIGH (H)	MEDIUM (M)
Injury or illness causing short term disability (Medium)	HIGH (H)	MEDIUM (M)	LOW (L)
Other injury or illness (Low)	MEDIUM (M)	LOW (L)	LOW (L)

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1	COVID-19 <i>(Someone infected entering the workplace)</i>	Employees <i>(A visitor or employee enters the workplace and passes the virus onto employees)</i>	<ul style="list-style-type: none"> An information poster highlighting the symptoms and the risk of COVID-19 is placed on entry/sign in point. Symptomatic individuals will not be allowed entry. Employees will only be allowed to work if they are well and neither they nor any of their household are self-isolating. Not allowing visitors where possible, where not possible limiting the number of visitors at any one time. Where a visit is necessary, site guidance on social distancing and hygiene is explained on or before arrival. Avoiding deliveries for personal items. Visitors to sign using a disposable pen to be safely binned once signed Passes to be cleaned with antibacterial wipes or suitable alternative. Determining if essential maintenance and services can be performed 'out of hours' COVID-19 information posters are placed in designated locations within the workplace (toilets, notice boards etc.) for all employees & visitors. Best practice Hygiene requirements (handwashing etc.) are being enforced and included in all inductions. Employees have been instructed to wash their hands frequently for at least 20 seconds duration. No handshaking. 	M	M	M	Yes

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2	COVID-19 <i>(Someone becomes ill in the workplace)</i>	Employees & Visitors <i>(Contract COVID-19 in workplace)</i>	<ul style="list-style-type: none"> UK Government guidance to be followed A designated safe area has been identified away from other staff. Persons showing signs of COVID-19 infection will be removed from the workplace to the designated area, away from other staff and sent home with support required. The person will be advised to follow NHS Guidance online. If the person is a visitor their organisation will be informed. The workplace will be decontaminated following governmental guidance. Best practice Hygiene requirements (handwashing etc.) are being enforced and included in all inductions. Employees have been instructed to wash their hands frequently for at least 20 seconds duration. No handshaking. This information has been passed onto all employees. 	M	M	M	Yes

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3	COVID-19 <i>(Contaminated Workplace, generally)</i>	Employees & visitors <i>(Contract COVID-19 in workplace)</i>	<ul style="list-style-type: none"> UK Government guidance is being followed. Hand sanitisers have been placed in the workplace and employees are encouraged to regularly use the wipes provided at the end of each desk. Extra hygiene requirement (handwashing etc.) in place. Multi-use handtowels are not used to dry hands. Using signs and posters to build awareness of good handwashing technique, the need to increase handwashing frequency, avoid touching your face and cough or sneeze into a tissue which is binned safely. Housekeeping rotas have been updated to include the increased frequency of cleaning. Employees are also encouraged to implement their own increased cleaning regime. Equipment such as keyboards, work surfaces etc. to be regularly cleaned. Frequent cleaning of objects and surfaces that are touched regularly i.e. door handles and key boards. Restricting the use of high-touch items and equipment such as printers and whiteboards. Ventilation systems have been checked to help maintain ventilation within the workplace Opening windows frequently will be encouraged to allow better ventilation. 	M	M	M	Yes

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4	COVID-19 <i>(proximity, social distancing)</i> <i>(generally)</i>	Employees & visitors <i>(A person catches COVID-19 due to working closely with an infected person)</i>	<ul style="list-style-type: none"> A social distancing policy has been implemented in accordance with Government guidance Offices and contact centres with the objective of maintaining 2m wherever possible. These measures include: <ul style="list-style-type: none"> Employees have been asked to work from home where possible. Staggering arrival and departure times at work Changing layout and processes to allow employees to work further apart Using floor tape to mark areas to help employees keep 2m apart and where this is not possible arranging employees to work side by side or back to back to avoid facing each other. Managing occupancy levels to enable social distancing Only business critical face to face meetings to be undertaken on agreement with all involved. Customer meetings to be undertaken remotely by phone or video where possible. No handshaking or attendance at large meetings. Avoiding hot-desking Using technology to avoid in-person meetings. Only absolutely necessary participants attend meetings and maintain 2m apart 	M	M	M	Yes

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5	COVID-19 <i>(proximity, social distancing)</i> (use of toilets/bathrooms)	Employees & visitors <i>(A person catches COVID-19 due to working closely with an infected person)</i>	<ul style="list-style-type: none"> Access is restricted as follows: <ul style="list-style-type: none"> - EasiDrive Main Gents 2 people. - EasiDrive Main Ladies 2 people. - EasiDrive Main Disabled 1 person. - EasiDrive Reception Gents 1 person. - EasiDrive Reception Ladies 1 person. - EasiDrive Reception Disabled 1 person. - Garvins Gents 1 person. - Garvins Ladies 1 person. - Garvins Disabled 1 person. Access to the toilets is limited via a socially distant queuing system. All surfaces are wiped down by housekeeping team once an hour. Relevant signage is displayed at entrances and within the toilets 	M	M	M	Yes

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6	COVID-19 <i>(proximity, social distancing)</i> <i>(use of kitchen)</i>	Employees & visitors <i>(A person catches COVID-19 due to working closely with an infected person)</i>	<ul style="list-style-type: none"> Limited access to the kitchen via a socially distant queuing system Implementation of a one way system around the kitchen Limited number of employees allowed access in the kitchen at any one time to (4 people max.) providing they do not progress to the next marker until the person ahead of them progresses Limit the amount of surfaces that need to be touched; where these cannot be limited such as milk bottles ensure hands are cleaned appropriately. Ensuring sure the surfaces are wiped down by the housekeeping team once an hour Ensuring relevant signage is displayed 	M	M	M	Yes
7	COVID-19 <i>(proximity, social distancing)</i> <i>(use of canteen area)</i>	Employees & visitors <i>(A person catches COVID-19 due to working closely with an infected person)</i>	<ul style="list-style-type: none"> Surfaces wiped down by the housekeeping team once an hour Relevant signage is displayed All seats to be adjusted to a 2 meter distance Employees must wipe down surfaces before and after use and antibacterial wipes must be provided 	M	M	M	Yes

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8	COVID-19 (proximity, social distancing) (meeting spaces)	Employees & visitors (A person catches COVID-19 due to working closely with an infected person)	<ul style="list-style-type: none"> All surfaces wiped down by the housekeeping team once an hour Relevant signage is displayed All seats adjusted to a 2 meter distance Employees must wipe down surfaces before and after use and antibacterial wipes must be provided Remote meetings tools should be used to avoid in-person meetings. Where a virtual meeting is not possible then restrict access to meeting rooms as follows: <ul style="list-style-type: none"> - EDAM 2 people - Fun 2 people - Innovative 3 people - One Team 4 people - Passionate 2 people - Respectful 2 people - Justice 2 people - Equality 2 people 	M	M	M	Yes
9	COVID-19 (proximity, social distancing) (wayfinding)	Employees & visitors (A person catches COVID-19 due to working closely with an infected person)	<ul style="list-style-type: none"> Relevant signage is displayed All walkways to be appropriately marked out with 2m social distancing tape Employees should avoid crossing paths with each other and wait a safe distance for their colleagues to pass. 	M	M	M	Yes

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10	COVID-19 <i>(proximity, social distancing) (shared equipment e.g. printers)</i>	Employees & visitors <i>(A person catches COVID-19 due to working closely with an infected person)</i>	<ul style="list-style-type: none"> Printing avoided where possible and employees reminded of this via the marketing team Where printers/scanners/franking machines must be used they are wiped down with antibacterial wipes and/or spray and blue roll before and after use Equipment positioned appropriately and socially distant from staff members by 2 meters 	M	M	M	Yes
11	COVID-19 <i>(Vulnerable employees)</i>	Employees with underlying health conditions. Reduced immunity, pregnancy, over 70, etc. <i>(Contract COVID-19 in workplace)</i>	<ul style="list-style-type: none"> UK Government guidance to be followed Clinically extremely vulnerable employees have been asked to work from home. Clinically vulnerable employees have been asked to take extra care in observing social distancing. Employees have been instructed to self-isolate if they have had either a high temperature (37.8 centigrade or greater) or a continuous dry cough in the last 14 days – there have been no instances of either of these to date. Where home working is not possible arrangements are made to isolate employee at work if symptom free. Pregnant workers may be asked to commence maternity leave early if practicable. 	M	M	M	Yes

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12	COVID-19 <i>(Employees who have contracted COVID-19)</i>	Employees, visitors, members of the Public, Family members <i>(Contract COVID-19 in workplace)</i>	<ul style="list-style-type: none"> If NHS 111/online or a GP determines an employee has contracted COVID-19 they will be treated as off sick as per normal company sickness policy. Colleagues who have had contact with a symptomatic employee will be made aware of the symptoms and advised to follow NHS Online Guidance. The workplace will be decontaminated following governmental guidance. This information has been passed onto all employees. 	M	M	M	Yes
13	COVID-19 <i>(Presenteeism. Symptomatic or exposed employees remaining in workplace.)</i>	Employees, members of the Public, Family members <i>(Employees who are symptomatic or have been in contact with someone with COVID-19 but continue to work despite being unwell)</i>	<ul style="list-style-type: none"> UK Government guidance to be followed Employees are advised to follow NHS Guidance online. Symptomatic employees will be instructed to go home. Colleagues who have had contact with a symptomatic employee will be made aware of the symptoms and advised to contact NHS Guidance online. As a last resort, if we decide to suspend an employee this will be on full pay unless the employee's specific contract provides a right to suspend without full pay for this reason. Such a suspension will not be considered a medical suspension This advice has been passed to all employees. 	M	M	M	Yes

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14	COVID-19 (Self-Isolation and wellbeing)	Employees (Employees not aware of the need to or how self-isolate. Wellbeing/Loneliness issues from self-isolation)	<ul style="list-style-type: none"> NHS 111 online provides advice on when to self-isolate and access to an online interactive and personal checklist (Stay at Home Advice) A homeworkers risk assessment – either general or specific depending on risk levels – will be completed Managers are to ensure that all employees now required to work from home have the necessary equipment to do their jobs safely. Managers & Colleagues are advised to keep in regular contact with home workers with regular individual and team calls. This information has been passed onto all employees. 	M	M	M	Yes
15	COVID-19 (Travelling abroad)	Employees & visitors (A person catches COVID-19 due to travelling abroad)	<ul style="list-style-type: none"> UK Government guidance to be followed FCO provides Foreign Travel advice for travellers CIPD provides advice for travellers returning to work from affected areas. We do not insist on employees travelling to work to an area with a higher risk of COVID-19 Employees who cancel at short notice any pre-booked annual leave to an affected can request to cancel leave which will be considered bearing in mind operational requirements. 	M	M	M	Yes

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16	COVID-19 <i>(Information failure)</i>	Employees & visitors <i>(Escalation/de-escalation of Pandemic)</i>	<ul style="list-style-type: none"> The company has a designated COVID-19 Appointed Person whose responsibilities include; <ul style="list-style-type: none"> - Signing up to relevant websites to receive timely updates - Monitoring relevant websites & news outlets 	M	M	M	Yes

Risk Assessment References – Notes

HSE Workplace health, safety and welfare Workplace (Health, Safety and Welfare) Regulations 1992
 The Management of Health and Safety at work Regulations 1999
 HSE Managing the Causes of Work Related Stress HSG218 2007
 HSE Books 1998 Lighting at Work HSG38
 HSE INDG244 Workplace health, safety and welfare: A short guide for Managers
 GOV.UK information on Coronavirus (COVID-19):
<https://www.gov.uk/guidance/social-distancing-in-the-workplace-during-coronavirus-covid-19-sector-guidance>
 HSE information on Coronavirus:
<https://www.hse.gov.uk/news/coronavirus.htm>