

Health and Safety Risk  
Assessment – COVID-19

# Content

Reference	Title	Assessment date	Comment
H 3.2.00	Covid-19 Company	May 2020	Template COVID- 19 Risk assessment

**This assessment must be reviewed annually, after any accident or incident, after any significant change or modification affecting it or following a complaint.**

Risk Matrix	5 – Fatality	5	10	15	20	25
Probability	4 – Major injury	4	8	12	16	20
	3 – 7-Day injury	3	6	9	12	15
	2 – First Aid injury	2	4	6	8	10
	1 – Minor injury	1	2	3	4	5
	Likelihood	1 – Improbable	2 – Remote	3 – Possible	4 – Likely	5 – Certain

Risk Score	Risk Level	Action and Timescale
1 - 6	Tolerable	Consideration may be given to a more cost-effective solution or improvement that imposes no additional cost burden. Monitoring is required to ensure that the controls are maintained.
7 – 12	Moderate	Efforts should be made to reduce the risk, but the costs of prevention should be carefully measured and limited. Risk Reduction measures should be implemented within a defined period. Where the moderate risk is associated with extremely harmful consequences, further assessment may be necessary to establish more precisely the likelihood of harm as a basis for determining the need for improved control measures.
15 – 25	High	Work should not be started until the risk has been reduced. Considerable resources may have to be allocated to reduce the risk. Where the risk involves work in progress, urgent action should be taken.

**Potential Significant Hazards (tick those applicable to the operation)**

1	Electricity		12	Vibration		23	Optical Radiation		34	Lone Working	
2	Portable Electrical Appliances		13	Fire Hazards		24	Contractors / Visitors / General Public		35	Health and Wellbeing	y
3	Machinery/Equipment/Plant		14	Traffic/Pedestrian Routes		25	New and Expectant Mothers		36	Waste Disposal & Environmental	
4	Hand Tools		15	Young People		26	Lighting		37	Biological Pathogens Animal – Human	y
5	Slips / Trips / Falls		16	Vehicles		27	Temperature		38		
6	Manual Handling and Mechanical Handling		17	Excavations		28	Housekeeping	y	39		
7	Ladders Step Ladders Scaffolds/Scaffold Towers		18	Dust / Swarf		29	Weather		40		
8	Falls from Heights and Falling Materials/Items		19	Asbestos		30	Welfare Facilities	y	41		
9	Hazardous Substances and Hazardous Materials		20	Welding/Cutting/Grinding		31	Display Screen Equipment		42		
10	Access/Egress		21	Working Space and Confined Spaces		32	Driving for Business		43		
11	Noise		22	Hot Surfaces, Substances or Liquids		33	Pressure Systems		44		

# Risk Assessment: COVID-19

Reference

H 3.2.00

Date

May 2020





Revision

01

Activity: Returning to work

Location(s):

This assessment must be reviewed annually, after any accident or incident, after any significant change or modification affecting it or following a complaint.

PPE									Initial risk assessment prepared by: <b>Template</b>	Position: - <b>Template</b>
	Respiratory Protection	Overalls provided	Safety Boots	High Vis	Hard Hat	Gloves	Hearing Protection	Goggles	Other information relevant to this activity and risk assessment <b>Business in line with WHO and Government guidance until/unless</b> – someone (company personnel) reports a positive result from GP/A&E/Self-Assessment etc	
	✓					✓				

What is the hazard?	Who is at risk?	Initial Risk Rating			What control measures are currently in place to reduce the risk?	Residual Risk Rating			Additional control <i>What else can be done to reduce the risk to low level?</i>
		S	L	RR		S	L	RR	
<b>Employees</b> Contracting virus through close contact of personnel.	Employees Employees' family Visitors	5	4	20	<b>Employee</b> <ul style="list-style-type: none"> <li>The company shall phase the return to work so that social distancing and controls can be monitored.</li> <li>All the employees shall receive a back to work briefing.</li> <li>The company shall review who can still work from home and who cannot.</li> <li>The company shall look at individuals circumstances to make sure they can return to work safely consideration will be made for, childcare, vulnerable employees, employees with medical conditions, transport and geographic location and the risk of catching the virus within their own household i.e. key worker at home.</li> </ul> <b>Training</b> <ul style="list-style-type: none"> <li>All employees returning to work will receive a copy of this risk assessment and a toolbox talk on COVID-19.</li> <li>Signage shall be installed around the premises informing employees and visitors of the rules and risks of COVID 19.</li> </ul> <b>2-meter rule</b> <ul style="list-style-type: none"> <li>Employees are to ensure that they take suitable precautions and maintain a safe distance from other employees.</li> </ul> <b>Communications/Memos</b> <ul style="list-style-type: none"> <li>The company shall update its staff with regular information regarding current virus control measures. It is the responsibility of everyone to police where practicable all areas and personnel to ensure that measures are being adhered to.</li> </ul>	3	2	6	

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		S	L	RR		S	L	RR	
<b>Employees (cont.)</b> Contracting virus through close contact of personnel.	Employees Employees' family Visitors	5	4	20	<b>Contact Assessments</b> <ul style="list-style-type: none"> <li>Employees are to assess visually and verbally the state of individuals with regards to people who show symptoms of a virus. If Employees identify a person who is potentially showing symptoms of a virus, they are to avoid close contact and are politely asked to leave.</li> <li>Politely refuse to shake hands or any physical contact.</li> <li>Employees who unintentionally make contact with someone else should wash their hands immediately with soap and water for at least 20 seconds.</li> </ul> <b>Self-Assessments</b> <ul style="list-style-type: none"> <li>Employees are to self-assess their Health and wellbeing on an hourly basis IF they have been in contact with any person who shows typical symptoms of the identified virus.</li> <li>If Employees believe he/she has been in close proximity of an infected person or experiences similar symptoms, they are to follow the self-isolation process; Symptoms as per the government guidelines are as follows: a continuous cough, a high temperature and shortness of breath.</li> </ul> <b>Self-Isolation</b> <ul style="list-style-type: none"> <li>Employees shall report via telephone to the directors and notify them of issue.</li> <li>Employees shall self-isolate and NOT return to work until they have been cleared by qualified medical staff.</li> <li>Once cleared, the Employees may notify the office of the intended to return.</li> </ul> <b>Hygiene</b> <ul style="list-style-type: none"> <li>Wash hands frequently with soap and water or alcohol-based sanitiser gel.</li> <li>Avoid touching eyes, mouth, and nose.</li> <li>Wash hands frequently and thoroughly with soap and water or alcohol-based sanitiser gel.</li> </ul>	3	2	6	

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<p><b>Inductions of new staff</b> Potential of contagion through long periods of time in close contact with H&amp;S Coordinator;</p>	<p>Employees Employees' family Agency Employees</p>	3	3	9	<p><b>New Starter Inductions</b></p> <ul style="list-style-type: none"> <li>Provisions are in place by HR to inform new starters that they are required to self-assess prior to coming on site for their first day.</li> <li>If they believe they are infected in any way, they shall self-isolate and follow directions from 111.</li> <li>Inductions shall be conducted in well ventilated rooms.</li> </ul> <p><b>Postponement of New Positions</b></p> <ul style="list-style-type: none"> <li>Non-essential positions shall be postponed until further notice.</li> </ul> <p><b>Agency Staff</b></p> <ul style="list-style-type: none"> <li>The agency company will need to make sure all agency employees have the required PPE.</li> <li>The agency company will need to provide a risk assessment on how they will get workers to site safely and how they will maintain social distancing.</li> <li>Where possible we will have the same agency workers.</li> <li>The agency will be asked to source workers geographically where possible to reduce the need for public transport.</li> </ul>	3	2	6	
<p><b>PPE</b> Not using the correct PPE can contribute to the spread of Covid-19.</p>	<p>Employees Employees' family Agency Employees</p>	4	3	12	<p><b>PPE Provisions</b> – The company shall provide all Employees with the following PPE:</p> <ul style="list-style-type: none"> <li><b>Nitrile Gloves</b> - Boxes of Nitrile gloves shall be distributed to Employees, used when working in communal areas for when entering offices and WC areas.</li> <li><b>Disinfectant wipes and Spray</b> – Employees shall be provided with a disinfectant spray for seats and upholstery and wipes for steering wheel, gear shifters and door handles.</li> <li><b>Face Masks</b> – Employees shall be provided with FFP2 disposable face masks for working/moving in areas where social distancing cannot be strictly maintained i.e. offices, corridors, welfare facility and shared work areas.</li> </ul>	3	2	6	

What is the hazard?	Who is at risk?	Initial Risk Rating			What control measures are currently in place to reduce the risk?	Residual Risk Rating			Additional control measures required due to change in site conditions <i>What else can be done to reduce the risk to low level?</i>
		S	L	RR		S	L	RR	
<p><b>First Aider</b> Potential of contracting virus from close contact Workers falling ill with symptoms of Covid-19.</p>	<p>Employees Employees' family Visitors.</p>	3	4	12	<p><b>PPE</b></p> <ul style="list-style-type: none"> <li>First Aiders are now expected to wear a face mask and Nitrile gloves when administrating first aid.</li> </ul> <p><b>Emergency Response Scenario</b> Symptoms of the Covid-19 disease include High fever and new continuous coughing. If this occurs, staff must be aware to do following:</p> <ul style="list-style-type: none"> <li>Any person found to have symptoms of the said virus during work hours shall be ejected from site with immediate effect on the authority of the Director.</li> <li>Their workstation shall receive a deep clean by the site cleaners.</li> <li>We should consider who they have come into contact with and inform the individuals.</li> <li>Isolate the person away from all other persons preferably in a room with ventilation.</li> <li>Provide the person with a face mask if not already provided.</li> <li>Inform the person not to touch any surfaces where possible.</li> <li>If the person requires the toilet facilities, they are to use a designated facility which is to be cordoned off from all other staff members.</li> <li>The symptomatic person will be required to contact NHS 111 to discuss their symptoms and next steps.</li> <li>Once the person has left the premises, all surfaces, objects and potentially contaminated high contact areas, such as toilets, door handles and telephones, will be cleaned using disposable cloths and household detergents, according to current recommended workplace legislation and practice.</li> <li>The symptomatic person is to self-isolate themselves at home and follow Government guidance on isolation.</li> <li>Wash hands frequently with soap and water or alcohol-based sanitiser gel.</li> </ul> <p><b>Deep-Cleans</b></p> <ul style="list-style-type: none"> <li>A Deep-clean is conducted by the cleaning staff who have been trained in all areas where the potentially infected person has been in contact.</li> <li>Work areas to be isolated until the area has been sufficiently disinfected.</li> </ul>	2	3	6	

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		S	L	RR		S	L	RR	
<p><b>General exposure at the workplace</b> Poor hygiene of staff and facilities resulting in a potential exposure.</p>	<p>Employees Employees' family Visitors.</p>	4	4	16	<p><b>Communications/Memos</b></p> <ul style="list-style-type: none"> <li>The company shall update its staff with regular memo's and a toolbox talk regarding current virus control measures. It is everyone's responsibility to ensure that measures are being adhered to.</li> </ul> <p><b>Regular Updates</b></p> <ul style="list-style-type: none"> <li>Responsible persons shall maintain a vigilant focus on international news concerning the outbreak and shall update RA's and Memos as soon as is reasonably practicable to do so; daily briefings should be conducted to all staff.</li> </ul> <p><b>Disinfectant wipes</b></p> <ul style="list-style-type: none"> <li>Office staff shall be provided with disinfectant wipes for use at workstations (desks). These can be used for cleaning phones, keyboards, and mouse as well as main desk surfaces, when required.</li> </ul> <p><b>Disinfectant hand gel</b></p> <ul style="list-style-type: none"> <li>The company shall provide hand sanitising for use by all people on site and will be strategically placed around the building.</li> </ul> <p><b>Design</b></p> <ul style="list-style-type: none"> <li>The workspace will be redesigned to allow for social distancing.</li> <li>Hot desks will be removed, and desks allocated to individuals.</li> <li>Access routes are to be maintained so that two metre separation can be achieved.</li> <li>Where possible a one-way system will be introduced.</li> <li>Visitors will be requested to stay outside until the person meeting them can be located.</li> <li>Only prearranged appointments will be accepted so that a visitor list can be printed off at the beginning of each day.</li> <li>Electronic signing in will be stopped as this a potential area that the virus could spread.</li> </ul> <p><b>Welfare</b></p> <ul style="list-style-type: none"> <li>Breaks and hours of work will be staggered to allow social distancing.</li> <li>The canteen area will be restricted to three people at time to maintain social distancing.</li> <li>Individuals to make their own teas and coffees.</li> </ul> <p><b>Work bubbles</b></p> <ul style="list-style-type: none"> <li>Work bubbles shall be created within the work force so any potential outbreak can be minimised.</li> </ul>	4	2	8	



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<b>Travelling to Work</b> Using allocated company vehicles.	Employees Employees' family	5	4	20	<b>Using allocated company vehicles</b> - When travelling to work you should travel alone. If operatives have no choice but to share a vehicle, then they should: <ul style="list-style-type: none"> <li>Regularly clean the vehicle using gloves and standard cleaning products, with emphasis on handles and other surfaces which may be touched during the journey.</li> <li>If you are required to share a vehicle, share with the same individuals, and sit in the same seat for every journey.</li> <li>Where a face mask.</li> <li>Wherever possible, maintain a distance of two meters and avoid touching your face.</li> <li>Wash your hands thoroughly before entering and after getting out of the vehicle (use hand sanitiser where washing facilities are unavailable).</li> <li>Maintain good ventilation (i.e. keeping the windows open) and face away from each other during the journey.</li> <li>AC set to fresh air not recirculate.</li> </ul> <b>Public Transport</b> <ul style="list-style-type: none"> <li>Employees are not authorised to travel on public transport at this time. This will be reassessed when this changes. At this time, all Employees will be travelling to and from work in private/company vehicles, walking and cycling.</li> </ul>	3	2	6	
<b>Meetings</b>	Employees Employees' family Visitors. Contractors.	5	4	20	<ul style="list-style-type: none"> <li>Wherever possible, meetings will be held remotely.</li> <li>If a meeting is to be held on site, ensure the minimum persons attend and a two metre separation is observed.</li> <li>Meeting rooms to be booked 24 hours before needed and to be cleaned thoroughly afterwards.</li> <li>Visitors are asked to attend five minutes before the meeting, any earlier they will be asked to wait outside.</li> </ul>	3	2	6	

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<p><b>Contractors on site</b> Example: Contractors are exposed to virus on other sites.</p>	<p>Employees Employees' family Visitors. Contractors</p>	4	4	16	<p><b>Communications/emails etc.</b></p> <ul style="list-style-type: none"> <li>The company shall email all contracting companies prior to attending site, for the site rules and procedures and request the contractor risk assessments.</li> </ul> <p><b>Policing of contractor areas</b></p> <ul style="list-style-type: none"> <li>Everyone is responsible for the regular policing of contractors on site. Policing will include the potential identification of contractors who are showing signs of infection or illness and that contractors are following the site rules if contractors are identified to not following the rules or are showing symptoms of COVID-19 then they will be asked to leave, with immediate effect and there director will be contacted.</li> </ul> <p><b>Unnecessary Contractors</b></p> <ul style="list-style-type: none"> <li>Unnecessary Contractors will be postponed for the next three months.</li> <li>All appointments/contractors will be re-scheduled until July.</li> </ul> <p><b>Necessary Contractors</b></p> <ul style="list-style-type: none"> <li>Contractors that are essential to maintain the company's legal compliance will be allowed on site after a review of their risk assessments and their specific controls covering COVID-19. Contractor will be expected to wear mask and gloves whilst on site and remove all their rubbish.</li> </ul>	4	2	8	
<p><b>Deliveries on/to site (cont.)</b> Example: Staff being potentially infected by incoming deliveries</p>	<p>ALL staff Staff's family</p>	3	3	9	<p><b>Communications to Vendors etc.</b></p> <ul style="list-style-type: none"> <li>The company shall send out a conformance &amp; Recommendation letter out to all its suppliers requesting conformance to control measures and only scheduled delivery will be accepted.</li> </ul> <p><b>PPE for receiving goods</b></p> <ul style="list-style-type: none"> <li>All personnel expected to interact with external delivery people are required to wear nitrile gloves and face masks.</li> <li>Where possible, items should be ordered in bulk to limit the amount of orders coming in.</li> </ul> <p><b>Keep your distance</b></p> <ul style="list-style-type: none"> <li>Staff are advised to maintain a two meter rule from delivery personnel where practicable and politely decline to shake hands.</li> </ul>	2	2	4	

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<p><b><u>Deliveries on/to site (cont.)</u></b>            Example: Staff being potentially infected by incoming deliveries.</p>	Employees Employees' family Agency Employees	3	3	9	<p><b>Signing for parcels</b></p> <ul style="list-style-type: none"> <li>When signatures are required staff are to ensure that they use their own pens when signing documents so as not to use delivery Employees pens; When signing on PDA devices, personnel are advised not to do so and request that the delivery Employees write your name in the space on.</li> </ul> <p><b>Refusal to accept delivery</b></p> <ul style="list-style-type: none"> <li>If the delivery driver acts in a way that jeopardises the safety of yours or others reject the delivery and contact the delivery company.</li> </ul> <p><b>Use Hand Gel Dispensers</b></p> <ul style="list-style-type: none"> <li>After ANY interaction between company staff and External Delivery Staff, staff are to use the Gel dispensers and cleanse hands before re-entering the workspaces.</li> </ul>	2	2	4	
<p><b><u>Staff vacations</u></b>            Employees are booked-off on holiday for a set period during a virus pandemic. Employee returns to work and infects workforce, etc.</p>	Employees Employees' family	5	4	20	<p><b>On-Return Self Assessments &amp; Self-Isolation</b></p> <ul style="list-style-type: none"> <li>If employees return to the UK from overseas vacations during a pandemic scenario, employees are required to self-assess in the first instance and self-isolate for a minimum period of 24 hrs before returning to work. This period is provided so that employees may seek medical intervention and testing; Employees who have returned from countries which have been classed as Hot-Spots for potential exposure due to size and spread of outbreak MUST self-isolate for a period of five days and follow ALL advice from the FCO (Foreign &amp; Commonwealth Office).</li> </ul> <p><b>HR to access holidays</b></p> <ul style="list-style-type: none"> <li>Annual leave currently booked shall be reviewed by HR to determine where staff are going. Staff are advised not to travel to abroad at this time.</li> </ul>	3	2	6	

