

Site Address:		Ref. No:	COVID-19
Location/Department:			

Date:	
Task/Activity/Process/Workplace/Equipment: (Being Assessed)	
General risk assessment for the mitigation of transmission of the COVID-19 Coronavirus.	

Risk Rating Key		
Score	Description	Action
1-6	Low Risk	Acceptable
7-10	Medium Risk	Tolerable (Subject to controls)
11-25	High Risk	Unacceptable (Activity May Not Proceed)

The source – the symptomatic individual

It is generally accepted that individuals should be considered potentially infectious from the time symptoms appear to the time their symptoms have completely disappeared. In general terms, the more severe the symptoms, the more infectious a person is likely to be.

Transmission – via droplets over a distance or direct/indirect contact

Coronavirus is generally transmitted from person to person through close contact and over short distances – in the region of 2 metres. This pattern of transmission is known to be associated with spread by respiratory droplets from coughs and sneezes, by direct contact with an infected person, or indirectly from objects or surfaces which have become covered with virus-infected secretions. Coronavirus is easily removed or destroyed by soap and water, normal household detergents or hand rubs (microbicidal hand rubs, particularly alcohol-based).

The recipient – the susceptible individual

In order to pass on the virus, individuals who are susceptible to the disease must be present. Until an individual has acquired immunity, either through natural infection or through vaccination, they remain at risk of infection. If someone coughs or sneezes into their hand, those droplets and the virus within them are easily transferred to surfaces that the person touches, such as door handles, handrails, phones and keyboards. If you touch these surfaces and touch your face, the virus can enter your system and you can become infected.

People/Persons and Numbers at Risk							
General				Specific - Vulnerability			
1. Employees/Staff	All	5. Customers	All	9. New & Expectant Mothers	All	13. Shift/Night Workers	All
2. Co-Workers	All	6. Clients	All	10. Young Persons	All	14. Temporary/Volunteer Workers	All
3. Public	All	7. Patients	All	11. Mobile Workers	All	15. Homeworkers	All
4. Pupils/Students	All	8. Service Users/Residents	All	12. Disabled People	All	16. Visitors	All
Others:							

Task/Activity		Hazard		Existing Control Measures	RISK			
No.	List significant steps in Job/Task	Describe all hazards identified and their effects for each task	People at Risk	Describe fully all existing controls applicable for each hazard.	Likelihood	Severity	Rating	
							No.	A/T/U
1.	Preventing contamination of the workplace.	Infected persons entering the workplace. Risk on transmitting the virus and contaminating the workplace.	All Persons	Prominently displayed signs should be used to discourage staff and visitors with Coronavirus symptoms from entering the workplace and remind people of: <ul style="list-style-type: none"> The signs and symptoms of Coronavirus. The importance of self-isolation of individuals with symptoms. The importance of respiratory etiquette and hand hygiene at all times. 	2	5	10	T

2.	Preventing contamination of the workplace.	Contaminated surfaces and infected persons transmit the virus to others.	All Persons	<ul style="list-style-type: none"> • Surfaces should be cleaned frequently with the usual cleaning materials. • Where practicable, effective use of physical barriers (screens and counters) should be made to help restrict close interaction and direct contact with potentially ill customers or visitors. • Consideration should be given to improving access to effective hand hygiene facilities. Where practicable, hand rubs (microbicidal hand rubs, particularly alcohol-based) could be made available at entrances to premises which are used by customers or visitors. • Where practical, consideration should be given to minimising the number of soft furnishings and other objects that could potentially become contaminated and are difficult to clean. 	2	5	10	T
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3a.	Protecting the Organisation.	<p>Infected persons entering the workplace. Risk on transmitting the virus and contaminating the workplace; leading to increased cross-infection and staff shortages due to self-isolation or even hospitalisation.</p> <p>Loss of productivity, output, customer service or even closure.</p>	All Persons	<ul style="list-style-type: none"> • Raise awareness among staff of the signs and symptoms of Coronavirus and the need for individuals to self-isolate (stay at home) if they have symptoms. • Consider how best to manage people who develop symptoms in the workplace. • Promote an environment in which staff who become unwell feel that they can go home and stay at home until they are well. • Consider alternatives to direct meetings and visits (e.g. phone or video conferencing). • Where contact with those who may have symptoms (customers/visitors) is unavoidable, reduce the risk of transmission of disease to staff and others by encouraging: <ul style="list-style-type: none"> • The use of proper hand hygiene before entering premises or handling goods. • When handling documents or money, staff should be encouraged to minimise contact with their mouth, eyes and nose until their hands have been cleaned. • The practice of high standards of respiratory etiquette, such as covering the mouth with a tissue when coughing and sneezing. 	2	5	10	T
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3b.	Protecting the Organisation.	<p>Risk on transmitting the virus and contaminating the workplace; leading to increased cross-infection and staff shortages due to self-isolation or even hospitalisation.</p> <p>Loss of productivity, output, customer service or even closure.</p>	All Persons	<ul style="list-style-type: none"> • Where practicable, direct contact should be avoided and, where possible, a distance of more than 2 metre should be kept between staff and customers and visitors. • Where social interactions are unavoidable, individuals with symptoms should be encouraged to minimise close interactions and/or direct contact with people. • Alternatively, if contact is unavoidable, consideration may be given to asking individuals with symptoms consistent to wear a face mask (if available) while interacting with staff. • HR policies should reinforce the early recognition of illness and the need for workers to remain at home when ill. • HR policies may wish to reflect the impact of a pandemic on dependants and be sensitive to staff needs during times of caring for family members or even bereavement. 	2	5	10	T
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3c.	Protecting the Organisation.	<p>Coronavirus (COVID-19)</p> <p>Someone entering the workplace with COVID-19.</p> <p>A visitor enters the workplace with COVID-19 and passes the virus on to employees.</p>	All Persons	<ul style="list-style-type: none"> • An information poster/email is sent to regular visitors which highlights the risks of COVID-19 and states that symptomatic individuals will not be allowed entry or will be requested to leave. • An information poster highlighting the symptoms of COVID-19 is placed on the entry/sign in point. The poster will state that symptomatic individuals will not be allowed entry. • Hygiene requirements (handwashing etc.) and symptoms of COVID-19 will be included within Induction. • COVID-19 Information posters are placed in designated locations within the workplace (toilets, notice boards etc). • This information has been passed onto employees. 				
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3d.	Protecting the Organisation.	<p>Coronavirus (COVID-19)</p> <p>Someone becomes ill within the workplace.</p> <p>Contracted COVID-19 by any means.</p>	All Persons	<ul style="list-style-type: none"> • Person will be removed to a designated area which is at least 2 metres away from other people. • We have identified a designated room or area where they can be isolated behind a closed door, such as a staff office. If it is possible to open a window, we will do so for ventilation. • The individual will be sent home and advised to follow NHS guidance online. If the person is a visitor, their organisation will also be contacted. • The workplace will be decontaminated following Governmental guidance: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings • This information has been passed onto employees. 				
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3e.	Protecting the Organisation.	<p>Coronavirus (COVID-19)</p> <p>Contaminated workplace A person catches COVID-19 due to contaminated surfaces.</p>	All Persons	<ul style="list-style-type: none"> • An increased formal cleaning regime is underway. Employees are cleaning equipment more often (keyboards, work surfaces etc.). • Hand sanitisers have been placed in the workplace. • Extra hygiene requirements (handwashing etc.) are enforced. • Multi-use handtowels are not used to dry hands. • This information has been passed onto employees. 				
3e.	Protecting the Organisation.	<p>Coronavirus (COVID-19)</p> <p>Proximity, workplace gatherings A person catches COVID-19 due to working closely with an infected person.</p>	All Persons	<ul style="list-style-type: none"> • A <i>Social Distancing</i> policy has been implemented. All work areas and activities have been evaluated against the possibility to implement social distancing (no handshaking, deferring large meetings etc.) • https://www.health.gov.au/resources/publications/coronavirus-covid-19-information-on-social-distancing • 2 - This information has been passed onto employees. 				

4.	Protecting individuals.	Risk on transmitting the virus and contaminating the workplace; leading to increased cross-infection among staff and others.	All Persons	<ul style="list-style-type: none"> • If attendance at a public place or location is unavoidable, then individuals should be encouraged to clean their hands or use a hand rub (microbicidal hand rubs, particularly alcohol-based) before entering premises. • Encourage individuals with symptoms to maintain high levels of respiratory hygiene and to dispose of tissues appropriately. • Minimise interactions with people. • Where social interactions are unavoidable, in addition to the measures outlined, consideration might be given to asking individuals with symptoms to wear a face mask (if available). 	2	5	10	T
5a.	Reducing the risk of healthy/susceptible people becoming infected.	The principal actions will be to try to ensure that healthy people reduce or avoid contact with individuals with symptoms and adopt practices that reduce the risk of catching the infection (for example, social distancing measures and effective hand hygiene).	All Persons	<p>In the workplace:</p> <ul style="list-style-type: none"> • Assess access to hand hygiene facilities. • Clean surfaces frequently touched by hands with normal cleaning agents. 	2	5	10	T

5b.	Reducing the risk of healthy/susceptible people becoming infected.	The principal actions will be to try to ensure that healthy people reduce or avoid contact with individuals with symptoms and adopt practices that reduce the risk of catching the infection (for example, social distancing measures and effective hand hygiene).	All Persons	<p>Organisational arrangements:</p> <ul style="list-style-type: none"> • Raise awareness of the importance of respiratory etiquette and hand hygiene. • Consider the practicability of the effective use of social distancing within work environments if social interaction is unavoidable. For example: <ul style="list-style-type: none"> a) Measures to reduce the frequency of interactions should be considered, e.g. staggering lunch breaks or reducing the number of people in enclosed places. b) Reduce face-to-face meetings wherever possible and only undertake essential travel. c) Encourage the use of video or telephone communication or conferencing. d) Consider the use of home working for those staff for whom this would be a practical option. <p>Identify individuals who may be at particular risk of the adverse effects of Coronavirus and deploy them in areas where contacts are minimal.</p>	2	5	10	T
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5c.	Reducing the risk of healthy/susceptible people becoming infected.	The principal actions will be to try to ensure that healthy people reduce or avoid contact with individuals with symptoms and adopt practices that reduce the risk of catching the infection (for example, social distancing measures and effective hand hygiene).	All Persons	<p>Individual behaviour:</p> <ul style="list-style-type: none"> • Staff should adopt good hand hygiene practices and minimise touching the mouth, eyes and/or nose. • Increase social distancing and try to avoid being part of a crowd. Where it is unavoidable, adopt good respiratory and hand hygiene. • Minimise any contact with any individual with symptoms. • If close proximity (less than a metre) with an individual with symptoms is inevitable, then consideration might be given to using a face mask. If face masks are worn, staff must follow the procedures for their safe use, paying particular attention to how they are both removed and disposed of. Staff may expose themselves to additional risk of infection if they fail to use or dispose of face masks correctly. The use of a face mask must not decrease the strict application of other, more relevant, infection control measures. 	2	5	10	T
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5d.	Reducing the risk of healthy/susceptible people becoming infected.	<p>Coronavirus (COVID-19)</p> <p>General Employees (including those considered at increased risk).</p> <p>Employees are not aware of the risks from COVID-19 and become infected due to lack of awareness of control measures.</p>	All Persons	<ul style="list-style-type: none"> NHS provides advice on what COVID-19 is, what the risks are, the symptoms, how COVID-19 is spread, and how to avoid catching or spreading germs (simple Do's and Don'ts): https://www.nhs.uk/conditions/coronavirus-covid-19/ The WHO (World Health Organisation) provides information and a free 5-minute video on which has been provided to our employees COVID-19: https://openwho.org/courses/introduction-to-ncov Government guidance on hand washing is provided in line with the 20 second rule: https://www.nhs.uk/video/pages/how-to-wash-hands.aspx Additional consideration will be given to those employees who may be deemed to be at increased risk. Advice on risks, symptoms and control measures has been passed onto employees. A formal training program has been implemented which considers Safe Place, Safe Person, Sound Information. 	2	5	10	T
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5e.	Reducing the risk of healthy/susceptible people becoming infected.	<p>Coronavirus (COVID-19)</p> <p>Self-isolation Employees are not aware of the need to self-isolate or how to self-isolate.</p>	All Persons	<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: https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-advice/ Advice on how to self-isolate has been passed onto employees. 	2	5	10	T
5f.	Reducing the risk of healthy/susceptible people becoming infected.	<p>Coronavirus (COVID-19)</p> <p>Travelling abroad for work to an area with a higher risk of COVID-19.</p>	All Persons	<ul style="list-style-type: none"> FCO provides advice for travellers: https://www.gov.uk/foreign-travel-advice UK Government advises against all non-essential travel. Practical alternatives to travel including postponing trips and holding meetings via video conferencing are implemented. Advice and guidance on travelling has been passed onto employees. 	2	5	10	T

5g.	Reducing the risk of healthy/susceptible people becoming infected.	<p>Coronavirus (COVID-19)</p> <p>Returning to the UK after travelling abroad for work (or otherwise) to an area with a higher risk of COVID-19.</p>	All Persons	<ul style="list-style-type: none"> • CIPD provides advice for travellers returning to work from affected areas: https://www.hr-inform.co.uk/news-article/advice-on-managing-the-coronavirus-outbreak • We will not insist employees travel to an area with a higher risk of COVID-19. • This advice or how to access it is passed onto employees. 	2	5	10	T
5h.	Reducing the risk of healthy/susceptible people becoming infected.	<p>Coronavirus (COVID-19)</p> <p>Booked annual leave Employee(s) may become affected due to travelling to an affected area as part of booked annual leave.</p>	All Persons	<ul style="list-style-type: none"> • Employee(s) are granted permission to cancel at short notice any pre-booked annual leave to an affected area. <p><i>(A failure to allow short notice cancellation could pressure employees to travel to affected destinations).</i></p>	2	5	10	T

5i.	Reducing the risk of healthy/susceptible people becoming infected.	<p>Coronavirus (COVID-19)</p> <p>Symptomatic or exposed employee(s)</p> <p>Presenteeism</p> <p>Employee(s) is/are symptomatic of COVID-19 or has been in close contact with someone with COVID-19.</p> <p>A person catches COVID-19 due to another employee continuing to work despite being unwell.</p>	All Persons	<ul style="list-style-type: none"> • Employee(s) is/are advised to follow NHS online guidance: https://www.nhs.uk/conditions/coronavirus-covid-19/ • If NHS 111 or a GP determines the employee is symptomatic and certifies them unfit for work, they will be treated as off sick as per normal policy. • Symptomatic employees will be sent home. • Colleagues who have had contact with a symptomatic employee will be made aware of the symptoms and advised to contact NHS online for guidance. • Working from home will be considered. • As a last resort, if we decide to suspend an employee as a precaution this will be on full pay unless the employees specific contract provides us a right to suspend without full pay for this reason. Such a suspension will not be considered a 'medical suspension'. • This advice or how to access it is passed onto employees. 	2	5	10	T
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5j.	Reducing the risk of healthy/susceptible people becoming infected.	Coronavirus (COVID-19) Employee(s) who have contracted COVID-19 by any means.	All Persons	<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 policy. • Colleagues who have had contact with a symptomatic employee will be made aware of the symptoms and advised to follow NHS online guidance. • The workplace will be decontaminated following Governmental guidance: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings • Personal Protective Equipment has been provided relative to activities. • This information has been passed onto employees. 	2	5	10	T
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5k.	Reducing the risk of healthy/susceptible people becoming infected.	<p>Coronavirus (COVID-19)</p> <p>First Aid Training / CPR Manikin</p> <p>Employees are exposed to risks from COVID-19 due to providing First Aid in the workplace, or, from the use of CPR Training on Manikins.</p>	All Persons	<ul style="list-style-type: none"> Advice on CPR and resuscitation in the workplace is taken from UK Gov & the Resuscitation Council: <ul style="list-style-type: none"> https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/ https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov Advice on Manikin Hygiene is sought from reputable providers. <ul style="list-style-type: none"> https://www.qualsafe.com/PDFs/QA%20COVID-19%20Info.pdf 	2	5	10	T
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6.	Correct procedures should Coronavirus be suspected or diagnosed.	Infecting others with Coronavirus / risk of complications to vulnerable people.	All Persons	<ul style="list-style-type: none"> • Display appropriate signage (available on NHS website) to ensure staff, visitors and contractors are aware of symptoms and actions to take. • Reinforce hand hygiene protocol at all times, using liquid soap and water and disposable paper towels. Monitor this process. • Provide alcohol hand gel and wipes within the main foyer / entrance / reception to each unit Display advice to visitors on how and when to use hand gel. • Ensure staff are properly informed on why and when to use alcohol hand gel, this is additional to proper hand washing not instead of. • Employees to carry paper tissues at all times and use them to cover their mouth and nose when they cough and sneeze.To ensure they dispose of tissues immediately after use. Provide tissues when / where appropriate. • Employees to be aware / get into the habit of avoiding touching their face where possible. 	2	5	10	T
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7.	Staff with Coronavirus symptoms.	Risk of infecting others.	All Persons	<ul style="list-style-type: none"> • Employees must stay at home if they have symptoms of Coronavirus, and inform their line manager. • Employee to be aware that if they are diagnosed with Coronavirus by the NHS or GP they must notify their manager in line with the company absence policy. • Staff to carry paper tissues at all times and use them to cover their mouth and nose when they cough and sneeze. To ensure they dispose of tissues immediately after use. Provide tissues when / where appropriate. • Staff to be aware / get into the habit of avoiding touching their face where possible. 	2	5	10	T
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8.	Pregnant staff.	Employees who are pregnant should not work with people who have Coronavirus symptoms due to the unknown impacts of the virus.	All Persons	<ul style="list-style-type: none"> When an employee is diagnosed with Coronavirus the line manager should review the pregnancy risk assessment with the employee concerned and appropriate control measures. Pregnant women are more susceptible to all infections, because their immune system is naturally suppressed in pregnancy. Current evidence does not suggest pregnant women are more at risk. Employees to be aware that if they are diagnosed with Coronavirus by the NHS or GP they must notify their manager in line with the company absence policy. 	2	5	10	T
9.	Visitors and customers.		All Persons	<ul style="list-style-type: none"> Protocols for the management of customers with symptoms to be in place and all staff aware. Relevant visitors and customers to be informed of protocol, if symptoms are identified at initial meeting then politely reschedule the meeting offering advice from the NHS. 	2	5	10	T
10.	Caring for people who have been diagnosed with Coronavirus or who have symptoms of Coronavirus.	Cross infection of staff and clients and others.	All Persons	Employees are to be aware that if they are caring for or are diagnosed with Coronavirus by the NHS or GP they must notify their manager in line with the company absence policy.	2	5	10	T

11.	Staff who have been diagnosed with Coronavirus or who have symptoms of Coronavirus.	Cross infection of staff and clients and others.	All Persons	<p>Staff diagnosed with Coronavirus, should self-isolate within their homes while they are infectious.</p> <p>Employees are to be aware that if they are diagnosed with Coronavirus by the NHS or GP they must notify their manager in line with the company absence policy.</p>	2	5	10	T
12.	Additional cleaning tasks.	To minimise the risk of cross infection from persons with Coronavirus-like symptoms to others, employees, visitors and member of the public.	All Persons	<p>Additional cleaning of all touch surfaces should be undertaken using detergent, regularly empty waste bin with used tissues.</p> <p>All staff to read guidance with the Coronavirus information summary for additional guidance on removing PPE. Ensure all cleaning staff have received infection control training.</p> <p>Dispose of all disposable items, such as sachets and toilet rolls.</p> <p>Office equipment and keyboards should be cleaned daily and other touch surfaces by night cleaners.</p>	2	5	10	T
13.	Additional cleaning tasks.	To minimise the risk of cross infection from person with Coronavirus like symptoms to other employees, visitors and members of the public.	All Persons	<p>Damp dusting should be undertaken using a detergent based product.</p> <p>All touch areas should be cleaned frequently (at least daily) with water and detergent.</p>	2	5	10	T

14.	Staff personal precautions.	To minimise the risk of cross infection from person with Coronavirus like symptoms to other employees, visitors and members of the public.	All Persons	<p>It is important that the following practices are adhered to:</p> <ul style="list-style-type: none"> • Individuals should use a tissue to cover their nose and mouth when coughing and/or sneezing, dispose of the tissue promptly and then wash their hands. • Tissues should be disposed of in domestic waste – they do not require any special treatment. • Individuals should not use cloth handkerchiefs or reuse tissues. This practice carries a risk of contaminating pockets or handbags which may then recontaminate hands every time they go into those pockets or handbags. • Individuals should clean their hands frequently, especially after coughing, sneezing and using tissues. Soap and water are a perfectly effective means of cleaning hands; however, hand rubs (microbicidal hand rubs, particularly alcohol-based) can be used as an alternative. 	2	5	10	T
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15.	Staff personal precautions.	To minimise the risk of cross infection from person with Coronavirus like symptoms to other employees, visitors and members of the public.	All Persons	<p>It is important that the following practices are adhered to:</p> <ul style="list-style-type: none"> • Individuals should minimise touching of the mouth, eyes and/or nose, unless they have recently cleaned their hands. • Normal household detergent and water should be used to clean surfaces frequently touched by hands. • Individuals should clean their hands as soon as they get to work and when they arrive home. 	2	5	10	T
16.	Persons suspected or known to be infected.	To minimise the risk of cross infection from person with Coronavirus like symptoms to other employees, visitors and members of the public.	All Persons	<p>The principal action will be to promote the importance of prompt and effective self-isolation by individuals with symptoms; such people should be encouraged to stay at home until symptoms resolve.</p> <p>Where self-isolation is not immediately possible, people with symptoms should be encouraged to adopt proper respiratory etiquette and hand hygiene and, where possible, avoid close interaction and direct contact with other people.</p>	2	5	10	T

16.	Sound Information.	<p>Coronavirus (COVID-19)</p> <p>Lack of accurate information / a failure to disseminate information.</p> <p>Employees are not aware of the risks from COVID-19 and become infected due to lack of awareness of control measures.</p>	All Persons	<p>Monitoring. We have designated a COVID-19 Appointed Person. Responsibilities include:</p> <ul style="list-style-type: none"> • Signing up to relevant websites to receive timely updates. • Monitoring relevant Websites and News outlets. <p>Reporting. An internal and external risk communication plan has been developed to ensure timely updating/ sharing of information with all stakeholders (meetings, circulars, emails etc.).</p>	2	5	10	T
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