

## Coronavirus (COVID-19) Risk Assessment

**Assessment date:** 11th May 2020

**Review date:** 11th November 2020

**Version:** 1.0

Hazard	Control measures	Persons at risk
<p>Exposure from others due to:</p> <p>1) Living with someone with a confirmed case of COVID-19.</p> <p>2) Have come into close contact (within 2 metres for 15 minutes or more) with a confirmed case of COVID-19.</p> <p>3) Being advised by a public health agency that contact with a diagnosed case has occurred.</p>	<ul style="list-style-type: none"> <li>To follow government action of self isolation and only to leave house on the following circumstances: for medical reason; to shop for necessary food supplies; for exercise once per day; and for essential works including those deemed 'key workers'</li> <li>Any existing individual risk assessments (expectant mothers) to be reviewed</li> <li>Maintain contact with line management and Human Resources (HR) and to follow company policy / guidance.</li> <li>To continue following ongoing government guidance</li> <li>Stay at home and only attend hospital in an emergency. Do not attend GP surgery and phone NHS line (111) if further advice is required</li> <li>Follow good NHS hygiene measures at all times</li> <li>Avoid all visitors to your home unless they are providing a medical requirement</li> <li>Do not approach delivery staff, allow packages to be left on the doorstep</li> <li>Do not take any antibiotics as they do not work against viruses.</li> </ul>	<p>Staff members and visitors</p>
<p>Suspected case whilst working on site</p>	<p>If a worker develops a high temperature or a persistent cough while at work, they should:</p> <ul style="list-style-type: none"> <li>Return home immediately</li> <li>Avoid touching anything</li> </ul>	<p>Staff members and visitors</p>

	<ul style="list-style-type: none"> <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>• They must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed.</li> </ul>	
General travel	<ul style="list-style-type: none"> <li>• Do not travel unless you cannot work from home or deemed a key worker – implement teleconferencing for meetings</li> <li>• Where an individual has recently been abroad, they should self / home isolate themselves until further notice from the government (lockdown measures continue to apply)</li> <li>• Continue to follow any further national government advice provided</li> <li>• All persons to limit their use of public transport. Where travel is essential, please use private single occupancy where possible</li> </ul>	Staff members
Access to site	<p>The following practices have been introduced:</p> <ul style="list-style-type: none"> <li>• Stop all non-essential visitors</li> <li>• Introduce staggered start and finish times to reduce congestion and contact at all times</li> <li>• Require all workers to wash or clean their hands before entering or leaving the office</li> <li>• Allow plenty of space (two metres) between people working</li> <li>• Regularly clean common contact surfaces in reception, office, common areas, shared equipment e.g. scanners, boards, telephone handsets, desks</li> <li>• Reduce the number of people in attendance at office inductions / training / meeting</li> </ul>	Staff members

<p>Inclement weather – cold temperature allows disease to survive</p>	<ul style="list-style-type: none"> <li>• All employees to dress appropriately for the weather</li> <li>• Maintain good hygiene measures at all times</li> </ul>	<p>Staff members</p>
<p>Poor hygiene</p>	<ul style="list-style-type: none"> <li>• Wash your hands thoroughly and regularly. Use soap and water for at least 20 seconds. Use alcohol-based hand sanitiser if soap and water is not available and hand washing technique to be adopted as directed by NHS</li> <li>• Avoid touching your face/eyes/nose/mouth with unwashed hands and cover your cough or sneeze with a tissue then throw it in the bin.</li> <li>• Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.</li> <li>• Office will need extra supplies of soap, hand sanitiser and paper towels and these should be securely stored.</li> <li>• Introducing a cleaning regimes for door handles, locks, shared surfaces.</li> </ul>	<p>Staff members and visitors</p>
<p>Exposure from large numbers of persons</p>	<ul style="list-style-type: none"> <li>• All staff members has been encouraged to stay in the office once they have entered it and not use local shops.</li> <li>• Break times are staggered to reduce congestion and contact at all times</li> <li>• Hand cleaning facilities or hand sanitiser are available throughout the office</li> <li>• The staff members have been asked to bring pre-prepared meals and refillable drinking bottles from home</li> <li>• Employees should sit 2 metres apart from each other whilst eating and avoid all contact</li> <li>• Drinking water provided with enhanced</li> </ul>	<p>Staff members</p>

	<p>cleaning measures of the tap mechanism introduced</p> <ul style="list-style-type: none"> <li>All rubbish should be put straight in the bin and not left for someone else to clear up</li> </ul>	
Working within 2 metres	<ul style="list-style-type: none"> <li>Always consider if the task can be performed differently without having to breach the 2m social distancing rule</li> <li>Employees are to limit face to face working and work facing away from each other when possible</li> <li>Limit the frequency of working within 2m to an absolute minimum and ensure it is for strictly low intensity, sporadic work where exposure to this distance is less than 15 mins</li> <li>Continue to conduct dynamic risk assessments whilst completing the work and speak up if there is a safer way of completing the task</li> <li>Increased ventilation will be provided within enclosed spaces</li> </ul>	Staff members and visitors