

Health & Safety - COVID Risk Assessment

Who might be harmed: All employees and visitors What are the hazards? Spread of Covid-19 Coronavirus	Objective:	Controls Required:	Further mitigating actions include: Controls	Action by who?	Action by when?	Complete
1. Thinking about risk	To carry out a COVID - 19 risk assessment	We need to assess and manage the risks of COVID-19, as an employer, we also have a legal responsibility to protect workers and others from risk to their health and safety. This means we need to think about the risks they face and do everything reasonably practicable to minimise them, recognising we cannot completely eliminate the risk of COVID-19	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.	Covid small team	29/05/20	✓
1.1 Managing risk	To reduce risk to the lowest reasonable practicable level by taking preventative measures, in order of priority	Increasing the frequency of handwashing and surface cleaning Make every reasonable effort to comply with social distancing guidelines set out by the Government (keeping people 2M apart wherever possible) Where social distancing cannot be followed in full, we should consider whether the activity needs to be	Increasing the frequency of hand washing and surface cleaning. Keeping activity time involved as short as possible. Using screens or barriers to separate people from each other. Using back to back or side to side working (rather than face to face) whenever possible.	Covid small team	13/05/20	✓

		continued, if yes take mitigating action where possible.	Reducing the number of people each person has contact with by using fixed teams (so each person works with only a few others)			
2. Who should work from home	That everyone should work from home, unless they cannot work from home	<p>Staff should work from home if at all possible.</p> <p>Planning for the minimum number of people needed on site to operate safely and effectively.</p> <p>Monitoring the wellbeing of people who are working from home and helping them stay connected to the rest of the workforce, especially if the majority of their colleagues are on site.</p> <p>Keeping in touch with off-site workers on their working arrangements including their welfare, mental and physical health and personal security.</p> <p>Provide equipment for people to work from home safely and effectively.</p>		Covid small team	29/05/20	✓
2.1 Protecting people who are at higher risk		<p>Providing support for workers around mental health and wellbeing. This could include advice or telephone support.</p> <p>See current guidance for advice on who is in the clinically extremely vulnerable and clinically vulnerable groups.</p>	Protect clinically vulnerable and clinically extremely vulnerable individuals.	Covid small team	29/05/20	✓

2.2 People who need to self-isolate		<p>Enabling workers to work from home while self-isolating if appropriate. Current guidance for employees https://www.gov.uk/statutory-sick-pay and employers https://www.gov.uk/employers-sick-pay relating to statutory sick pay due to COVID-19. See current guidance https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection for people who have symptoms and those who live with others who have symptoms.</p>		Covid small team	29/05/20	✓
2.3 Equality in the workplace		<p>Understanding and taking into account the particular circumstances of those with different protected characteristics.</p> <p>Involving and communicating appropriately with workers whose protected characteristics might either expose them to a different degree of risk or might make any steps we are thinking about inappropriate or challenging for them.</p> <p>Considering whether we need to put in place any particular measures or</p>	<p>In applying this guidance, employers should be mindful of the particular needs of different groups of workers or individuals. It is breaking the law to discriminate, directly or indirectly, against anyone because of a protected characteristic such as age, sex or disability. Employers also have particular responsibilities towards disabled workers and those who are new or expectant mothers.</p>	Covid small team	29/05/20	✓

		<p>adjustments to take account of our duties under the equalities legislation.</p> <p>Making reasonable adjustments to avoid disabled workers being put at a disadvantage and assessing the health and safety risks for new or expectant mothers.</p> <p>Making sure that the steps you take do not have an unjustifiable negative impact on some groups compared to others, for example, those with caring responsibilities or those with religious commitments.</p>				
3. Social distancing at work	To maintain 2m social distancing wherever possible, including while arriving at and departing from work, while in work and when travelling between sites.		<p>We maintain social distancing in the workplace wherever possible.</p> <p>Where the social distancing guidelines cannot be followed in full in relation to a particular activity, we consider whether that activity needs to continue for the business to operate, and, if so, take all the mitigating actions possible to reduce the risk of transmission between their staff. Mitigating actions include: (Further increasing the frequency of hand washing and surface cleaning. Keeping the activity time involved as short as possible.</p>	Covid small team	13/05/20	✓

			<p>Using screens or barriers to separate people from each other. Using back-to-back or side-to-side working (rather than face-to-face) whenever possible.</p> <p>Reducing the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others).</p> <p>Social distancing applies to all parts of a business, not just the place where people spend most of their time, but also entrances and exits, break rooms, canteens and similar settings. These are often the most challenging areas to maintain social distancing.</p>			
3.1 Coming to work and leaving work	To maintain social distancing wherever possible, on arrival and departure and to ensure handwashing upon arrival.	<p>Reducing congestion, for example, by having more entry points to the workplace.</p> <p>Defining process alternatives for entry/exit points where appropriate.</p>		Covid small team	29/05/20	✓
3.2 Moving around building and worksites	To maintain social distancing wherever possible while people travel through the workplace.	Reducing movement by discouraging on-essential trips within buildings and sites, for example, restricting access to some areas, encouraging use of radios or telephones, where permitted, and cleaning them between use.		Covid small team	13/05/20	✓

		<p>Restricting access between different areas of abuilding or site.</p> <p>Reducing job and location rotation.</p> <p>Regulating use of high traffic areas including corridors, lifts and walkways to maintain social distancing.</p>				
3.3 Workplaces and workstations	<p>For people who work in one place, workstations should allow them to maintain social distancing wherever possible.</p> <p>Workstations are assigned to an individual and not shared. If they need to be shared, they should be shared by the smallest possible number of people.</p> <p>If it is not possible to keep workstations 2m apart then businesses should consider whether that</p>	<p>Review layouts and processes to allow people to work further apart from each other.</p> <p>Using floor tape or paint to mark areas to help workers keep to a 2m distance.</p> <p>Only where it is not possible to move workstations further apart, arranging people to work side by side or facing away from each other rather than face-to-face.</p> <p>Only where it is not possible to move workstations further apart, using screens to separate people from each other.</p> <p>Managing occupancy levels to enable social distancing.</p>		Covid small team	20/05/20	✓

	activity needs to continue for the business to operate and if so take all mitigating actions possible to reduce the risk of transmission.	Avoiding use of hot desks and spaces where not possible, clean workstations between different occupants including shared equipment.				
3.4 Meetings	To reduce transmission due to face-to-face meetings and maintain social distancing in meetings.	<p>Using remote working tools to avoid in-person meetings.</p> <p>Only absolutely necessary participants should attend meetings and should maintain 2m separation throughout.</p> <p>Avoiding transmission during meetings, for example, avoiding sharing pens and other objects.</p> <p>Providing hand sanitiser in meeting rooms.</p> <p>Holding meetings outdoors or in well-ventilated rooms whenever possible.</p> <p>For areas where regular meetings take place, using floor signage to remind people to maintain social distancing.</p>		Covid small team	29/05/20	✓

3.5 Common areas	To maintain social distancing while using common areas.	Using safe outside areas for breaks. Reconfiguring seating and tables to maintain spacing and reduce face-to-face interactions. Encouraging staff to remain on-site and, when not possible, maintaining social distancing while off-site.		Covid small team	29/05/20	✓
3.6 Accidents, security and other incidents	To prioritise safety during incidents.		In an emergency, for example, an accident or fire, people do not have to stay 2m apart if it would be unsafe. People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards including washing hands.	Covid small team	29/05/20	✓
4. Managing our customers, visitors and contractors						
4.1 Manage contacts	To minimise the number of unnecessary visits to offices.	Encouraging visits via remote connection/working w here this is an option.		Covid small team	13/05/20	✓

		<p>Where site visits are required, site guidance on social distancing and hygiene should be explained to visitors on or before arrival.</p> <p>Limiting the number of visitors at any one time.</p> <p>Limiting visitor times to a specific time window and restricting access to required visitors only.</p> <p>Determining if schedules for essential services and contractor visits can be revised to reduce interaction and overlap between people, for example, carrying out services at out of hours.</p> <p>Maintaining a record of all visitors, if this is practical.</p> <p>Revising visitor arrangements to ensure social distancing and hygiene, for example, where someone physically signs in with the same pen in receptions.</p>				
4.2 Providing and explaining available guidance	To make sure people understand what they need to do to maintain safety.	Providing clear guidance on social distancing and hygiene to people on arrival, for example, signage or visual aids and before arrival, for example, by phone, on the website or by email.		Covid small team	29/05/20	✓

		<p>Establishing host responsibilities relating to COVID-19 and providing any necessary training for people who act as hosts for visitors.</p> <p>Reviewing entry and exit routes for visitors and contractors to minimise contact with other people.</p>				
5. Cleaning the workplace						
5.1. Before reopening	<p>To make sure that any site or location that has been closed or partially operated is clean and ready to restart, including:</p> <p>Carrying out cleaning procedures and providing hand sanitiser before restarting work.</p>	<p>Checking whether you need to service or adjust ventilation systems, for example, so that they do not automatically reduce ventilation levels due to lower than normal occupancy levels.</p> <p>Opening windows and doors frequently to encourage ventilation, where possible.</p>		Covid small team	29/05/20	✓
5.2 Keeping the workplace clean	<p>To keep the workplace clean and prevent transmission by touching contaminated surfaces.</p>	<p>Frequent cleaning of work areas and equipment between uses, using our usual cleaning products.</p> <p>Frequent cleaning of objects and surfaces that are touched regularly, such as door handles and keyboards and making sure there are adequate disposal arrangements.</p>		Covid small team	29/05/20	✓

		<p>Clearing workspaces and removing waste and belongings from the work area at the end of a shift.</p> <p>Limiting or restricting use of high-touch items and equipment, for example, printers or whiteboards.</p>				
5.3 Hygiene – handwashing, sanitation facilities and toilets	To help everyone keep good hygiene through the working day.	<p>Using signs and posters to build awareness of good handwashing technique, the need to increase handwashing frequency, avoid touching face and to cough or sneeze into a tissue which is binned safely, or into arm if a tissue is not available.</p> <p>Providing regular reminders and signage to maintain personal hygiene standards.</p> <p>Providing hand sanitiser in multiple locations in addition to washrooms.</p> <p>Setting clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved as much as possible.</p> <p>Enhancing cleaning for busy areas.</p>		Covid small team	13/05/20	✓

5.4 Changing rooms and showers	To minimise the risk of transmission in changing rooms and showers.	<p>Where shower and changing facilities are required, setting clear use and cleaning guidance for showers and lockers. They are kept clean and clear of personal items and that social distancing is achieved as much as possible.</p> <p>Introducing enhanced cleaning of all facilities regularly during the day and at the end of the day.</p>		Covid small team	20/05/20	✓
5.5 Handling goods, merchandise and other materials, and onsite vehicles.	To reduce transmission through contact with objects that come into the workplace and vehicles at the worksite.	<p>Cleaning procedures for goods entering the site.</p> <p>Cleaning procedures for vehicles.</p> <p>Introducing greater handwashing and handwashing facilities for workers handling goods and merchandise and providing hand sanitiser where this is not practical.</p> <p>Regular cleaning of vehicles.</p> <p>Restricting non-business deliveries, for example, personal deliveries to workers.</p>		Covid small team	29/05/20	✓
6. Personal Protective Equipment (PPE) and face covering		We are already using PPE in our work activity to protect against non-COVID-19 risks		Covid small team	29/05/20	✓

6.1 Face coverings			<p>Wearing a face covering is optional and is not required by law, including in the workplace. Face covering may be worn in enclosed spaces where social distancing isn't possible. Workers are told:</p> <p>Wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after removing it.</p> <p>When wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands. Change your face covering if it becomes damp or if you've touched it.</p> <p>Continue to wash your hands regularly.</p> <p>Change and wash your face covering daily.</p> <p>If the material is washable, wash in line with manufacturer's instructions. If it's not washable,</p>	Covid small team	29/05/20	✓
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			dispose of it carefully in your usual waste. Practise social distancing wherever possible.			
7. Workforce management						
7.1 Shift patterns and working groups	To change the way work is organised to create distinct groups and reduce the number of contacts each employee has.	As far as possible, where staff are split into teams or shift groups, fixing these teams or shift groups so that where contact is unavoidable, this happens between the same people. Identifying areas where people directly pass things to each other, for example office supplies, and finding ways to remove direct contact, such as using drop-off points or transfer zones.		Covid small team	29/05/20	✓
7.2 Work related travel						
7.2.1 Cars, accommodation and visits	To avoid unnecessary work travel and keep people safe when they do need to travel between locations.	Minimising non-essential travel – consider remote options first. Cleaning shared vehicles between shifts or on handover.		Covid small team	29/05/20	✓
7.3 Communications and Training						

7.3.1 Returning to work	To make sure all workers understand COVID-19 related safety procedures.	<p>Providing clear, consistent and regular communication to improve understanding and consistency of ways of working.</p> <p>Engaging with workers through existing communication routes to explain and agree any changes in working arrangements.</p> <p>Developing communication and training materials for workers prior to returning to site, especially around new procedures for arrival at work.</p>		Covid small team	29/05/20	✓
7.3.2 Ongoing communications and signage	To make sure all workers are kept up to date with how safety measures are being implemented or updated.	<p>Ongoing engagement with workers to monitor and understand any unforeseen impacts of changes to working environments.</p> <p>Awareness and focus on the importance of mental health at times of uncertainty. The government has published guidance on the mental health and wellbeing aspects of coronavirus (COVID-19).</p> <p>https://www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing/guidance-for-the-public-on-</p>		Covid small team	29/05/20	✓

		<p>the-mental-health-and-wellbeing-aspects-of-coronavirus-covid-19</p> <p>Using simple, clear messaging to explain guidelines using images and clear language.</p> <p>Communicating approaches and operational procedures to suppliers, customers to help their adoption and to share experience.</p>				
8. Inbound and outbound goods	To maintain social distancing and avoid surface transmission when goods enter and leave the site.	<p>Revising pick-up and drop-off collection points, procedures, signage and markings.</p> <p>Minimising unnecessary contact in the yard and warehouse. For example, non-contact deliveries where the nature of the product allows for use of electronic pre-booking.</p> <p>Considering methods to reduce frequency of deliveries, for example by ordering larger quantities less often.</p> <p>Where possible and safe, having single workers load or unload vehicles.</p>		Covid small team	29/05/20	✓

		<p>Where possible, using the same pairs of people for loads where more than one is needed.</p> <p>Enabling drivers to access welfare facilities when required, consistent with other guidance.</p> <p>Encouraging drivers to stay in their vehicles where this does not compromise their safety and existing safe working practice.</p>				
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