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<b>Process/Procedure Title:</b>	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.	Low	<ul style="list-style-type: none"> <li>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.</li> <li>Ensure employee is aware of what to do in the event symptoms are developed during time on site.</li> <li>Letters and briefings to employees as required.</li> <li>Encourage use of Covid-19 App.</li> <li>Encourage everyone to get vaccinated</li> </ul>
Accurate reporting of COVID-19 and isolation	Minimise the risk of the virus coming onto site	Medium	<ul style="list-style-type: none"> <li>Ensure people are aware of the reporting guidelines through letters, posters, and supervision</li> </ul>
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	Low	<ul style="list-style-type: none"> <li>Check all working areas for confined spaces and limit people working in that area or move the work.</li> <li>Be aware of proximity of people around you.</li> </ul>
Cleanliness of hard surfaces	Risk of contamination from previous contact with hard surfaces	Medium	<ul style="list-style-type: none"> <li>Full site sanitisation carried out using Zoono on all hard surfaces and offices to ensure 30 days protection.</li> <li>Sanitisation chemicals and electrostatic sprayer purchased and nights boiler-person to spray the site over 3 weeks in rotation.</li> <li>Cars and vans to be included on the Zoono cleaning schedule</li> </ul>
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"> <li>Daily check of all rest room facilities to ensure soap and sanitiser are available for all people.</li> <li>Supplies secured for hand sanitiser to be filled up and all people given their own personal hand sanitiser dispenser.</li> <li>Additional hand sanitiser stations ordered for fitting to all normal entrance and exits.</li> </ul>



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			<ul style="list-style-type: none"> <li>Hand sanitiser required in all meeting rooms</li> </ul>
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"> <li>Staggering breaks, limit number of people allowed in the canteen at the same time</li> </ul>
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"> <li>Ensure clear instructions are available for the work to be completed.</li> <li>TV screen to show critical information and hand washing.</li> <li>Instructions to remind people to stay away from work if they show symptoms.</li> <li>Check against current government guidance for timeframes</li> </ul>
Personal Protective Equipment	Provide PPE for people to choose to use	Low	<ul style="list-style-type: none"> <li>Provide gloves, masks, and shields for people to use at their discretion.</li> <li>Ensure rules for good hygiene and sticking to the remainder of the guidance</li> </ul>
Paperwork transmission	Potential for virus to spread on paperwork as it changes hands	Low	<ul style="list-style-type: none"> <li>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</li> </ul>
Visitors to site	Potential to bring the virus in from outside	Medium	<ul style="list-style-type: none"> <li>All visitors and service contractors to be minimised.</li> <li>Visitor / contractor authorisation to work check complete for each contractor</li> </ul>
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"> <li>All controls above will help reduce the risk to vulnerable groups.</li> <li>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.</li> </ul>
Internal testing facility	Twice weekly testing for all company employees in accordance with National Testing Programme.	Low	<ul style="list-style-type: none"> <li>Clinical SOP for mass testing with Lateral Flow Antigen devices followed.</li> <li>Training room converted to test suite.</li> <li>Clinical governance audits in place</li> </ul>



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Travel	Travel outside of England	Medium	<ul style="list-style-type: none"> <li>Employees to make sure they are aware of the relevant rules surrounding quarantine periods and testing</li> </ul>
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Date of last review	14/07/2021
Assessors	A Roberts, T Durant
Approved by	T Durant
Signature / date	