



Coronavirus - Health and Safety Risk Assessment

Department:	All	Activity:	All work activities
Date of assessment:	19/05/2020	Hazard Effect:	Fever, cough, shortness of breath, breathing difficulties, muscle pain and tiredness. In severe cases may lead to death.

People at Risk *(Select all appropriate)*

Persons Carrying out the task	X	Visitors	X	Young Person		Casual		Contractors	X
Other Employees in the area	X	Public	X	Contractors	X	Others (Specify)			

Risk Matrix

Severity	(E) Fundamental to operations	Tolerable	Intolerable	Intolerable	Intolerable	Intolerable
	(D) Permanent damaging impact	Tolerable	Tolerable	Intolerable	Intolerable	Intolerable
	(C) Major damaging impact	Acceptable	Tolerable	Tolerable	Intolerable	Intolerable
	(B) Minor damaging impact	Acceptable	Acceptable	Tolerable	Tolerable	Intolerable
	(A) Insignificant impact	Acceptable	Acceptable	Acceptable	Acceptable	Tolerable
		Extremely improbable	Improbable	Probable	Highly probable	Certainty
		1	2	3	4	5
		Likelihood				

Definitions

(A) Insignificant impact

No significant impact to any area of the business or our clients' business that affects brand or profitability and no disruption to service. No significant impact on employees.

- (B) Minor damaging impact *Minor damaging impact to the business or service levels (not affecting reputation of ourselves or our clients or affecting profitability or BAU). Minor impact to employees.*
- (C) Major damaging impact *Major damaging impact which is short-term and may include damage to the reputation of ourselves or our clients' and/or affect BAU. Major damaging impact to employees.*
- (D) Permanent damaging impact *Has a permanent damaging effect on long-term profitability, brand reputation or ourselves or that of our clients or disruption to service levels or on our employees.*
- (E) Fundamental to operations *Fundamental impact to BAU and for employees.*
- 1 Extremely improbable *Would not be expected to occur within 10 years.*
- 2 Improbable *Would expect to occur once in 2-5 years.*
- 3 Probable *Likely to occur once a year.*
- 4 Highly probable *Likely to occur 2-3 times a year.*
- 5 Certainty *Likely to occur monthly.*

Risk Assessment

Section 2 - Significant hazards identified (<i>see overleaf for how to calculate consequence/likelihood/rating</i>)							
Hazard	Controls in Place	Gross Risk Rating <i>(Consequence x Likelihood)</i>	Additional Controls	Net Risk Rating <i>(Consequence x Likelihood)</i>	Management Plan		
					Owner	Target Date	Completed Date
Corona Virus COVID-19	The company has invoked home working for all staff to follow UK Government guidance. The company provides handwash and hot water, and toilet tissue to staff in our office premises.	D4	Implement suitable controls in line with this risk assessment. Directors to continue to monitor the situation	C3	Directors	Ongoing	Ongoing

	<p>Premises cleaned regularly.</p> <p>Staff advised to inform their line manager and Compliance of any concerns relating to underlying health conditions.</p>		<p>nationally and keep abreast of updates from the Government and health organisations such as NHS England / World Health Organisation (WHO).</p>				
Lack of policy	<p>Company policy statement introduced and circulated to clients.</p>	D3	<p>Policy statement updated daily prior to lockdown, in line with daily government briefings.</p>	C1	Compliance	01/04/2020	01/04/2020 with ongoing updates
Lack of planning	<p>This risk assessment completed and management aware of current situation with virus with initial guidance information provided to relevant parties.</p>	D3	<p>Management plan to be agreed by the Directors to reopen the business and plan our response to Coronavirus and measures we will put in place to mitigate risks where possible.</p>	C3	Directors	Ongoing	Ongoing
Lack of information	<p>Directors to continue to monitor the situation nationally and keep abreast of updates from the Government and health organisations such as NHS England / World Health Organisation (WHO).</p>	E1	<p>As above company to provide information to staff on Coronavirus.</p> <p>It is assumed that all staff and visitors will follow the procedures.</p>	B1	Directors	In line with daily/weekly govt updates	Ongoing

			<p>Non-essential visitors to site are not to be permitted until further notice.</p> <p>Health and safety visitor questions introduced and to be asked for all visitors.</p> <p>Risk assessment made available to employees.</p> <p>Risk mitigated by the amount of information readily available.</p>			
Poor hygiene practices	<p>Washing facilities provided with hot water and hand wash.</p> <p>Staff should:</p> <ul style="list-style-type: none"> Wash their hands frequently with soap and water for at least 20 seconds Maintain social distancing between yourself and anyone else. Avoid touching eyes, mouth and nose Practice respiratory hygiene - Using the nearest waste receptacle to dispose of the tissue after use If you have fever, cough and difficulty breathing, seek medical care early. Stay home if you feel unwell. If you have a 	E2	<p>Disposable paper towels should be used for hand washing rather than towels.</p> <p>Suitable bins for paper towels to be provided.</p> <p>Kitchens not to be used; staff to bring their own food and drinks.</p> <p>Only one person to be in the bathroom area at a time.</p>	E1	Directors	01/06/2020

	<p>fever, cough and difficulty breathing, seek medical attention and call in advance. Follow the directions of your local health authority.</p> <ul style="list-style-type: none"> Stay informed and follow advice given by your healthcare provider. Stay informed on the latest developments about COVID-19. Follow advice given by your healthcare provider, your national and local public health authority or your employer on how to protect yourself and others from COVID-19. 		<p>The company provides hand washing facilities and hand sanitizer stations plus staff are advised to bring their own hand sanitizer.</p> <p>Staff should wash their hands after using any communal area such as the bathrooms or the photocopiers. Assumption that staff will follow procedures.</p>				
<p>Susceptible at-risk individuals as defined in government guidance e.g. over 70s, pregnant workers, or those with underlying health conditions.</p>	<p>Susceptible individuals should be shielded in line with UK Government guidance.</p> <p>Staff should maintain social distancing in line with UK Government guidance.</p> <p>Any susceptible at-risk staff MUST inform management of the situation.</p>	D3	<p>Management to continue to review health information for employees who may be at risk.</p> <p>Specific individual risk assessments to be undertaken for anyone identified to safeguard their wellbeing.</p>	D1	Directors	Ongoing	Ongoing

<p>Working in close proximity / contact with others</p>	<p>Company is following UK Government stay at home advice in relation to non-essential work and affected workers.</p> <p>Staff to follow government guidelines on safe hygiene practices and social distancing.</p>	<p>E3</p>	<p>Suitable occupancy space on-site currently including individual workstations and departments to allow social distancing to be followed.</p> <p>Some departments are in separate office areas.</p> <p>A one-way system is in operation around the building where lay-out allows.</p> <p>Staff prohibited from contact with others including colleagues and clients e.g. No handshaking.</p>	<p>D2</p>	<p>Directors</p>	<p>01/06/2020</p>	<p>01/06/2020</p>
<p>Visiting client's sites</p>	<p>Company cooperating and communicating with other businesses in relation to COVID-19 to share information and ensure health and safety of all.</p> <p>Staff should follow good hygiene practices and social distancing when on client's sites.</p>	<p>B3</p>	<p>Clients sites will be subject to assessment and further action if further information is received from the client to indicate they have staff who are infected.</p> <p>Directors will continue to review site visits with the emphasis remaining on</p>	<p>B2</p>	<p>Directors</p>	<p>Ongoing</p>	<p>Ongoing</p>

			avoidance wherever possible.				
Home working	<p>Home working risk assessment undertaken.</p> <p>Home working policy and remote access policy provided to all staff.</p> <p>DSE assessment information provided to all staff.</p> <p>Management will keep in regular contact with any workers working remotely, to ensure they are well, to address any identified issues that may arise, and they have structure to their day of work and allocated tasks whilst away from the office.</p>	B2	<p>Requirements of homework continue to be assessed in line with government advice.</p> <p>Employees working remotely MUST inform line managers if they begin to suffer any symptoms of coronavirus.</p> <p>Home working already a safe and established form of working for the company.</p>	B2	Directors	23/03/2020	23/03/2020 with ongoing review
Contractors and other visitors attending company premises	<p>All non-essential visitors prohibited.</p> <p>Company cooperating and communicating with other businesses in relation to COVID-19 to share information and ensure health and safety of all.</p> <p>Essential visitors will only be allowed access if they answer the health questions satisfactorily.</p>	D3	<p>SMT to ensure contractors coming on to site respond to health questions with suitable action taken to deny access to anyone having symptoms, but non-essential visitors to be prohibited.</p> <p>Visitors MUST follow social distancing, and hygiene practices in line with UK</p>	C3	Directors	28/05/2020	28/05/2020 with ongoing review

			government guidance whilst on site. Assumption that people will follow procedures.				
Employee with symptoms	The company will follow advice from relevant health organisations such as the NHS and the World Health Organisation in the event of a member of staff showing symptoms. Stay at home guidance included: https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance	D3	Additional cleaning procedures in place for responding to someone developing symptoms in-house. Individual risk assessment to be carried out for anyone who develops symptoms including isolation and reviewing people/areas they have come into contact with.	B2	Directors	Ongoing	Ongoing
Lack of monitoring	Directors currently aware of latest situation and guidance. This risk assessment will be subject of review accordingly to reflect any new developments.	D3	Directors to continue to monitor the situation and keep abreast of updates from the Government and health organisations such as NHS England / World Health Organisation (WHO).	C1	Directors	Ongoing	Ongoing
Travel	Staff travel will be subject of ongoing review by the Directors. We will follow UK Government guidance to only travel where essential. We will comply with client policies.	C2	Any subsequent travel on company business will be subject of assessment in line with guidance provided	C1	Directors	28/05/2020	28/05/2020 with ongoing review

			<p>by the UK Government and Health Organisations.</p> <p>Car sharing from different households to commute to and from work to be prohibited.</p>				
Wellbeing	Wellbeing of staff who are working remotely.	C3	<p>Management will keep in regular contact with any workers working remotely, to ensure they are well, to address any identified issues that may arise, and they have structure to their day of work and allocated tasks whilst away from the office.</p> <p>Employee to inform management if they are struggling with any wellbeing issues.</p> <p>Any childcare issues to be monitored by the company and company will assist employees where possible subject of risk assessment.</p>	C2	All managers with direct reports	Ongoing	Ongoing

Assessor		Employee Acceptance	
Name:	Anthony H	Name:	Gill P
Position:	Managing Director	Position:	Group Compliance Manager
Signature:	<i>A. H.</i>	Signature:	<i>G. Prior</i>