

# Risk Assessment

## Risk Assessment Activities

<b>Area/Activity Assessed</b>	Spread of Covid-19 Coronavirus– Return to Work (England)	<b>Date</b>	19 <sup>th</sup> July 2021
<b>Assessment Completed By</b>	Paul Heys	<b>Person(s) Consulted</b>	

<b>Persons Exposed</b>	<b>Operatives</b> <input checked="" type="checkbox"/>	<b>Contractors</b> <input checked="" type="checkbox"/>	<b>Young Person</b> <input checked="" type="checkbox"/>	<b>Expectant Mother</b> <input checked="" type="checkbox"/>	<b>Visitors and/or Public</b> <input checked="" type="checkbox"/>	<b>Office Staff</b> <input checked="" type="checkbox"/>
<b>Frequency of Exposure</b>	<b>Continually</b> <input type="checkbox"/>	<b>Hourly</b> <input type="checkbox"/>	<b>Daily</b> <input checked="" type="checkbox"/>	<b>Weekly</b> <input type="checkbox"/>	<b>Monthly</b> <input type="checkbox"/>	<b>Yearly</b> <input type="checkbox"/>
<b>Duration of Exposure</b>	<b>Less than 1hr</b> <input type="checkbox"/>	<b>1-2 hrs</b> <input type="checkbox"/>	<b>3-4 hrs</b> <input type="checkbox"/>	<b>5-6 hrs</b> <input type="checkbox"/>	<b>7-8 hrs</b> <input type="checkbox"/>	<b>More than 8 hrs</b> <input checked="" type="checkbox"/>

Probability - (5=Very Likely, 4=Likely, 3= Quite Possible, 2= Possible, 1= Unlikely) Severity - (5=Catastrophic, 4=Major, 3=Moderate, 2=Minor, 1=Insignificant)	0-8 - Low risk No Action Required. 9-15 - Medium risk Ensure adequate controls are in use. 16-25 - High Risk Stop operation and implement adequate control measures
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No	Hazard	Initial			Existing Control Measures	Residual			Additional Controls
		Severity	Probability	Risk		Severity	Probability	Risk	
1	Hand Washing	4	3	12	<ul style="list-style-type: none"> <li>Hand washing facilities with soap and water in place.</li> <li>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 hot air dryer or disposable towels.</li> <li>Hand sanitizer is available throughout the building.</li> <li>Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, and Kill it and to avoid touching face, eyes, nose or mouth with unclean hands.</li> <li>Posters, leaflets and other materials are available for display.</li> </ul>	4	2	8	

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No	Hazard	Initial			Existing Control Measures	Residual			Additional Controls
		Severity	Probability	Risk		Severity	Probability	Risk	
2	Cleaning	4	3	12	<ul style="list-style-type: none"> <li>Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods</li> <li>Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed</li> </ul>	4	2	8	
3	Social Distancing	4	4	16	<ul style="list-style-type: none"> <li>Social Distancing – this will still be encouraged throughout the building where practicable.</li> <li>Conference calls and remote meetings to be encouraged where effective and practicable. Meeting rooms to be assigned with consideration of space for attendees and with facilities for cleaning and hand sanitising available</li> <li>Ensuring sufficient rest breaks for staff.</li> <li>Consider office layouts, e.g. assign one workstation to one person, encourage social distancing, back to back or side by side working where possible. Retain screens on reception desks.</li> <li>Workspaces and meeting rooms to be ventilated by opening windows where possible and practical, and/or through use of air conditioning (with fresh air supply).</li> </ul>	4	3	12	Yes
4	RPE	4	3	12	<ul style="list-style-type: none"> <li>Face coverings to be worn as required, we recommend that people continue to wear face coverings in crowded, enclosed spaces.</li> </ul>	4	2	8	

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No	Hazard	Initial			Existing Control Measures	Residual			Additional Controls
		Severity	Probability	Risk		Severity	Probability	Risk	
6	Symptoms of Covid-19	4	3	12	<ul style="list-style-type: none"> <li>If anyone becomes unwell with a new continuous cough or a high temperature in the workplace they will be sent home and advised to follow the stay at home guidance.</li> <li>Line managers will maintain regular contact with staff members during this time.</li> <li>If advised that a member of staff or public has developed Covid-19 and were recently on our premises (including where a member of staff has visited other work place premises such as domestic premises), the management team of the workplace will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken.</li> <li>Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.</li> <li>Visitors should be questioned and not permitted on site if they have symptoms.</li> </ul>	4	2	8	
7	Mental Health	4	3	12	<ul style="list-style-type: none"> <li>Management will promote mental health &amp; wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help</li> <li>Reference - <a href="https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing">https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing</a></li> </ul>	4	2	8	

ACTION ARISING FROM RISK ASSESSMENT					
No	Risk Rating	Action Required:	Person (s) Responsible	Target Date	Date Completed
3	Med	Advise that a staggered return to full staffing levels is implemented (where possible) to avoid potential further transmission of the virus and enable social distancing to be maintained in the workplace.	Managers/ Staff	On-Going	