



Coronavirus (COVID-19) Risk Assessment

Assessor:	Helen Turner	Assessment Date:	15/04/2020
Revising Assessor:	Helen Turner	Revision Date:	21 st May 2020 r3

Note this assessment is in addition to Risk Assessment conducted by the business on 16th March 2020, see HSE/Occ.Health/Covid19

Ref No:	Hazard	People at Risk	Current Controls	L	S	RR	Actions to Reduce Risk Rating	L	S	RR
001	Spread of Covid-19 Coronavirus Hand Contact	<ul style="list-style-type: none"> Staff Visitors to your premises Cleaners Contractors Drivers Vulnerable groups – Elderly workers, Pregnant workers, those with existing underlying health conditions Anyone else who physically comes in contact with you in relation to your business 	<p>Hand Washing</p> <ul style="list-style-type: none"> Hand washing facilities with soap and hot water in place. Stringent hand washing taking place. Paper towels/hand dyers for drying of hands in place Hand washing guidance. https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ Gel sanitisers in any area where washing facilities not available Tissues are made available throughout the workplace Information in relation to ‘Catch it, Bin it, Kill it’ and Handwashing is posted in relevant areas. Various information is available and posted. <p>Wearing of Gloves</p> <ul style="list-style-type: none"> Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply are provided. Employees instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely. 	2	4	8	Management to continue to monitor.	1	4	4



Ref No:	Hazard	People at Risk	Current Controls	L	S	RR	Actions to Reduce Risk Rating	L	S	RR
002	Spread of Covid-19 Coronavirus Surface Contact	<ul style="list-style-type: none"> Staff Visitors to your premises Cleaners Contractors Drivers Vulnerable groups – Elderly workers, Pregnant workers, those with existing underlying health conditions Anyone else who physically comes in contact with you in relation to your business 	<p>Cleaning</p> <ul style="list-style-type: none"> Minimal persons are on site, most are working from home. Personnel are assigned their own desk/telephone etc. Drivers have been given sufficient cleaning kit and have been asked to clean vehicles every day. Drivers are usually assigned to the same vehicle. 	2	4	8	Cleaning of hand contact surfaces to be reviewed as return to work occurs.	1	4	4



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003	Spread of Covid-19 Coronavirus Social Distancing	<ul style="list-style-type: none"> Staff Visitors to your premises Cleaners Contractors Drivers Vulnerable groups – Elderly workers, Pregnant workers, those with existing underlying health conditions Anyone else who physically comes in contact with you in relation to your business 	Social Distancing <ul style="list-style-type: none"> Reduced number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency https://www.publichealth.hscni.net/news/covid-19-coronavirus https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people Steps taken to review work schedules including start & finish times/shift patterns, working from home etc. to reduce number of workers on site at any one time. Relocation of workers to other tasks. Redesigned processes to ensure social distancing in place. Conference calls used instead of face to face meetings. Sufficient rest breaks for staff in place. Social distancing adhered to in canteen area and smoking area. Maximum of two people in the kitchen at any one time. Face masks and guidance have been provided for use on occasions where Social Distancing is not possible. 	2	4	8	Management checks to ensure this is adhered to.	1	4	4



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004	Spread of Covid-19 Coronavirus Coughs, sneezes, droplets of saliva or discharge from the nose.	<ul style="list-style-type: none"> • Staff • Visitors to your premises • Cleaners • Contractors • Drivers • Vulnerable groups – Elderly workers, Pregnant workers, those with existing underlying health conditions • Anyone else who physically comes in contact with you in relation to your business 	<p>Suitable masks have been provided for operatives with instruction on use.</p> <p>Management vigilantly monitor.</p>	2	4	8	Management to Monitor	1	4	4



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005	Spread of Covid-19 Coronavirus Access / egress to site & premises	<ul style="list-style-type: none"> Staff Visitors to your premises Cleaners Contractors Drivers Vulnerable groups – Elderly workers, Pregnant workers, those with existing underlying health conditions Anyone else who physically comes in contact with you in relation to your business 	Access & Egress Following practices in place: <ul style="list-style-type: none"> All non-essential visitors have been stopped Staggered start and finish times to reduce congestion and contact at all times in place Monitoring of site/premises access points to enable social distancing in place –Require all workers to wash or clean their hands before entering or leaving the site Common contact surfaces in reception, office, access control and delivery areas e.g. scanners, screens, telephone handsets, desks, particularly during peak flow times are cleaned on a regular basis Drivers instructed to remain in their vehicles if the load will allow it and must wash or clean their hands before unloading goods and materials. 	2	4	8	Management to continue to monitor	1	4	4



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006	Spread of Covid-19 Coronavirus Travel	<ul style="list-style-type: none"> Staff Visitors to your premises Cleaners Contractors Drivers Vulnerable groups – Elderly workers, Pregnant workers, those with existing underlying health conditions Anyone else who physically comes in contact with you in relation to your business 	<p>Employees do not travel unless they cannot work from home.</p> <p>Teleconferencing to be used for meetings</p> <p>Continue to follow any further national government advice provided</p> <p>All employees will limit their use of public transport. Where travel is essential, use private single occupancy where possible</p>	2	4	8	Management continue to monitor.	1	4	4



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007	Spread of Covid-19 Coronavirus Canteen eating areas	<ul style="list-style-type: none"> Staff Visitors to your premises Cleaners Contractors Drivers Vulnerable groups – Elderly workers, Pregnant workers, those with existing underlying health conditions Anyone else who physically comes in contact with you in relation to your business 	<ul style="list-style-type: none"> Employees are required to stay on site once they have entered it and not use local shops. Dedicated eating areas already identified on site to reduce food waste and contamination Break times have been staggered to reduce congestion and contact at all times Workers sit 2 metres apart from each other whilst eating and avoid all contact Self-cleaning is enforced. All rubbish is put straight in the bin and not left for someone else to clear up Hand cleaning facilities or hand sanitiser is available at the entrance of any room where people eat and should be used by employees when entering and leaving the area. 	2	4	8	Management to continue to monitor	1	4	4



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008	Spread of Covid-19 Coronavirus Welfare facilities	<ul style="list-style-type: none"> Staff Visitors to your premises Cleaners Contractors Drivers Vulnerable groups – Elderly workers, Pregnant workers, those with existing underlying health conditions Anyone else who physically comes in contact with you in relation to your business 	Welfare facilities <ul style="list-style-type: none"> Washing of hands thoroughly and regularly with soap and water for at least 20 seconds is practiced. Avoidance in touching face/eyes/nose/mouth with unwashed hands practiced Covering coughs or sneezes with a tissue then throwing it in the bin. Regularly cleaning of the hand washing facilities and checking soap and sanitiser levels in place Suitable and sufficient rubbish bins for hand towels in place with regular removal and disposal. Washing of hands before and after using the facilities practiced Enhanced cleaning regime for toilet facilities particularly door handles, locks and the toilet flush in place 	2	4	8	Management to continue to monitor	1	4	4



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009	Spread of Covid-19 Coronavirus Mental Health	<ul style="list-style-type: none"> • Staff • Visitors to your premises • Cleaners • Contractors • Drivers • Vulnerable groups – Elderly workers, Pregnant workers, those with existing underlying health conditions • Anyone else who physically comes in contact with you in relation to your business 	<p>Mental Health Management promote mental health & wellbeing awareness to employees during the Coronavirus outbreak and will offer whatever support they can to help Reference - https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/ www.hseni.gov.uk/stress</p>	1	4	4	No further controls available.	1	4	4



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010	Spread of Covid-19 Coronavirus Symptoms of Covid-19	<ul style="list-style-type: none"> Staff Visitors to your premises Cleaners Contractors Drivers Vulnerable groups – Elderly workers, Pregnant workers, those with existing underlying health conditions Anyone else who physically comes in contact with you in relation to your business 	<p>Symptoms of Covid-19 If anyone becomes unwell with a new continuous cough or a high temperature in the workplace they should be sent home and advised to follow the stay at home guidance. Managers should maintain regular contact with employees during this time.</p> <p>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. https://www.publichealth.hscni.net/</p>	2	4	8	Management to continue to monitor	1	4	4



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011	Spread of Covid-19 Coronavirus Suspected case whilst working	<ul style="list-style-type: none"> Staff Visitors to your premises Cleaners Contractors Drivers Vulnerable groups – Elderly workers, Pregnant workers, those with existing underlying health conditions Anyone else who physically comes in contact with you in relation to your business 	<p>Suspected case whilst working If a worker develops a high temperature or a persistent cough while at work, they are to:</p> <ul 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. <p>They should then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed</p>	2	4	8	Management to continue to monitor	1	4	4

This risk assessment has been issued as a guideline only and should not be considered as an exhaustive list. The observations and recommendations are only pertinent to the conditions at the time of the assessment. Regular inspections and review of risk assessments are required to ensure standards are maintained. It is your responsibility to assess and manage risk according to your own setting.

Assessor: Helen Turner	Signature: 	Date: 04/05/20
Customer Acceptance:	Signature: 	Date: 05/05/20

Customer Acceptance: This assessment is accepted by the customer as a true and fair representation of risks associated with the tasks/location assessed. It has been checked for any missing risk that the assessor may be unaware of.



Severity \ Likelihood	Intolerable (5)	Significant (4)	Moderate (3)	Slight (2)	Negligible (1)	R i s k
Very likely (5)	High (25)	High (20)	High (15)	High (10)	Medium (5)	
Probable (4)	High (20)	High (16)	High (12)	Medium (8)	Low (4)	
Possible (3)	High (15)	High (12)	Medium (9)	Medium (6)	Low (3)	
Remote (2)	High (10)	Medium (8)	Medium (6)	Low (4)	Low (2)	
Improbable (1)	Medium (5)	Low (4)	Low (3)	Low (2)	Low (1)	

Low (1 – 4): The risk is acceptable as it is probably small or trivial. Monitor to ensure controls are maintained.

Medium (5– 9): The risks are considered significant. The task should not be started until control measures have been introduced to reduce the risk to an acceptable level. The task must be monitored to ensure the control measures are suitable.

High (10 – 25): The risks are considered intolerable. On no account should the work be started or continued with until the risk has been reduced to an acceptable and manageable level. If the risks cannot be reduced to manageable level then the task must not be attempted.