









CORONAVIRUS - WORKPLACE

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RA reference number:		Date:			
Tasks covered:	Premises setup and management to reduce the risks of those upon site being exposed to coronavirus. This document follows government guidance Working safely during COVID-19 in offices and contact centres.				

Key						
L: Likelihood	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
S: Severity			DR: Degree of risk			RR: Residual risk

Guidance.	<ol style="list-style-type: none"> 1. Identify the persons at risk and the significant hazards. 2. Calculate an initial RR for the activity. 3. Identify risk control measures that reduce the risks to an acceptable level. 4. Calculate a revised RR – assuming the control measures are followed. (Consider changing both the likelihood (L) and the severity (S) ratings.)
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PPE assessment		Note. In many instances, you will be able to reduce risks further by asking staff/others to wear/use PPE. You should identify which items are required for the task here:						
Type of PPE:								
	Head	Foot	Eye	Hand	Hearing	Hi-visibility	RPE	Fall arrest
	Standard rules	Standard rules	Standard rules	Standard rules	Standard rules	Standard rules	Standard rules	Standard rules
Additional requirements:	There is no requirement for the precautionary use of extra PPE to protect against coronavirus outside clinical settings or when responding to a suspected or confirmed case of coronavirus.							
Note. PPE must only be considered when other control measures, such as guarding, local exhaust extraction, preventing noise at source, eliminating the need to work at height etc. are not possible. PPE should always be considered as a last resort option. PPE should only be worn when there is reasonable justification for doing so.								

Risk assessment									
Activity	Persons at risk	Significant hazards	Initial			Risk control measures	Residual		
			L	S	DR		L	S	RR
If you may be exposed to the Covid-19 virus	Staff, contractors and others	Serious ill-health conditions	3	5	15	<ul style="list-style-type: none"> If you have symptoms of coronavirus (new cough and/or high temperature, loss of smell or taste), you must get advice and guidance from NHS 111 before coming to work. If you live in a household with someone who has the symptoms above, you must seek advice and guidance from NHS 111. If you develop the symptoms you must follow the government advice and timeline for self-isolation. All persons must follow the government guidance: (https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-advice/). 	1	5	5
Working during the Covid-19 pandemic	Staff, contractors and others	Serious ill-health conditions	3	5	15	<ul style="list-style-type: none"> Everyone must follow the government's guidance on working during the pandemic (https://www.gov.uk/coronavirus). Premises management to regularly review the guidance for updates and changes of rules, 	1	5	5



Risk assessment									
Activity	Persons at risk	Significant hazards	Initial			Risk control measures	Residual		
			L	S	DR		L	S	RR
						<ul style="list-style-type: none"> Procedures etc. These are to be reflected in local arrangements. 			
						<ul style="list-style-type: none"> 			
Working on company premises/ working at home	Staff, contractors and others	Serious ill-health conditions	3	5	15	<ul style="list-style-type: none"> If staff can complete some or all their role from home, they must be allowed to do so. They are only to work on company premises if they cannot complete their role remotely. This situation must be maintained until government guidance states that it's no longer necessary to do this. The premises management must take reasonable steps to maintain reasonable staffing levels on site that allow social distancing measures to be maintained. Start times are to be staggered to prevent all persons arriving on site at one time. Start time to be displayed the day before the next shift. Only those on the list may attend the premises. Adherence to 2m rule Daily temperature checks for staff attending site. Updated to twice daily if a positive result is received 	1	5	5
Home workers	Staff	Serious ill-health conditions/ mental health issues.	3	5	15	<ul style="list-style-type: none"> Employees must identify a suitable location to work in their home. It should provide enough separation from likely disruptions and space to allow them to work in a safe manner. Workstations and work routines should be set up and maintained in accordance with HSE guidance. Staff to report any problems with setting up a workstation to their line manager. Assistance to be provided if required. Equipment, access to systems etc. to be provided and maintained to ensure staff can complete their duties at home. Communication and reporting channels to be clearly identified to all homeworkers. If the work at home duties are not restricted to using display screen equipment, a safe system of work is to be developed by the line manager and agreed by employee. If hazardous substances are to be used, how they are to be used and stored is to be defined in a safe system of work. 	1	5	5



Risk assessment									
Activity	Persons at risk	Significant hazards	Initial			Risk control measures	Residual		
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Visitors and contractors	Staff, contractors and others	Serious ill-health conditions	3	5	15	<ul style="list-style-type: none"> Visitors are to be kept to an absolute minimum on the premises. Unless it is impractical to do so, all meetings etc. must be completed by phone, video conferencing etc. Signing in book, shared badges etc. to be removed. Visitors to wear single use stickers or stay with their host. Contractors must only attend the premises to complete critical/emergency works. Full details of control measures to be followed to prevent spread of virus to be included in contractors' documented safe systems of work (SSOW). No works to be completed without formal documented and agreed SSOW in place. SSOW must be specific to the tasks/locations etc. of the works being completed. They must identify site-specific risks and appropriate control measures. Temperature checks for all visitors Track and trace in place for all visitors to site(to be kept for 21 days in accordance with GDPR and disposed of securely) Masks to be enforced with all visitors arriving to site 	1	5	5
Preventing infection spreading/ social distancing	Staff, contractors and others	Serious ill-health conditions	3	5	15	<ul style="list-style-type: none"> All persons to be regularly reminded to: <ul style="list-style-type: none"> Wash hands with soap and water often - do this for at least 20 seconds. Use hand sanitiser gel if soap and water are not available. Wash hands regularly throughout the day. Use hand sanitiser regularly throughout the day. Cover mouth and nose with a tissue or sleeve (not hands) when coughing or sneezing. Dispose of any tissues in appropriate waste receptacles as quickly as possible and wash hands after handling tissue Maintain the two-metre distance rule at all times. Do not touch face or eyes if hands are not clean. Signage to be displayed to remind staff on social distancing rules. Number of persons allowed to use lifts to be identified on signage on floor. Numbers to allow social distancing rules to be maintained. Staff to look away from each other. Hand sanitiser stations to be set up around the workplace. Activity time, e.g. meetings, to be kept as short as possible and masks to be worn Staff to work back-to-back or side-to-side rather than face-to-face whenever possible. Fixed teams or partnering to be adopted. This will mean that staff only work with a few others. If face to face work cannot be avoided, e.g. loading/ unloading beef, lambs and pigs- face visors are available for staff. 	1	5	5



Risk assessment									
Activity	Persons at risk	Significant hazards	Initial			Risk control measures	Residual		
			L	S	DR		L	S	RR
Cleaning and house keeping	Staff, contractors and others	Serious ill-health conditions	3	5	15	<ul style="list-style-type: none"> Enhanced cleaning procedures should be in place across the site, particularly in communal areas and at touch points (minimum 4 times daily) including: <ul style="list-style-type: none"> taps and washing facilities toilet flush and seats door handles and push plates hand rails on staircases and corridors including boot wash lift and hoist controls machinery and equipment controls food preparation and eating surfaces telephone equipment keyboards, photocopiers and other office equipment Rubbish collection and storage points to be increased and emptied regularly throughout and at the end of each day. In the event of possible contamination, i.e. a person attending site who has a confirmed case, areas that may be contaminated to be deep cleaned/decontaminated. Shared vehicles to be cleaned after each use. All surfaces to be wiped down. Office staff to take responsibility for cleaning of their own workstations twice daily 	1	5	5
Travel to the workplace	Staff, contractors and others	Serious ill-health conditions	4	5	20	<ul style="list-style-type: none"> Those travelling to the workplace to avoid public transport wherever it is practicable to do so, masks are to be worn by law. Sharing of vehicles to be avoided unless it is impossible to do so. If sharing vehicles, facemasks to be worn, windows to be kept open and passengers to sit side by side not facing each other. Also, those sharing vehicles must share with the same persons on a regular basis. Personal vehicles are to be wiped down and sanitised in between journeys. Sanitising wipes can be provided upon request. 	2	5	10
Providing welfare facilities	Staff, contractors and others	Serious ill-health conditions	3	5	15	<ul style="list-style-type: none"> All persons to wash their hands with soap and water as they enter and before leaving area. Personal lockers to be used if available. Breaks to be taken outside if practicable to do so. Welfare/canteen facilities are to be setup so that the two-metre social distancing rule can be maintained. This may include removing chairs, staggering break times etc. Signage to remind those on site of the risks to be displayed. Maximum number of persons allowed in the facility to be displayed prominently. Staff to bring own food and drinks. All staff to wash their hands before and after using kettles, vending machines, etc. 	1	5	5



Risk assessment									
Activity	Persons at risk	Significant hazards	Initial			Risk control measures	Residual		
			L	S	DR		L	S	RR
Training and meetings	Staff, contractors and others	Serious ill-health conditions	3	5	15	<ul style="list-style-type: none"> All staff must be made aware of local site rules. They are to read the documents and make themselves aware of the control measures/premises rules before returning to work. They are to send an email to their manager to confirm they have completed this. Face-to-face training to be avoided wherever possible to do so. Meetings to be completed by video conferencing/ phone wherever practical. If this is not possible training/meetings to be completed in small groups and whilst maintaining two-metre social distancing rule. All meetings to be kept as short as possible. No paperwork/materials to be shared. Cross-site visits and cross-site working should be avoided. If this is not possible, all measures should be taken to adhere to wearing a face-covering and maintaining a social distance of at least 2 metres .Face coverings to be worn in enclosed meeting rooms and limited numbers in the room All staff to wear face coverings whilst visiting the offices. 	1	5	5
Inbound and outbound goods	Staff, contractors and others	Serious ill-health conditions	3	5	15	<ul style="list-style-type: none"> Delivery and collection points to be clearly identified with signage. Staff managing the process must direct delivery drivers/couriers to these points. Wherever possible, electronic devices to be used to confirm delivery/collection. Sharing of paperwork to be avoided wherever it is practicable to do so. Staff to avoid team work where possible. Mechanical means, such as forklifts, pallet trucks etc. to be utilised – by trained and authorised persons. Delivery drivers/couriers to be encouraged to stay in their vehicles. Delivery drivers/couriers to be allowed to use welfare facilities. 	1	5	5



Risk assessment									
Activity	Persons at risk	Significant hazards	Initial			Risk control measures	Residual		
			L	S	DR		L	S	RR
Following prescribed safe systems of work	Staff, contractors and others	Accident or injury caused by working in an unsafe manner	3	5	15	<ul style="list-style-type: none"> Under no circumstances are staff or contractors to be asked to complete tasks that they're not deemed competent in/authorised to perform. There are to be no exceptions to this rule. Prescribed safe systems of work must always be followed. If necessary, the safe system of work must be formally amended before adopting new work practices. New safe systems must not increase risks to those completing the job, or anyone else who may be affected. There may be times due to staff absences, when direct supervision levels may be less than normal. During these times, staff are expected to maintain normal working practices. Anyone failing to do so to be subject to the organisation's disciplinary procedures. If a pre-start check identifies any safety-critical faults, or a fault is identified during use, normal rules apply. The equipment must be taken out of use and corrective action taken. It must not be used if it is deemed to be unsafe. If training that has a fixed expiry date runs out, site management to speak to the training provider to seek guidance. In many instances, grace periods are being extended to reflect the lack of available courses. 	1	5	5
Staff facilities	Staff	Serious ill health conditions	3	5	15	<ul style="list-style-type: none"> 2m rule Sections taped off in canteens and toilets to remind staff of the rules Signage around site to remind staff of the rules Extra sanitiser points around the site Training/ briefing to all staff Occupancy limit of some areas e.g. toilets 	1	5	5

