



# Covid-19 Risk Assessment

<b>Task</b>	Coronavirus (COVID-19)			<b>Assessment No.</b>	2		<b>Date</b>	14/09/2020	<b>Review Date</b>	14/10/2021
<b>Site</b>	Redhill			<b>Assessed By</b>			<b>Signed by</b>	S. Wilson		
Hazard	Specific Risk	Who is at risk	Assessment Pre-Controls			Control Measures in place	Assessment Post Controls			
			S	L	RR		S	L	RR	
Operating during Coronavirus Pandemic	Employees exposure to Coronavirus	Employees, Third-parties, Members of the public, Clients	5	4	20	<ul style="list-style-type: none"> <li>Every member of staff has been fully briefed to ensure that that they are aware of the hazards and risks and understand the rules and procedures we have put in place.</li> <li>All employees to remain more than 2m apart from other people at all times.</li> <li>Where teamwork is required, teams do not work in groups larger than 6 - whilst always maintaining social distance of 2m at all times.</li> <li>Office rearranged to ensure social distance of 2m can be maintained at all times.</li> <li>Basic hygiene followed (thoroughly wash hands before eating, drinking, smoking with soap and water).</li> <li>Alcohol Hand gels provided for employees as additional protection.</li> <li>HR team monitor government directives &amp; then review this assessment where required following introductions of other required control measures.</li> </ul>	5	2	10	
Contact with customers or clients	Risk of infection being passed from contacts or with contaminated premises and equipment.	Employees, Third-parties, Members of the public, Clients	5	4	20	<ul style="list-style-type: none"> <li>Currently not permitting visitors or clients into the office.</li> </ul>	1	1	1	



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Failure to follow Government policies	Will lead to the spread of coronavirus infection among our workforce and anyone they come into contact with.	Employees, Third-parties, Members of the public, Clients	5	4	20	<ul style="list-style-type: none"> <li>The Government's COVID Act and associated Regulations and Orders have set a framework to prevent the spread of the virus. We have developed procedures and arrangements to work within those rules and guidance.</li> <li>Our arrangements and procedures are reviewed daily in the light of additional government guidance as published at gov.uk/coronavirus</li> <li>Staff are not permitted to visit clients or third-parties.</li> <li>Staff with family members in at risk categories or believe their circumstances to have changed have been instructed to inform their management team without delay. Decisions on home working or furlough in accordance with Government policy are taken on a case by case basis.</li> </ul>	5	2	10			
Uninformed workforce	Uninformed staff who are not fully aware and understanding of the procedures and arrangements we have put in place to work within Government Policy on essential working could compromise our arrangements and jeopardise the health of others.	Employees, Third-parties, Members of the public, Clients	5	4	20	<ul style="list-style-type: none"> <li>Specific procedures and measures to reduce the risk of spreading Coronavirus have been prepared. These are based on NHS, Public Health and Government guidance and instruction. They are updated daily to reflect any changes in the official advice and guidance.</li> <li>Every member of staff has been fully briefed to ensure that that they are aware of the hazards and risks and understand the rules and procedures we have put in place.</li> <li>Warning posters displayed at all our fixed workplaces and 'Return to Work' handbooks given to all employees.</li> <li>We have shared with our customers via our website.</li> </ul>	5	2	10			



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Travel and vehicles	Risk of the spread of infection from vehicles and during travel.	Employees, Third-parties, Members of the public, Clients	5	4	20	<ul style="list-style-type: none"> <li>Public transport will only be used where absolutely essential. Workers instructed on avoiding contact with surfaces, distancing and hand washing as per Government policies.</li> <li>Workers who use their own vehicles have been advised to ensure that surfaces and controls are routinely sanitised.</li> <li>No passengers are to be carried in any vehicle being used for business purposes. If a second worker is required for any part of the work activity they will travel separately.</li> </ul>	5	2	10	
Personal hygiene	Inadequate personal hygiene standards pose a risk of contracting the infection and cross contaminating and surfaces	Employees, Third-parties, Members of the public, Clients	5	4	20	<ul style="list-style-type: none"> <li>Where on site washing facilities are not available, use hand sanitizer gels or anti-bac/anti-virus wipes.</li> <li>Workforce instructed to clean their hands frequently, using a hand sanitiser containing at least 60% alcohol, or to wash their hands with soap and water for at least 20 seconds. Sanitiser has been provided.</li> <li>Workforce instructed not to touch their eyes, nose or mouth, if their hands are not clean.</li> <li>Workforce instructed that a disposable tissue, should be used when coughing and or sneezing then put into bag and binned or pocketed until that procedure can be followed.</li> <li>Workforce instructed that any potentially contaminated clothing and or personal protective equipment should be taken off and placed in a suitable plastic bag or container for appropriate action.</li> </ul>	5	2	10	
Food and drink	Potential for cross-infection at client premises and take away outlets.	Employees, Third-parties, Members of the public, Clients	5	4	20	<ul style="list-style-type: none"> <li>Workforce instructed to politely refrain from consuming beverages and food products that are offered by others, due to the risks associated with cross contamination.</li> <li>Workforce encouraged to prepare food and drink at home to avoid the need to visit take away outlets and potential exposure to infection.</li> </ul>	5	2	10	
Telephone and IT equipment	Contact with potentially cross contaminated equipment may transmit infection	Employees, Third-parties, Members of the public, Clients	5	4	20	<ul style="list-style-type: none"> <li>Workers instructed to ensure that all IT equipment and mobile phones are cleaned/disinfected on a regular basis using the cleaning wipes and sanitisers that have been provided.</li> <li>Workers instructed to refrain from sharing their work equipment with other people. If they use personal they are advised to follow this rule.</li> </ul>	5	2	10	
Smoking	Inhalation of tobacco smoke and or vapours from e-cigarettes may make smokers vulnerable to coronavirus infection	Employees, Third-parties, Members of the public, Clients	5	4	20	<ul style="list-style-type: none"> <li>Workers are reminded that they must comply with social distancing whilst in the smoking area.</li> <li>Workers are reminded to comply with no smoking regulations at all times.</li> </ul>	5	2	10	



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Shared use of machinery or equipment	Contact with potentially cross contaminated equipment may transmit infection	Employees, Third-parties, Members of the public, Clients	5	4	20	<ul style="list-style-type: none"> <li>Washing shared machinery after use with anti-virus wipes or soap and water after use.</li> </ul>	5	2	10			
Meetings – in groups	Potential for cross-infection and reduction of social distancing	Employees, Third-parties, Members of the public, Clients	5	4	20	<ul style="list-style-type: none"> <li>There will be no meetings in large groups.</li> <li>All non-essential meetings either postponed or completed via other means.</li> <li>Use of web meetings such as Microsoft Team to complete meetings where required</li> </ul>	5	2	10			
Contact with Vulnerable People	Potential for cross-infection	Employees, Third-parties, Members of the public, Clients	5	4	20	<ul style="list-style-type: none"> <li>All employees are briefed and aware of potential consequences with exposure.</li> <li>Any employees with signs of symptoms of coronavirus must not attend work and self-isolate and follow advice given by health care professionals.</li> </ul>	5	2	10			
Employees within vulnerable groups	Employees exposure to Coronavirus	Employees, Third-parties, Members of the public, Clients	5	4	20	<ul style="list-style-type: none"> <li>Any employees within vulnerable groups are to work from home.</li> </ul>	5	1	5			



# Covid-19 Risk Assessment

Hazard Severity & Likelihood		Severity (S) X Likelihood (L) = Risk Rating (RR)	No Action Required			Monitor Task			Action Required				Urgent Action Required Stop work				
Severity	Likelihood		1	2	3	4	5	6	8	9	10	12	15	16	20	25	
1. Negligible – No Injury	1. Very Unlikely (1 in 10000)																
2. Slight – Minor Injury	2. Unlikely (1 in 1000)																
3. Moderate – Lost time Injury	3. Fairly Likely (1 in 100)																
4. High – More than 3 days injury	4. Likely (1 in 10)																
5. Very High – Death	5. Very Likely (1 in 1 – Almost certain)																

PPE Requirements						Additional Equipment / Training
Gloves (BS EN388)						Awareness & symptoms of coronavirus via business briefs Alcohol based Hand Wipes or gel provided The importance of hand washing and good personal hygiene, therefore, cannot be overemphasised.
						