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Last Revision Summary:	Internal Testing Process
Process/Procedure Title:	COVID-19 On-site working R/Assess

COVID-19 Risk Assessment

Risk Factor	Description of risk	Severity (low / medium / high)	Control measures / Comments
People not being aware of the situation, controls and requirements	Employee may not be aware of the risks so needs to be fully briefed before starting work	High	<ul style="list-style-type: none"> Risk assessment to be completed prior to employee arriving on site and findings briefed to them by their manager to ensure they understand a risk assessment has been completed and what they need to do to comply with it. Ensure employee is aware of what to do in the event symptoms are developed during time on site Letters and briefings to employees routinely as required – every 2 to 3 weeks
Accurate reporting of COVID-19 and isolation	Minimise the risk of the virus coming onto site	High	<ul style="list-style-type: none"> Speak to employees each day to ensure they have not had symptoms and no one they live with or have been in contact with have been in self-isolation or have had symptoms Record employee forehead temperatures each day Ensure people are aware of the reporting guidelines through letters, posters and supervision
Completing unnecessary travel and work	Consider if the work is essential and can only be performed on site	High	<ul style="list-style-type: none"> If not essential or can be done remotely, plan for work to be cancelled, postponed, or done remotely. Check and confirm employees are not part of the vulnerable / high risk groups. If so, do not proceed with bringing them back on-site during shutdown
Travel to and from work	Employees using public, taxi or shared transport are potentially at higher risk of contraction of the virus	Public Transport – High Lift Share – Medium Own Transport - Low	<ul style="list-style-type: none"> Speak to each individual and ask them to reduce use of public transport. Look at other options on an individual basis to see what reduces risk and works for both parties Provide PPE to all employees to wear during commuting



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Working area	Risk of virus spread if people are within 2 metres of each other and one has the virus	High	<ul style="list-style-type: none"> Assess all working areas and workstations to allow enforcement of the 2 metres rule. Install screens in offices to create physical barrier between desks Toilet areas to be checked for proximity and floor markings / maximum occupants to be reviewed Introduce screens in close-proximity workstations. Need screens for intermediate perch stations Implement mask wearing for everyone when not at their workstation
Confinement of the area	Confined spaces are more likely to allow the contamination / spreading of the virus, particularly if there are several people working in the confined space together	Medium	<ul style="list-style-type: none"> Check all working areas for confined spaces and limit people working in that area or move the work Screen requires installation in reception Check Lab for space and if any further precautions required
Cleanliness of hard surfaces	Risk of contamination from previous contact with hard surfaces	Low	<ul style="list-style-type: none"> Sporadic working means than > 72 hours since hard surfaces have been touched and regular cleaning of site and hard surfaces has continued during site temporary closure Full site sanitisation carried out using Zoono on all hard surfaces and offices to ensure 30 days protection Sanitisation chemicals and electrostatic sprayer purchased and nights boiler-person to spray the site over 3 weeks in rotation Cars and vans to be included on the Zoono cleaning schedule
Availability of hand-wash and sanitiser	Likelihood of spread increased if people do not show good hand hygiene or do not use sanitiser	Medium	<ul style="list-style-type: none"> Daily check of all rest room facilities to ensure soap and sanitiser are available for all people. Supplies secured for hand sanitiser to be filled up and all people given their own personal hand sanitiser dispenser Additional hand sanitiser stations ordered for fitting to all normal entrance and exits Hand sanitiser required in all meeting rooms



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Canteen facilities and proximity	Which facilities will be used, are they cleaned and how many other people will be using them at the same time?	Medium	<ul style="list-style-type: none"> Staggering breaks, limit number of people allowed in the canteen at the same time and enforce 2 m rule
Lone working	Need to ensure supervision at a distance	Medium	<ul style="list-style-type: none"> To be considered case by case
Work instructions & communication	If not enough work instruction, employee may need to unnecessarily be walking around site speaking to various people	Medium	<ul style="list-style-type: none"> Ensure clear instructions are available for the work to be completed and what to do in the event of problems or running out of work TV screen to show critical information and show hand washing, 2m rule etc only Instructions to remind people to stay away from work if they show symptoms or someone in the same house does so. Check against current government guidance for timeframes for this
Personal Protective Equipment	Provide PPE for people to choose to use	Low	<ul style="list-style-type: none"> Provide gloves, masks and shields for people to use at their discretion. Ensure rules for good hygiene and sticking to the remainder of the guidance is still critical Face masks now required to be worn by everyone when not at their normal workstation
Crowding	Reduce likelihood for people coming into contact with each other in large groups	Medium	<ul style="list-style-type: none"> Signage to remind people that 2m rule to be used at all times Stagger mealtimes and limit access in canteens to only a low number of people Congregation during potential fire alarm to be managed on a case-by-case basis. Fire Marshall to brief people to spread out and wear masks when roll-call completed. Risk from potential fire greater than risk of spread of infection.



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			<ul style="list-style-type: none"> Smoking areas require more work to improve social distancing – reformat courtyard smoking area
Paperwork transmission	Potential for virus to spread on paperwork as it changes hands	Low	<ul style="list-style-type: none"> Remove all non-critical paperwork from the process. Where paper is required, minimise number of people handling and insert in plastic wallets which can be wiped down and sanitised
Checking for virus entry to site	Potential for people bring virus onto site from home lives, time on holidays or furlough etc.	Medium	<ul style="list-style-type: none"> Administer temperature checks for everyone coming onto site every day and enforce sick leave for 7 days if temperature shows fever. Need to check the thermometer and check for calibrated level e.g. 37 deg. C and then set a target for fever, which is considered to be 38 deg. C or higher (https://www.nhs.uk/common-health-questions/accidents-first-aid-and-treatments/how-do-i-take-someones-temperature/) People administering the temperature checks to wear a face-covering
Reduce proximity in normal movements	Where people are crossing each other or in confined spaces together, potential for transmission	Low	<ul style="list-style-type: none"> Shift staggering introduced Clocking requirements changed so people do not wait for the hour to tick over before clocking out
Visitors to site	Potential to bring the virus in from outside	Medium	<ul style="list-style-type: none"> All visitors and service contractors to be minimised to absolute essentials Visitor / contractor authorisation to work check complete for each contractor working on site with temperature and symptoms checked and recorded Sign required for warehouse roller shutter entrance to make rules clear about staying in vehicle etc.



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High risk and vulnerable groups of people	Current government & NHS guidelines have highlighted that certain groups of people including BAME, obese and people with certain medical conditions may be at increased risk of mortality if they contract the disease	Low	<ul style="list-style-type: none"> • All control above will help reduce the risk to vulnerable groups • Where certain groups of people need to return to work, social distancing measures are in place • Other risk-reduction measures will be used such as working on different shifts (e.g. nights) or working in different areas within the same or other depts.
Internal testing facility	Twice weekly testing for all company employees in accordance with National Testing Programme.	Low	<ul style="list-style-type: none"> • Clinical SOP for mass testing with Lateral Flow Antigen devices followed • Training room converted to test suite • Clinical governance audits in place

Date of last review	26/03/2021
Assessors	T Durant, A Lawrence, M Gregson, D Walter, T Appleyard, C Royle
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Signature / date	