

### Coronavirus (COVID-19) Risk Assessment

<b>Assessor:</b>		Helen Turner			<b>Assessment Date:</b>			14/04/2020		
<b>Revising Assessor:</b>		Peter McAlister			<b>Revision Date:</b>			24/07/2020		
<b>Revision Number:</b>		3								
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"> <li>• Staff</li> <li>• Visitors to your premises</li> <li>• Cleaners</li> <li>• Contractors</li> <li>• Drivers</li> <li>• Vulnerable groups – Elderly workers, Pregnant workers, those with existing underlying health conditions</li> <li>• Anyone else who physically comes in contact with you in relation to your business</li> </ul>	<p><b>Hand Washing</b></p> <ul style="list-style-type: none"> <li>• Hand washing facilities with soap and hot water in place.</li> <li>• Stringent hand washing taking place.</li> <li>• Paper towels/hand driers for drying of hands in place</li> <li>• Hand washing guidance.</li> <li>• <a href="https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/">https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</a></li> <li>• Gel sanitisers in any area where washing facilities not readily available.</li> </ul> <p><b>Wearing of Gloves</b></p> <ul style="list-style-type: none"> <li>• Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these are provided.</li> <li>• Employees instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.</li> </ul> <p>Employees to be reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace.</p> <p>Information provided to all.</p>	1	4	4	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"> <li>Staff</li> <li>Visitors to your premises</li> <li>Cleaners</li> <li>Contractors</li> <li>Drivers</li> <li>Vulnerable groups – Elderly workers, Pregnant workers, those with existing health conditions</li> <li>Anyone else who physically comes in contact with you in relation to your business</li> </ul>	<p><b>Cleaning</b></p> <ul style="list-style-type: none"> <li>Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods.</li> <li>Non fire doors wedged open to remove the need for use of handles <u>(FIRE DOORS MUST REMAIN CLOSED)</u></li> </ul> <p>All Toilet and entry/exit point door handles are to be cleaning and disinfected every hour. (This timeframe may well change when clients return to site).</p> <p>It is recommended that sanitiser stations be placed inside each entrance point of all buildings.</p>	1	4	4	<p>Rigorous checks will be carried out by management to ensure that the necessary procedures are being followed.</p> <p>Consideration to be given to providing drinking water for client meetings in single use, disposable bottles, however given environmental considerations clients may prefer to bring their own containers.</p>	1	4	4

Ref No:	Hazard	People at Risk	Current Controls	L	S	RR	Actions to Reduce Risk Rating	L	S	RR
003	Spread of Covid-19 Coronavirus Social Distancing	<ul style="list-style-type: none"> <li>Staff</li> <li>Visitors to your premises</li> <li>Cleaners</li> <li>Contractors</li> <li>Drivers</li> <li>Vulnerable groups – Elderly workers, Pregnant workers, those with existing underlying health conditions</li> <li>Anyone else who physically comes in contact with you in relation to your business</li> </ul>	<p><b>Social Distancing</b></p> <ul style="list-style-type: none"> <li>Reduced number of persons in any work area to comply with the 2-metre (6.5 foot) or one metre with risk mitigation gap recommended by the Public Health Agency</li> <li><a href="https://www.publichealth.hscni.net/news/covid-19-coronavirus">https://www.publichealth.hscni.net/news/covid-19-coronavirus</a></li> <li><a href="https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people">https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people</a></li> <li>Steps taken to review work schedules including start &amp; finish times/shift patterns, working from home etc. to reduce number of workers on site at any one time.</li> <li>Redesigned processes to ensure social distancing in place.</li> <li>Conference calls used instead of face to face meetings.</li> <li>Sufficient rest breaks for staff in place.</li> <li>Social distancing adhered to in canteen area and smoking area.</li> <li>Maximum of two people in the kitchen at any one time.</li> </ul>	3	4	12	<p>Staff, employees, to be reminded daily of the importance of social distancing both in the workplace and outside of it. Management checks to ensure this is adhered to.</p> <p>Each business unit that returns to site must have their area assessed and space planned to ensure comply with the 2-metre (6.5 foot) or one metre with risk mitigation rule.</p> <p>Business units should remain in their specific areas as much a possible to minimise contact with others on site. This includes lunch and coffee breaks.</p> <p>Business units should not enter and exit their building through reception or Thames house but instead via specified routes to minimise contact with others on site.</p> <p>Coffee / Tea points should have floor markings to identify safe distances.</p> <p>Chairs and furniture in break out areas should be removed to prevent people from gathering in groups.</p>	1	4	4

Ref No:	Hazard	People at Risk	Current Controls	L	S	RR	Actions to Reduce Risk Rating	L	S	RR
004	Spread of Covid-19 Coronavirus Coughs, sneezes, droplets of saliva or discharge from the nose.	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Visitors to your premises</li> <li>• Cleaners</li> <li>• Contractors</li> <li>• Drivers</li> <li>• Vulnerable groups – Elderly workers, Pregnant workers, those with existing underlying health conditions</li> <li>• Anyone else who physically comes in contact with you in relation to your business</li> </ul>	<p>Where face coverings are recommended, they should be suitable and cleaned regularly.</p> <p>Social distancing measures to be followed see ref 003</p>	1	4	4	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
005	Spread of Covid-19 Coronavirus Access / egress to site & premises	<ul style="list-style-type: none"> <li>Staff</li> <li>Visitors to your premises</li> <li>Cleaners</li> <li>Contractors</li> <li>Drivers</li> <li>Vulnerable groups – Elderly workers, Pregnant workers, those with existing underlying health conditions</li> <li>Anyone else who physically comes in contact with you in relation to your business</li> </ul>	<p><b>Access &amp; Egress</b> Following practices in place:</p> <ul style="list-style-type: none"> <li>All non-essential visitors have been stopped</li> <li>Staggered start and finish times to reduce congestion and contact at all times in place</li> <li>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</li> <li>Common contact surfaces in reception, office, access control and delivery areas e.g. scanners, turnstiles, screens, telephone handsets, desks, particularly during peak flow times are cleaned on a regular basis.</li> </ul> <p>Review the need to change the number of access points, either increase to reduce congestion or decrease to enable monitoring</p> <p>Remove or disable entry systems that require skin contact e.g. fingerprint scanners</p> <p>Allow plenty of space (two metres) between people waiting to enter site</p> <p>Drivers should remain in their vehicles if the load will allow it and must wash or clean their hands before unloading goods and materials.</p>	2	4	8	Reception should be fitted with a Perspex screen in readiness for clients returning.	1	4	4

Ref No:	Hazard	People at Risk	Current Controls	L	S	RR	Actions to Reduce Risk Rating	L	S	RR
006	Spread of Covid-19 Coronavirus Travel	<ul style="list-style-type: none"> <li>Staff</li> <li>Visitors to your premises</li> <li>Cleaners</li> <li>Contractors</li> <li>Drivers</li> <li>Vulnerable groups – Elderly workers, Pregnant workers, those with existing underlying health conditions</li> <li>Anyone else who physically comes in contact with you in relation to your business</li> </ul>	<p><b>Travel</b> Employees do not travel unless they cannot work from home.</p> <p>Implement teleconferencing for meetings</p> <p>Continue to follow any further national government advice provided</p> <p>All employees to limit their use of public transport. Where travel is essential, use private single occupancy where possible</p>	1	4	4	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
007	Spread of Covid-19 Coronavirus Canteen eating areas	<ul style="list-style-type: none"> <li>Staff</li> <li>Visitors to your premises</li> <li>Cleaners</li> <li>Contractors</li> <li>Drivers</li> <li>Vulnerable groups – Elderly workers, Pregnant workers, those with existing underlying health conditions</li> <li>Anyone else who physically comes in contact with you in relation to your business</li> </ul>	<p><b>Canteens / eating</b></p> <ul style="list-style-type: none"> <li>Employees are required to stay on site once they have entered it and not use local shops.</li> <li>Dedicated eating areas have been identified on site to reduce food waste and contamination</li> <li>Break times have been staggered to reduce congestion and contact at all times</li> <li>Workers sit 2 metres apart from each other whilst eating and avoid all contact</li> <li>Drinking water is provided with enhanced cleaning measures of the tap mechanism in place</li> <li>Tables are cleaned between each use</li> <li>All rubbish is put straight in the bin and not left for someone else to clear up</li> <li>All areas used for eating are thoroughly cleaned at the end of each break and shift, including chairs, door handles, vending machines and payment devices.</li> </ul> <p>Employees will be asked to bring pre-prepared meals and refillable drinking bottles from home</p>	2	4	8	<p><b>Catering on site will not recommence until clients return, at this point a review of the whole process will be undertaken</b>, and will consider the following:</p> <p>Hand cleaning facilities or hand sanitiser should be available at the entrance of any room where people eat and should be used by employees when entering and leaving the area</p> <p>Where catering is provided on site, it should provide pre-prepared and wrapped food only - Payments should be taken by contactless card wherever possible and crockery, eating utensils, cups etc. should not be used</p> <p>Staggered timing should be implemented and restrictions on the number of people in the restaurant.</p>	1	4	8

Ref No:	Hazard	People at Risk	Current Controls	L	S	RR	Actions to Reduce Risk Rating	L	S	RR
008	Spread of Covid-19 Coronavirus Changing facilities, showers and drying rooms	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Visitors to your premises</li> <li>• Cleaners</li> <li>• Contractors</li> <li>• Drivers</li> <li>• Vulnerable groups – Elderly workers, Pregnant workers, those with existing underlying health conditions</li> <li>• Anyone else who physically comes in contact with you in relation to your business</li> </ul>	<p><b>Changing facilities</b></p> <ul style="list-style-type: none"> <li>• Staggered start and finish times introduced to reduce congestion and contact at all times</li> <li>• Enhanced cleaning in place for all facilities throughout the day and at the end of each day</li> <li>• Provision of suitable and sufficient rubbish bins in these areas with regular removal and disposal.</li> </ul>	2	4	8	<p><b>The accommodation block and gym is currently closed, once Government guidance allows it to reopen a review of the whole process will be undertaken, and will consider the following.</b></p> <p>Consider increasing the number or size of facilities available on site if possible</p> <p>Based on the size of each facility, determine how many people can use it at any one time to maintain a distance of two metres metres or one metre with risk mitigation.</p>	1	4	4



Ref No:	Hazard	People at Risk	Current Controls	L	S	RR	Actions to Reduce Risk Rating	L	S	RR
009	Spread of Covid-19 Coronavirus Welfare facilities	<ul style="list-style-type: none"> <li>Staff</li> <li>Visitors to your premises</li> <li>Cleaners</li> <li>Contractors</li> <li>Drivers</li> <li>Vulnerable groups – Elderly workers, Pregnant workers, those with existing underlying health conditions</li> <li>Anyone else who physically comes in contact with you in relation to your business</li> </ul>	<p><b>Welfare facilities</b></p> <ul style="list-style-type: none"> <li>Washing of hands thoroughly and regularly with soap and water for at least 20 seconds is practiced.</li> <li>Avoidance in touching face/eyes/nose/mouth with unwashed hands practiced</li> <li>Covering coughs or sneezes with a tissue then throwing it in the bin.</li> <li>Regularly cleaning of the hand washing facilities and checking soap and sanitiser levels in place</li> <li>Suitable and sufficient rubbish bins for hand towels in place with regular removal and disposal.</li> <li>Washing of hands before and after using the facilities practiced</li> <li>Enhanced cleaning regime for toilet facilities particularly door handles, locks and the toilet flush in place</li> <li>Use of alcohol-based hand sanitiser if soap and water is not available and hand washing technique to be adopted as directed by NHS</li> <li>Provide additional hand washing facilities to the usual welfare facilities if a large spread out site or significant numbers of personnel on site</li> <li>Sites premises will need extra supplies of soap, hand sanitiser and paper towels and these should be securely stored.</li> <li>Restrict the number of people using toilet facilities at any one time e.g. use a welfare attendant</li> <li>All Toilet and entry/exit point door- handles are to be cleaning and disinfected every hour. (This timeframe may well change when clients return to site).</li> </ul>	1	4	4	<p>Management to continue to Monitor</p> <p>Where possible Inner toilet doors have been removed to reduce contact points.</p>	1	4	4

Ref No:	Hazard	People at Risk	Current Controls	L	S	RR	Actions to Reduce Risk Rating	L	S	RR
010	Spread of Covid-19 Coronavirus Drivers	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Visitors to your premises</li> <li>• Cleaners</li> <li>• Contractors</li> <li>• Drivers</li> <li>• Vulnerable groups – Elderly workers, Pregnant workers, those with existing underlying health conditions</li> <li>• Anyone else who physically comes in contact with you in relation to your business</li> </ul>	<p><b>Drivers</b> Provision has been made to ensure delivery drivers can use welfare facilities as needed. (It should be noted however that deliveries will be kept to an absolute minimum.)</p>	2	4	8	<p><b>As the site is partially closed workplace transport isn't currently being used however when the site re-opens the use of vehicles will be reviewed and the following will be considered.</b></p> <p>Persons should not share vehicles or cabs, where suitable distancing cannot be achieved .</p>	4	1	4



Ref No:	Hazard	People at Risk	Current Controls	L	S	RR	Actions to Reduce Risk Rating	L	S	RR
011	Spread of Covid-19 Coronavirus Mental Health	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Visitors to your premises</li> <li>• Cleaners</li> <li>• Contractors</li> <li>• Drivers</li> <li>• Vulnerable groups – Elderly workers, Pregnant workers, those with existing underlying health conditions</li> <li>• Anyone else who physically comes in contact with you in relation to your business</li> </ul>	<p><b>Mental Health</b> Management promote mental health &amp; wellbeing awareness to employees during the Coronavirus outbreak and will offer whatever support they can to help</p> <p>Reference - <a href="https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/">https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/</a> <a href="http://www.hseni.gov.uk/stress">www.hseni.gov.uk/stress</a></p> <p>Regular 1:1 meetings are being undertaken. An employee survey is being undertaken, mental health forms part of this. All employees have access to an EAP programme.</p>	1	4	4	Management will 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
012	Spread of Covid-19 Coronavirus Symptoms of Covid-19	<ul style="list-style-type: none"> <li>Staff</li> <li>Visitors to your premises</li> <li>Cleaners</li> <li>Contractors</li> <li>Drivers</li> <li>Vulnerable groups – Elderly workers, Pregnant workers, those with existing underlying health conditions</li> <li>Anyone else who physically comes in contact with you in relation to your business</li> </ul>	<p><b>Symptoms of Covid-19</b> If anyone becomes unwell with a new continuous cough or a high temperature or displays any of the additional symptoms of Covid-19 in the workplace they should be sent home and advised to follow the stay at home guidance.</p> <p>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. <a href="https://www.publichealth.hscni.net/">https://www.publichealth.hscni.net/</a></p>	1	4	4	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
013	Spread of Covid-19 Coronavirus Suspected case whilst working	<ul style="list-style-type: none"> <li>Staff</li> <li>Visitors to your premises</li> <li>Cleaners</li> <li>Contractors</li> <li>Drivers</li> <li>Vulnerable groups – Elderly workers, Pregnant workers, those with existing underlying health conditions</li> <li>Anyone else who physically comes in contact with you in relation to your business</li> </ul>	<p><b>Suspected case whilst working</b> If a worker develops a high temperature or a persistent cough, or displays any of the additional symptoms of Covid-19 while at work, they are to:</p> <ul style="list-style-type: none"> <li>Return home immediately</li> <li>Avoid touching anything</li> <li>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.</li> </ul> <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>	1	4	4	Management to continue to monitor	1	4	4

014	Spread of Covid-19 Coronavirus via Air-Conditioning Systems	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Visitors to your premises</li> <li>• Cleaners</li> <li>• Contractors</li> <li>• Drivers</li> <li>• Vulnerable groups – Elderly workers, Pregnant workers, those with existing underlying health conditions</li> </ul>	Centralised ventilation systems (that remove and circulate air to different rooms) recirculation has been turned off and a fresh air supply used. As per HSE guidance 22 <sup>nd</sup> May 2020.	1	4	4	Estates to continue to monitor	1	4	4
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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.

<b>Assessor:</b> Helen Turner	<b>Signature:</b> 	<b>Date:</b> 24.07.20
<b>Customer Acceptance:</b> Sarah Lee-Boone	<b>Signature:</b> 	<b>Date:</b> 24.07.20

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)	<b>R i s k</b>
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.