

**RISK ASSESSMENT**

<b>Subject of Assessment</b>	Coronavirus (COVID-19)		
<b>Task/Activity</b>	Managing the risk of Coronavirus (COVID-19) exposure whilst undertaking all work activities		
<b>Assessor</b>	Jade Voice	<b>Location of Assessment</b>	All operations

<b>Risk Rating Matrix (RR)</b>	<b>Likelihood (L)</b>		
<b>Consequence (C)</b>	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)	<b>HIGH (H)</b>	<b>HIGH (H)</b>	<b>MEDIUM (M)</b>
Injury or illness causing short term disability (Medium)	<b>HIGH (H)</b>	<b>MEDIUM (M)</b>	<b>LOW (L)</b>
Other injury or illness (Low)	<b>MEDIUM (M)</b>	<b>LOW (L)</b>	<b>LOW (L)</b>

<b>Ref</b>	<b>Hazards</b> <i>(Unsafe Condition)</i>	<b>Who is at risk?</b> <i>(and how)</i>	<b>Controls in place</b>	<b>L</b>	<b>C</b>	<b>RR</b>	<b>Adequately controlled?</b>
1	<b>COVID-19</b> <i>(Someone infected entering the workplace)</i>	<b>Employees</b> <i>(A visitor or employee enters the workplace and passes the virus onto employees)</i>	<ul style="list-style-type: none"> <li>COVID-19 information posters are placed in designated locations within the workplace for all employees &amp; visitors.</li> <li>Best practice Hygiene requirements (handwashing etc.) are being enforced and included in all inductions and reopening training. Employees have been instructed to wash their hands frequently for at least 20 seconds duration. No handshaking.</li> <li>All employees have undertaken training on symptoms during reopening training</li> <li>Symptomatic individuals will not be allowed entry</li> <li>Telephone return to work interviews to be conducted</li> </ul>	M	M	M	Yes

Ref	Hazards (Unsafe Condition)	Who is at risk? (and how)	Controls in place	L	C	RR	Adequately controlled?
2	<b>COVID-19</b> (Someone becomes ill in the workplace)	<b>Employees &amp; Visitors</b> (Contract COVID-19 in workplace)	<ul style="list-style-type: none"> <li>UK <a href="#">Government guidance</a> to be followed</li> <li>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 required. The person will be advised to follow <a href="#">NHS Guidance online</a>.</li> <li>If the person is a visitor their organisation will be informed.</li> <li>The workplace will be decontaminated following <a href="#">governmental guidance</a>.</li> <li>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.</li> <li>This information has been passed onto all employees.</li> </ul>	M	M	M	Yes
3	<b>COVID-19</b> (Contaminated Workplace)	<b>Employees &amp; visitors</b> (Contract COVID-19 in workplace)	<ul style="list-style-type: none"> <li>UK <a href="#">Government guidance</a> is being followed.</li> <li>Extra hygiene requirement (handwashing etc.) in place.</li> <li>Employees are encouraged to implement increased cleaning regime. Equipment such as keyboards, work surfaces, trolleys etc. to be regularly cleaned.</li> <li>Task specific PPE to be available</li> <li>This information has been passed onto all employees.</li> <li>Social distancing in place and team members not to enter rooms where guests are in there.</li> <li>Team member cleaning guest room and cleaning public area procedures updated</li> </ul>	M	M	M	Yes
4	<b>COVID-19</b> (proximity, workplace gatherings)	<b>Employees &amp; visitors</b> (A person catches COVID-19 due to working closely with an infected person)	<ul style="list-style-type: none"> <li>UK <a href="#">Government guidance</a> to be followed.</li> <li>A social distancing policy has been implemented                             <ul style="list-style-type: none"> <li>- All employees have been asked to work from home where possible.</li> <li>- meetings to be undertaken remotely by phone or video where possible.</li> <li>- Social distancing procedures implemented</li> <li>- No handshaking or attendance at large meetings.</li> </ul> </li> <li>This information has been passed onto all employees.</li> </ul>	M	M	M	Yes

Ref	Hazards (Unsafe Condition)	Who is at risk? (and how)	Controls in place	L	C	RR	Adequately controlled?
5	<b>COVID-19</b> (Vulnerable employees)	<b>Employees with underlying health conditions. Reduced immunity, pregnancy, over 70, etc.</b> (Contract COVID-19 in workplace)	<ul style="list-style-type: none"> <li>UK <a href="#">Government guidance</a> to be followed</li> <li>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 in the last 14 days – there have been no instances of either of these to date.</li> <li>Any vulnerable employees are required to work from home.</li> <li>Where home working is not possible arrangements are made to isolate employee at work if symptom free.</li> </ul>	M	M	M	Yes
6	<b>COVID-19</b> (Employees who have contracted COVID-19)	<b>Employees, visitors, members of the Public, Family members</b> (Contract COVID-19 in workplace)	<ul style="list-style-type: none"> <li>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.</li> <li>Colleagues who have had contact with a symptomatic employee will be made aware of the symptoms and advised to follow <a href="#">NHS Online Guidance</a>.</li> <li>The workplace will be decontaminated following <a href="#">governmental guidance</a>.</li> <li>This information has been passed onto all employees.</li> </ul>	M	M	M	Yes
7	<b>COVID-19</b> (Presenteeism. Symptomatic or exposed employees remaining in workplace.)	<b>Employees, members of the Public, Family members</b> (Employees who are symptomatic or have been in contact o with someone with COVID-19 but continue to work despite being unwell)	<ul style="list-style-type: none"> <li>UK <a href="#">Government guidance</a> to be followed</li> <li>Employees are advised to follow <a href="#">NHS Guidance online</a>.</li> <li>Symptomatic employees will be instructed to go home.</li> <li>Colleagues who have had contact with a symptomatic employee will be made aware of the symptoms and advised to contact <a href="#">NHS Guidance online</a>.</li> </ul>	M	M	M	Yes
8	<b>COVID-19</b> (Self-Isolation and wellbeing)	<b>Employees</b> (Employees not aware of the need to or how self-isolate. Wellbeing/Loneliness issues from self-isolation )	<ul style="list-style-type: none"> <li>NHS 111 online provides advice on when to self-isolate and access to an online interactive and personal checklist (<a href="#">Stay at Home Advice</a>)</li> <li>Managers are to ensure that all employees now required to work from home have the necessary equipment to do their jobs safely.</li> <li>Managers &amp; Colleagues are advised to keep in regular contact with home workers with regular individual, team calls or by Skype</li> <li>This information has been passed onto all employees.</li> </ul>	M	M	M	Yes

Ref	Hazards <i>(Unsafe Condition)</i>	Who is at risk? <i>(and how)</i>	Controls in place	L	C	RR	Adequately controlled?
9	COVID-19 <i>(Travelling abroad)</i>	<b>Employees &amp; visitors</b> <i>(A person catches COVID-19 due to travelling abroad)</i>	<ul style="list-style-type: none"> <li>UK <a href="#">Government guidance</a> to be followed</li> <li>FCO provides <a href="#">Foreign Travel advice</a> for travellers</li> <li>We do not insist on employees travelling to work to an area with a higher risk of COVID-19</li> </ul>	M	M	M	Yes
10	COVID-19 <i>(Information failure)</i>	<b>Employees &amp; visitors</b> <i>(Escalation/de-escalation of Pandemic)</i>	<ul style="list-style-type: none"> <li>The company has a designated COVID-19 Appointed Person whose responsibilities include;                             <ul style="list-style-type: none"> <li>- Signing up to relevant websites to receive timely updates</li> <li>- Monitoring relevant websites &amp; news outlets</li> </ul> </li> </ul>	M	M	M	Yes

<b>Date of Assessment</b>	13.05.2020	<b>Signature</b>	JHV
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