

RISK ASSESSMENT							
Date		Version Number	Completed by		Checked by		
13/05/2020		001	M.Hindle				
Activity			Area of Workplace or Location		Risk Assessment Review		
COVID-19 Health and Safety Assessment			Focus-SB, All Buildings		Reason	General Review	
					Date Due	Ongoing	
Persons who may be involved or affected by the work			Hazards associated with the Activity <i>(refer to Hazards Register)</i>				
		(✓ or ✗)	Max. Numbers Affected				
Own Employees		✓	69		Illness		
Contract Staff		✓	1		Absence		
Other Contractors on Site		✗	0		Spread of contamination		
Visitors		✗	N/A		Visitors		
Lone Workers		✗	0		Space for staff		
Members of the Public		✗	0		Housekeeping		
Young Persons		✗	0		PPE/Tools		
Any Others		✗	N/A		Key members being off		
Related Documentation			Confirmed Case				
HSE							
Gov.uk guidance							
Permit to Work Required? <i>(y/n)</i>		N	Permit Time Frame <i>(hrs)</i>		N/A	Person responsible for permit	N/A

Hazard(s) / Tasks / Activity	Nature of Risk (Consequence - What could happen and to whom?)	Risk Rating Uncontrolled			Current Control Measures In Place (Consider Hierarchy of Controls - Firstly Elimination, then Substitution, Engineering Controls, Signage/Warnings and/or Administrative Control and lastly PPE)	Risk Rating with Control Measures		
		L	S	R		L	S	R
Contamination	Risk of infection / transmission through lack of handwashing	5	5	25	Appropriate signage in key areas where employee hygiene is necessary and facilities to encourage hand washing.	2	5	10
Contamination	Risk of infection / transmission through lack of surface cleansing	5	5	25	Routine cleaning is enforced throughout the business and is catered for by a dedicated cleaning team. Staff are also responsible for cleaning of their own areas.	2	5	10
Social Distancing	Risk of infection / transmission due to increased staffing levels	5	5	25	Where appropriate and applicable, employees who can effectively work from home will continue to do so	2	4	8
Contamination	Risk of infection / transmission through close contact where unavoidable	5	5	25	Consider installation of screens or barriers to ensure employees remain separated	2	4	8
Contamination	Risk of infection / transmission through close contact where unavoidable	5	5	25	Surrounding work areas have defined workspace constraints which are marked to prevent close contact working. (squares/circled areas). Employees to respect working boundaries	2	5	10
Contamination	Risk of infection / transmission due to increased staffing levels	5	5	25	Reduce the number of persons each employee has contact with by using the fixed teams or partnering principals - ensuring that each employee only has contact with limited others	2	5	10
Contamination	Risk of infection / transmission by unavoidable contact	5	5	25	If contact is absolutely necessary, then a separate risk assessment must be completed to assess the activity undertaken	4	5	20
Vulnerable individuals	Risk of infection to vulnerable individuals	5	5	25	Clinically vulnerable staff are already working from home. If staff cannot work from home, the provisions will be made to ensure that they are catered for safely on site. Employees should be offered options of the safest on site roles, allowing them to maintain a social distance. Should there be a risk of personal contact, a separate risk assessment for the individual should be undertaken	4	5	20
Vulnerable individuals	Risk to employees mental health and wellbeing	5	4	20	Ensure that support is available. Company has a trained mental health first aider	2	4	8
Equality	Risk that employees with differing needs have not been equally assessed	3	5	15	Needs of each employee have been reviewed and assessed	2	4	8
Disabilities	Risk of specific disability needs not being assessed and catered to	3	5	15	All known employee disabilities are to have provisions made. Employees who have divulged any unknown conditions will require further assessment to prevent risk of infection.	3	4	12
New and expectant mothers	Risk of infection to new or expectant mothers	2	5	10	At this time Focus-SB has no expectant mothers.	1	1	1
Social Distancing	Risk of infection / transmission in communal gathering areas such as canteens, toilets and clocking-in machines	5	5	25	Increased cleaning routine in communal areas to prevent spread and decrease risk of infection. Staggered clocking in and clocking out for staff. Defined marking of 2m for these areas.	2	4	8
Working hours	Risk of infection / transmission due to the number of people on site at similar times	5	5	25	Stagger arrival times and departure times at work to reduce crowding in and out of the workplace. Reduce congestion, by providing more than one entry / exit point to the workplace.	2	4	8

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Social distancing	Risk of infection / transmission due to employees not being able to avoid congestion points	5	5	25	Use of floor markings and one way flow systems where possible in entry and exit areas. Staggered work patterns to avoid congestion	2	4	8
Contamination	Risk of infection / transmission due to lack of hygiene facilities	5	5	25	Hand sanitising stations have been installed through all sites	2	4	8
Internal Workplace Travel	Risk of infection / transmission by unnecessary contact and movement in the workplace	5	5	25	Reduce movement by discouraging non essential travel between sites and departments. Restrict access to areas where necessary. Encourage use of phones and email	2	4	8
Workstations	Risk of infection / transmission due to the proximity of employees fixed workstations	4	5	20	Review workstation layouts to ensure a safe working distance. Where not possible to move workstations, install screens to ensure suitable barrier protection. Staff rotation in place to ensure that distancing is maintained.	2	4	8
Multi person tasks	Risk of infection or transmission due to a task requiring more than one person to perform safely	5	5	25	Use a consistent pairing system if people have no option but to work together. This activity will need a separate risk assessment.	3	4	12
Meetings	Risk of infection or transmission due to persons congregating in an enclosed space	5	5	25	Use remote working tools to avoid in person meetings. If unavoidable, only necessary persons should attend a meeting - ensure 2m distances are maintained. Avoid sharing of objects - i.e. pens, documents. Provide hand sanitiser in meeting rooms	2	4	8
Communal areas	Risk of infection / transmission from use of communal areas	5	5	25	Stagger break times to reduce pressure on areas. Use safe outside areas for breaks. Create additional space by using areas freed up by remote working. Reconfigure canteen seating to maintain a 2m distance. Encourage staff to stay within site boundaries during working hours.	2	5	10
First aid	Risk of infection / transmission due to a first aid incident.	5	5	25	In an emergency involving a first aid accident - 2m distancing does not need to be observed. Only necessary trained first aider to be present. Follow St John's ambulance guidelines which will be taught/known by first aiders.	4	5	20
Fire	Risk of Infection transmission due to evacuation needed due to fire	5	5	25	Evacuate the premises by business guidelines on the fire evacuation process. Social distancing does not apply in the event of fire.	4	5	20
Visitors	Risk of infection being brought onto site by outside visitors	5	5	25	No on site visits unless absolutely necessary. Use remote working tools for visitors where this is an option. Assess if essential visits can be carried out at alternative time to reduce employee contact. Maintain a record of all visitors.	3	5	15
Employee information	Risk to employees by not having current and correct information	4	5	20	Provide clear information on social distancing to all employees, including signage, visual aids and inductions.	2	5	10
Visitor information	Risk to visitors by not having current and correct information	5	5	25	Establish host responsibilities to Covid-19 - providing training to anyone who acts as a visitor host	3	5	15
Cleaning	Risk to employees from contaminated air areas	4	5	20	No air conditioning on site. Positive Air pressure systems can continue to operate as normal	2	4	8
Cleaning	Risk to employees from contaminated work areas	5	5	25	Frequent cleaning of work areas and frequent contact areas with suitable cleaning products is performed on a regular schedule.	2	4	8

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Cleaning	Risks in the event of cleaning after a confirmed case of Covid-19	5	5	25	Refer to specific government guidance	5	5	25
Hygiene	Risk to employees through poor hygiene regimes	5	5	25	Signs and posters to remind staff to build awareness of handwashing techniques and the need to increase frequency. Provision of sanitiser in appropriate areas. Clear guidance on use of communal toilets.	2	4	8
Cleaning	Risk of infection / transmission due to sharing of equipment	5	5	25	Equipment to be cleaned and sanitised on a regular basis. No unnecessary sharing of equipment / tools. Regular cleaning of component transport boxes	2	5	10
PPE	Risk of infection / transmission from incorrect ppe and incorrect use of ppe	4	5	20	PPE packs to be provided to all employees. These are not to be shared. Government advice on the use of PPE to contain Covid-19 in the workplace has been published, and has not been deemed necessary outside of a clinical area. However, this is available to employees if wanted, and government guidelines in its use and maintenance should be followed.	3	5	15
Work Related Travel	Risk to employees through non essential work related travel.	4	5	20	Minimise non essential work related travel - consider remote options first. Minimise the amount of persons in any one vehicle - avoid sitting face to face. Clean shared vehicles after use.	3	5	15
Training	Risk to employees from lack of training in their responsibilities in regards to Covid-19 in the workplace	5	5	25	Provide clear, consistent and regular communication to improve understanding in new ways of working. Engage with workers to explain and agree any changes in working arrangements. Develop communication and training materials for employees returning to site.	2	4	8

HAZARD	REFERENCE LAW	HELP GUIDES	TRAINING REQUIREMENTS	PPE & CONFORMITY REFS
Infection	Government issued guidelines on Covid 19	N/A	Staff Awareness training from in house publications	Own PPE equipment (Named)
Contamination	HSE Guidance on Covid-19			Face Mask (If necessary)
				Gloves (If necessary)

		Likelihood (L)				
Severity of Accident (S)	(5) Certain	(4) Very Likely	(3) Likely	(2) Occasionally	(1) Infrequent	
(5) Death	25	20	15	10	5	
(4) Major injury / possible disablement	20	16	12	8	4	
(3) Up to 7 day injury	15	12	9	6	3	
(2) Minor Injury, one day off work	10	8	6	4	2	
(1) Minor Injury, first aid treated	5	4	3	2	1	

Risk Rating (R) = Likelihood (L) x Severity (S)

Example :- Risk Rating 12 = Likelihood (4-Very Likely) x Severity (3-Up to 3 day injury)

Scoring	Priority	Action To Be Taken
11 - 25	High	Immediate or urgent action necessary. For scores of 16+ work must stop and review of control measures to take place. Consider re-design of work and or safer working procedures.
6 - 10	Medium	Action required to control risk. Interim measures may be needed in short term. Review control measures and increase if necessary to mitigate risks.
1 - 5	Low	Review risk assessment after an accident, amend or improve as necessary. No immediate action but future monitoring necessary.

REFERENCE	LOCATION	ISSUE	ACTION	BY WHO	BY WHEN
All Scoring	All Sites	Unable to get scoring into amber zone due to the unprecedented nature of the risk.	Documented issues will continue to be reviewed on a daily basis to monitor the effectiveness of actions taken	MH	Daily

CONTRIBUTIONS

DATE	ISSUE No.	CONTRIBUTED TO BY
13/03/2020	1	M.Hindle, J Cloute, S.Cloute, V.Chandler, C.Turner, G.Stevens