

WORKPLACE COVID19 RISK ASSESSMENT				Updated &/or Reviewed: 01-02-2021		
THIS GENERIC RISK ASSESSMENT SHOULD ALWAYS BE USED IN CONJUNCTION WITH ANY ACTIVITY SPECIFIC RISK ASSESSMENT AND POLICIES SUCH AS HHS POLICY. ALL STAFF SHOULD HAVE READ AND CONFIRMED THAT THEY HAVE READ AND UNDERSTOOD THE RISK ASSESSMENT. IT SHOULD BE MADE AVAILABLE TO ALL.				SIGN OFF BY: R TABLEY		
To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice by the use of Posters, leaflets and other materials.						
TOPIC:	SPREAD OF COVID19 CORNAVIRUS			Residual Risk	Additional Notes -	Responsibility
Hazard	Person(s) at risk	Risk rating	Control Measures	Residual Risk	Additional Notes -	Responsibility
Spread of Virus through contact with surfaces	<ul style="list-style-type: none"> <li>Staff</li> <li>Visitors to premises</li> <li>Cleaners</li> <li>Contractors</li> <li>Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions</li> <li>Anyone else who physically comes in contact with you in relation to your business</li> </ul>	H	<p><b>Hand Washing</b>  Hand washing facilities with soap and water in place.  Stringent hand washing taking place.  Drying of hands with disposable paper towels. - HAND DRYERS SHOULD NOT BE USED  Gel sanitisers should be readily available. In any area where washing facilities are not available + at entrance to any communal areas</p> <p><b>Cleaning</b>  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. For outdoor or indoor activity hardware equipment the surfaces that can be disinfected will be or quarantined for 72 hours. For activity equipment worn by participants the equipment will be disinfected or quarantined for a 72 hr period. A cleaning schedule to ensure it is completed correctly.</p> <p><b>Wearing of Gloves</b>  Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely. Staff to be reminded that wearing of gloves is not a substitute for good hand washing.</p> <p><b>Infection control</b>  Relevant staff such as cleaners are trained in the basics of infection control.  All staff to undertake weekly asymptomatic testing  All staff to wear face coverings during school visits when inside the building or where 2 meters distance cannot be reasonably maintained.</p>	M	<p>NHS hand washing guidance - <a href="https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/">https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</a></p> <p>Hand dryer research <a href="https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/">https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/</a></p> <p>Poster <a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/676212/COVID-19_Guidance_Employers_and_businesses_.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/676212/COVID-19_Guidance_Employers_and_businesses_.pdf</a></p> <p>Basic infection control training: <a href="https://basic.protectioncontrol.co.uk/7a42010">https://basic.protectioncontrol.co.uk/7a42010</a></p>	Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed. Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it. Posters placed around the building in communal and staff areas. Schedule created for managers to check.
Spread of Virus person to person	<ul style="list-style-type: none"> <li>Staff</li> <li>Visitors to your premises</li> <li>Cleaners</li> <li>Contractors</li> <li>Drivers</li> <li>Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions</li> <li>Anyone else who physically comes in contact with you in relation to your business</li> </ul>	H	<p><b>Social Distancing</b>  Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot or 1 meter +) gap as recommended by the Public Health England. Small groups created to minimise contact with others.</p> <p>Staff shift patterns changed, working from home where possible is encouraged. Contractors only allowed onsite when groups are not present. Also relocating workers to other tasks.</p> <p>Redesigning any processes to ensure social distancing in place. For first aid and rescue situations full PPE to be worn by centre staff (mask, visor if not wearing a helmet and gloves) to allow a management of the risks of a breach of 1m plus distancing.</p> <p>Redesign office layout to ensure social distancing in place.</p> <p>Conference calls to be used instead of face to face meetings where possible, even across offices or buildings</p> <p>Social distancing is possible and adhered to in canteen area, smoking area, break rooms, etc.</p> <p>Test &amp; Trace system in place</p>	M	<p>NHS hand washing guidance - <a href="https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/">https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</a></p> <p>HSE social distancing guidance: <a href="https://www.hse.gov.uk/news/social-distancing-coronavirus.htm">https://www.hse.gov.uk/news/social-distancing-coronavirus.htm</a></p>	Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed. Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it.
Spread of virus in vehicles	<ul style="list-style-type: none"> <li>Drivers</li> <li>Passengers</li> </ul>	H	<p>Procedures in place for Drivers to ensure adequate welfare facilities available during their work.  No sharing of vehicles and rigorous cleaning of vehicle cab once used.</p>	M	<p>HSE COVID Drivers guidance: <a href="https://www.hse.gov.uk/news/drivers-transport-delivery-coronavirus.htm">https://www.hse.gov.uk/news/drivers-transport-delivery-coronavirus.htm</a></p>	Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed. Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it.
Mental health	<ul style="list-style-type: none"> <li>Staff</li> <li>Visitors to your premises</li> <li>Cleaners</li> <li>Contractors</li> <li>Drivers</li> <li>Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions</li> </ul>	H	<p>Management will promote mental health &amp; wellbeing awareness to staff during the Coronavirus outbreak and after. Support will be offered where possible. Sign posting to appropriate services if required.</p>	M	<p>Further training and guidance can be found here: <a href="https://www.daceducation.co.uk/mental-health-at-work">https://www.daceducation.co.uk/mental-health-at-work</a></p>	Line managers are to check in with staff at regular intervals and ask about the individuals well being.
Individual becomes unwell	<ul style="list-style-type: none"> <li>Staff</li> <li>Visitors to your premises</li> <li>Cleaners</li> <li>Contractors</li> <li>Drivers</li> <li>Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions</li> <li>Anyone else who physically comes in contact with you in relation to your business</li> </ul>	H	<p>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.  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.</p> <p><b>RIDDOR reporting should be completed if, one or more of the following conditions are met:</b>  An unintended incident at work has led to someone's possible or actual exposure to coronavirus. This must be reported as a dangerous occurrence.  A worker has been diagnosed as having COVID 19 and there is reasonable evidence that it was caused by exposure at work. This must be reported as a case of disease.  A worker dies as a result of occupational exposure to coronavirus.</p>	M	<p>HSE COVID RIDDOR GUIDANCE: <a href="https://www.hse.gov.uk/news/riddor-reporting-coronavirus.htm">https://www.hse.gov.uk/news/riddor-reporting-coronavirus.htm</a></p>	Line managers will maintain regular contact with staff members during this time.
PPE	<ul style="list-style-type: none"> <li>Staff</li> <li>Visitors to your premises</li> <li>Cleaners</li> <li>Contractors</li> <li>Drivers</li> <li>Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions</li> <li>Anyone else who physically comes in contact with you in relation to your business</li> </ul>	H	<p>Most young people and workers (since 24 September 2020) aged 11 years and over (from the day of their 11th birthday) are advised to wear a face covering indoors, including within youth centres.</p> <p>Staff to wear face coverings indoors if a school is visiting.</p> <p>Where respiratory protective equipment (RPE) is a requirement for risks associated with the work undertaken the following measures will be followed:</p> <p>Tight-fitting respirators (such as disposable FFP3 masks and reusable half masks) rely on having a good seal with the wearer's face. A face fit test will be carried out to ensure the respiratory protective equipment (RPE) can protect the wearer.</p> <p>Wearers must be clean shaven.</p>	M	<p>HSE RPE Guidance: <a href="https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm">https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm</a></p>	Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed. Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it.
Spread of Virus from Public or site visitors	<ul style="list-style-type: none"> <li>Anyone else who physically comes in contact with you in relation to your business</li> </ul>		<p><i>Social distancing measures adhered to. Create one way system in all communal areas. Regular disinfection of objects and handles that are touched regularly. Deep clean of all areas weekly. Deep clean of rental units immediately after check out. Limit numbers of persons taking part in activity group. Reducing meal offers to just breakfast. Ensuring a regular supply of crockery in the dining area. Disinfection of all crockery after use.</i></p>	M		Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed. Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it.