

Subject of Assessment	Coronavirus (COVID-19)	RA No.	HP005HP/CRA
		Issue No.	05
Task/Activity	Managing the risk of Coronavirus (COVID-19) exposure whilst undertaking all work activities		
Assessor	Ellen Savage	Location of Assessment	Head Office

Risk Rating Matrix (RR)	Likelihood (L)		
Severity (S)	Certain or near certain to occur (High)	Reasonably likely to occur (Medium)	Unlikely to occur (Low)
Fatality; major injury or illness causing long term disability (High)	HIGH (H)	HIGH (H)	MEDIUM (M)
Injury or illness causing short term disability (Medium)	HIGH (H)	MEDIUM (M)	LOW (L)
Other injury or illness (Low)	MEDIUM (M)	LOW (L)	LOW (L)

Hazard Ref	Hazards <i>(Unsafe Condition)</i>	Who is at risk? <i>(and how)</i>	Controls in place	L	S	RR	Adequately controlled?
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Hazard Ref	Hazards <i>(Unsafe Condition)</i>	Who is at risk? <i>(and how)</i>	Controls in place	L	S	RR	Adequately controlled?
1	<p>COVID-19 <i>(Someone infected entering the workplace)</i></p>	<p>Employees <i>(A visitor or employee enters the workplace and passes the virus onto employees)</i></p>	<ul style="list-style-type: none"> An information poster highlighting the symptoms and the risk of COVID-19 is placed on entry/sign in point. Symptomatic individuals will not be allowed entry; They will be advised to follow NHS Online Guidance regarding self-isolation, arranging for a COVID 19 test and following the Test and Trace protocols for England and Northern Ireland, Test and Protect for Scotland and Test, Trace, Protect for Wales. COVID-19 information posters are placed in designated locations within the workplace (toilets, notice boards etc.) for all employees & visitors. Best practice Hygiene requirements (handwashing etc.) are being enforced and included in all inductions. Employees have been instructed to wash their hands frequently for at least 20 seconds duration. No handshaking. Employees are reminded daily to only come to work if they are fit and well and to remain at home if they or anyone in their household or support bubble is self-isolating. Only essential visitors are permitted on site until further notice. Contractors are assessed and approved before being allowed onto the premises, an induction will be provided to all contractors. A record of all contractors who have entered the premises is maintained. Where more than one infected employee/person is confirmed within the working environment then Public Health Health Protection Teams for England Scotland Wales or Northern Ireland (as applicable) are informed in order that potential outbreaks can be managed. Employees are encouraged to download the Covid-19 contact tracing app on their smartphones in support of controlling of the virus 	L	M	L	Yes

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2	COVID-19 (Someone becomes ill in the workplace)	Employees & Visitors (Contracting COVID-19 in workplace)	<ul style="list-style-type: none"> • UK, Scottish, Northern Ireland or Welsh Government guidance to be followed. • A designated safe area has been identified away from other staff. Persons showing signs of COVID-19 infection will be removed from the workplace to the designated area, away from other staff and sent home with support if required. • The person will be advised to follow NHS Online Guidance regarding self- isolation, arranging for a COVID 19 test and following the Test and Trace protocols for England and Northern Ireland, Test and Protect for Scotland and Test, Trace, Protect for Wales. • If the person is a visitor their organisation will be informed. • The workplace will be decontaminated following governmental guidance. • Best practice Hygiene requirements (handwashing etc.) are being enforced and included in all inductions. Employees have been instructed to wash their hands frequently for at least 20 seconds duration. No handshaking. • Where more than one infected employee/person is confirmed within the working environment then Public Health Health Protection Teams for England Scotland Wales or Northern Ireland (as applicable) are informed in order that potential outbreaks can be managed. • Employees are encouraged to download the Covid-19 contact tracing app on their smartphones in support of controlling of the virus • This information has been passed onto all employees. 	L	M	L	Yes
3	COVID-19 (Contaminated Workplace)	Employees & visitors (Contracting COVID-19 in workplace)	<ul style="list-style-type: none"> • UK Government guidance is being followed. • Hand sanitisers have been placed in the workplace and employees are encouraged to carry their own sanitary wipes. • Extra hygiene requirement (handwashing etc.) in place. Multi-use handtowels are not used to dry hands. • Employees are required to implement an increased cleaning regime. Common touchpoints (door handles, etc.) and equipment such as keyboards, work surfaces, etc. to be regularly cleaned. • This information has been passed onto all employees. 	L	M	L	Yes

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4	<p>COVID-19 <i>(proximity, workplace gatherings)</i></p>	<p>Employees & visitors <i>(A person catches COVID-19 due to working closely with an infected person)</i></p>	<ul style="list-style-type: none"> • UK, Scottish, Northern Ireland or Welsh Government guidance to be followed. • A social distancing policy has been implemented. • All office based employees have been asked to work from home where possible. • Face coverings and other methods (increased handwashing, limiting the time to as short as possible, side to side or back to back working, fixed teams, etc.) are used in enclosed spaces where 2 metre distancing cannot be reasonably achieved. • Face coverings are used by employees where they are legally required and support on their use, cleaning (where applicable) and disposal is provided. • Only business critical face to face meetings to be undertaken on agreement with all involved. • Customer meetings to be undertaken remotely by phone or video where possible. • Employees are encouraged to download the Covid-19 contact tracing app on their smartphones in support of controlling of the virus • No handshaking or attendance at large meetings permitted. • This information has been passed onto all employees. 	L	M	L	Yes

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5	<p>COVID-19 (Vulnerable employees)</p>	<p>Employees with underlying health conditions. Reduced immunity, pregnancy, over 70, BAME, etc. (Contract COVID-19 in workplace)</p>	<ul style="list-style-type: none"> • UK, Scottish, Northern Ireland or Welsh Government guidance to be followed. • Employees have been instructed to self-isolate if they have had either a high temperature (37.8 centigrade or greater) or a continuous dry cough or a loss of, or change to, your sense of smell or taste in the last 14 days – there have been no instances of these to date. • Any clinically vulnerable /clinically extremely vulnerable employees as defined in government guidance will work from home where possible. • If home working is not possible arrangements are made to isolate applicable employees at work where 2 metre distancing is not reasonably achievable, or where 1 metre plus with mitigation still does not provide sufficient assurance within the working environment. • We have individual discussions with higher risk [older males, those with a high Body Mass Index (BMI) and also those from a Black, Asian or minority ethnicity (BAME) background] around their particular concerns and discuss the measures we have put in place to minimise transmission to keep them safe. Records are kept of this review. • Pregnant workers may be asked to commence maternity leave early if practicable. • The company will arrange for meetings with clients/customers by video or audio conferencing where possible. • Employees are encouraged to download the Covid-19 contact tracing app on their smartphones in support of controlling of the virus 	L	M	L	Yes

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6	COVID-19 (Employees who have contracted COVID-19)	Employees, visitors, members of the Public, Family members (Contracting COVID-19 in workplace)	<ul style="list-style-type: none"> If NHS 111/online or a GP determines an employee has contracted COVID-19 they will be treated as off sick as per normal company sickness policy. Colleagues who have had contact with a symptomatic employee will be made aware of the symptoms and advised to follow NHS Online Guidance regarding self-isolation, arranging for a COVID 19 test and following the Test and Trace protocols for England and Northern Ireland, Test and Protect for Scotland and Test, Trace and Protect for Wales. Employees are encouraged to download the Covid-19 contact tracing app on their smartphones in support of controlling of the virus Where more than one infected employee/person is confirmed within the working environment then Public Health Health Protection Teams for England Scotland Wales or Northern Ireland (as applicable) are informed in order that potential outbreaks can be managed. The workplace will be decontaminated following governmental guidance. This information has been passed onto all employees. 	L	M	L	Yes
7	COVID-19 (Presenteeism. Symptomatic or exposed employees remaining in workplace.)	Employees, members of the Public, Family members (Employees who are symptomatic or have been in contact with someone with COVID-19 but continue to work despite being unwell)	<ul style="list-style-type: none"> UK, Scottish, Northern Ireland or Welsh Government guidance to be followed. Employees are advised to follow NHS Guidance online. Symptomatic employees will be instructed to go home. Colleagues who have had contact with a symptomatic employee will be made aware of the symptoms and advised to follow NHS Guidance online, or guidance for Scotland and Wales as applicable. Employees are reminded to isolate (stay at home) and follow UK, Scottish, Welsh or Northern Ireland guidance if they have been contacted by government contact tracing, or the Covid-19 contact tracing app they have downloaded has directed them to do so. As a last resort, if we decide to suspend an employee this will be on full pay unless the employee's specific contract provides a right to suspend without full pay for this reason. Such a suspension will not be considered a medical suspension. 	L	M	L	Yes

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8	COVID-19 (Self-Isolation and wellbeing)	Employees (Employees not aware of the need to or how self-isolate. Wellbeing/Loneliness issues from self-isolation)	<ul style="list-style-type: none"> NHS 111 online provides advice on when to self-isolate and access to an online interactive and personal checklist (Stay at Home Advice) see also Scottish and Welsh advice when the work is in these Nations. Employees who have downloaded the Covid-19 contact tracing app on their smartphones are advised to follow the apps instructions in support of controlling of the virus. A homeworke's risk assessment – either general or specific depending on risk levels will be completed. Managers are to ensure that all employees working from home, where this is possible have the necessary equipment to do their jobs safely. Managers and colleagues are advised to keep in regular contact with home workers, with frequent individual and team calls utilising skype, zoom, teams etc. This information has been passed onto all employees. 	L	M	L	Yes
9	COVID-19 (Travelling abroad)	Employees & visitors (A person catches COVID-19 due to travelling abroad)	<ul style="list-style-type: none"> UK Government, Scottish Government, Northern Ireland Government or Welsh Government guidance to be followed. FCO provides Foreign Travel advice for travellers. CIPD provides advice for travellers returning to work from affected areas. We do not insist on employees travelling to work to an area with a higher risk of COVID-19. Employees are granted permission to cancel at short notice any pre-booked annual leave to an affected area i.e. no pressure to travel to affected destinations. 	L	M	L	Yes
10	COVID-19 (Information failure)	Employees & visitors (Escalation/de-escalation of Pandemic)	<ul style="list-style-type: none"> The company has a designated COVID-19 Appointed Person whose responsibilities include; <ul style="list-style-type: none"> - Signing up to relevant websites to receive timely updates - Monitoring relevant websites & news outlets We have displayed a covid-19 secure poster (England only) 	L	M	L	Yes

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Additional Site Specific Arrangements							

Hazard Ref	Additional control	Assigned to	Date Completed	L	S	RR

Risk Assessment References – Notes
<p>HSE Workplace health, safety and welfare Workplace (Health, Safety and Welfare) Regulations 1992</p> <p>The Management of Health and Safety at work Regulations 1999</p> <p>HSE Managing the Causes of Work Related Stress HSG218 2007</p> <p>HSE Books 1998 Lighting at Work HSG38</p> <p>HSE INDG244 Workplace health, safety and welfare: A short guide for Managers</p> <p>HSE information on Coronavirus: https://www.hse.gov.uk/coronavirus/index.htm</p> <p>COVID 19 workplace safety guides issued by the UK government can be found here to assist you in ensuring that your workplace is now COVID 19 compliant.</p> <p>COVID 19 workplace safety guides are also issued by the Scottish, Welsh and Northern Ireland Governments to assist you in ensuring that your workplace is now COVID 19 compliant.</p>

Date of Assessment	24.11.2020	Signature	E. Savage
Reviewed Date	25.11.2020	Reviewed By	C. Hatto