



COVID-19 RISK ASSESSMENT

ASSESSMENT DATE: 8TH JUNE 2020
 REVIEW DATE 7TH DECEMBER 2020

		Likelihood				
Impact	Risk Matrix	Very Unlikely	Unlikely	Possible	Likely	Very Likely
	Negligible	1	2	3	4	5
	Minor	2	4	6	8	10
	Moderate	3	6	9	12	15
	Major	4	8	12	16	20
	Extreme	5	10	15	20	25

*RR = Residual Risk

Hazard	Risk	Control Measure	RR*	Persons at Risk
Exposure from others due to: 1) Living with someone with a confirmed case of COVID-19. 2) Have come into close contact (within 2 metres for 15 minutes or more) with a confirmed case of COVID-19. 3) Being advised by a public health agency that contact with a diagnosed case has occurred.	$4 \times 3 =$ 12	<ul style="list-style-type: none"> 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' Maintain contact with line management and to follow company policy / guidance. Travel is only required for essential travel; reduce the amount of time using public transport and to implement social distancing where possible (2m clearance from persons and not to travel in groups of more than 2 unless it is immediate family), To continue following ongoing government guidance. 	$4 \times 1 =$ 4	Individual Workers

		<ul style="list-style-type: none"> 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 Company to ensure extremely vulnerable persons; are shielding themselves and following their specific medical advice issued to them. Follow good NHS hygiene measures at all times. Avoid all visitors to your home unless they are providing a medical requirement. Do not approach delivery staff, allow packages to be left on the doorstep. Do not take any antibiotics as they do not work against viruses. 		
Suspected case whilst working on site	4 x 4 =16	<p>If a worker develops a high temperature or a persistent cough while at work, they should:</p> <ol style="list-style-type: none"> Return home immediately Avoid touching anything 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. They must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed. 	4 x 1 = 4	Individual Workers
General travel including foreign travel	4 x 4 =16	<ul style="list-style-type: none"> Do not travel unless you cannot work from home or deemed a key worker – implement teleconferencing for meetings Where an individual has recently visited these countries, they should self / home isolate themselves until further notice from the government (lockdown measures continue to apply) Please continue to follow any further national government advice provided All persons to limit their use of public transport. Where travel is essential, please use private single occupancy where possible Each company pool car to be used by one designated person who must clean touch points (steering wheel, door, hand brake gear stick) after use. 	4 x 1 = 4	Individual Workers
Access to office	4 x 4 =16	<p>Where possible, please consider and implement the following practices:</p> <ol style="list-style-type: none"> Stop all non-essential visitors 	4 x 1 = 4	Individual Workers

		<ol style="list-style-type: none"> 2. Introduce staggered start and finish times to reduce congestion and contact at all times 3. Monitor site access points to enable social distancing and reduce congestion 4. Require all workers/clients to wash or clean their hands before entering or leaving the site 5. Allow plenty of space (two metres) between people waiting to enter site 6. Regularly clean common contact surfaces in reception, office, access control and delivery areas e.g. scanners, turnstiles, screens, telephone handsets, desks, particularly during peak flow times 7. Reduce the number of people in attendance at site and consider holding them outdoors wherever possible 8. Customer access by appointment only Drivers should remain in their vehicles if the load will allow it and must wash or clean their hands before unloading goods and materials. 9. Payments should be taken by contactless card wherever possible 		
Viewings & Market Appraisals	4 x 4 =16	<p>Where possible, please consider and implement the following practices:</p> <ol style="list-style-type: none"> 1. Stop all non-essential appointments and viewings 2. Introduce staggered appointments to reduce congestion and contact at all times 3. Consider access points to enable social distancing 4. Require all employees/clients to wash or clean their hands before entering or leaving properties 5. Allow plenty of space (two metres) between people at all times 6. Regularly clean common contact surfaces 7. Reduce the number of people in attendance and consider holding them outdoors wherever possible 8. Use appropriate PPE provided (gloves & face coverings) 9. Require customer to use their own appropriate PPE. 10. Where possible undertake virtual practices 	4 x 1 = 4	Individual Workers, viewers, clients
Inclement weather (cold temperature allows disease to survive)	2 x 2 =4	<ul style="list-style-type: none"> • All persons to dress appropriately for the weather • Welfare facilities provided to shelter from the elements • Maintain good hygiene measures at all times 	2 x 1 = 4	Individual Workers

<p>Poor Hygiene</p>	<p>4 x 4 =16</p>	<ul style="list-style-type: none"> • 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 • 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. • Regularly clean the hand washing facilities and check soap and sanitiser levels • Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal. • Sites will need extra supplies of soap, hand sanitiser and paper towels and these should be securely stored. • Restrict the number of people using toilet facilities at any one time • Prohibit visitors from using toilet facilities • Enhance the cleaning regimes for toilet facilities particularly door handles, locks and the toilet flush 	<p>4 x 1 = 4</p>	<p>Individual Workers</p>
<p>Kitchen Use</p>	<p>4 x 4 =16</p>	<ul style="list-style-type: none"> • The workforce should also be required to stay on site once they have entered it and not use local shops. • Dedicated eating areas should be identified on site to reduce food waste and contamination • Break times should be staggered to reduce congestion and contact at all times • Hand cleaning facilities or hand sanitiser should be available at the entrance and should be used by workers when entering and leaving the area • The workforce should be asked to bring pre-prepared meals and refillable drinking bottles from home • Workers should sit 2 metres apart from each other whilst eating and avoid all contact • All rubbish should be put straight in the bin and not left for someone else to clear up • All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs and door handles. 	<p>4 x 1 = 4</p>	<p>Individual Workers</p>

Working within 2 metres of working team	$4 \times 4 = 16$	<ul style="list-style-type: none"> • Always consider if the task can be performed differently without having to breach the 2m social distancing rule • Workers are to limit face to face working and work facing away from each other when possible • 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 • Consider introducing an enhanced authorisation process (permit to work) for activities where less than 2m distance may be required • Provide additional supervision to monitor distancing and teams not to be rotated • Continue to conduct dynamic risk assessments whilst completing the work and speak up if there is a safer way of completing the task • All equipment to be thoroughly cleaned prior and after using it. • Reusable PPE should be thoroughly cleaned after use and not shared between workers. These should be stored in suitable places • Single use PPE should be disposed of so that it cannot be reused 	$4 \times 1 = 2$	Individual Workers
Key Collection / Drop-off	$4 \times 4 = 16$	<ul style="list-style-type: none"> • Keys to be cleaned when received • Lock boxes to be used for key collection where possible 	$4 \times 1 = 4$	Individual Workers