

		Likelihood				
		Very Unlikely	Unlikely	Possible	Likely	Very Likely
		1	2	3	4	5
Negligible	1	1	2	3	4	5
Minor	2	2	4	6	8	10
Moderate	3	3	6	9	12	15
Major	4	4	8	12	16	20
Severity	Extreme	5	10	15	20	25

*Risk matrix used in risk assessment below
RR = residual risk*

Coronavirus (COVID-19) risk assessment

Assessment date: 13 May 2020

Review date: July 2020 (or earlier if government guidance changes)

Version: 1

Hazard	Risk	Control measures	RR	Persons at risk
<p>Exposure from others whilst working from home through</p> <p>1) Living with someone with a confirmed case of COVID-19.</p> <p>2) Having come into close contact (within 2 meters for 15 minutes or more) with a confirmed case of COVID-19.</p> <p>3) Being advised by a public health agency that contact with a diagnosed case has occurred.</p>	<p>4 (severity) x 3 (likelihood)) = 12</p>	<ul style="list-style-type: none"> Update working from home policy and risk assessment to include information on COVID 19. Remind staff to follow government advice on self distancing and only to leave house as per the government advice Any existing individual risk assessments (disability, young persons or new / expectant mothers) to be reviewed Employees should maintain regular contact with line management and Human Resources (HR) and to follow company policy / guidance. Travel is only required for essential travel; reduce the amount of time using public transport and to implement social distancing where possible (2m clearance from persons and not to travel in groups of more than 2 unless it is immediate family) To use face coverings in enclosed spaces where self-distancing is not possible as per government advice To keep themselves up to date with ongoing government guidance as the situation evolves Stay at home and only attend hospital in an emergency. Do not attend GP surgery and phone NHS line (111) if further advice is required Identify extremely vulnerable persons via the staff survey (Solid organ transplant recipients; people with specific cancers: people with cancer 	<p>4 (severity) x 1 (likelihood) = 4</p>	Individual workers

		<p>who are undergoing active chemotherapy or radical radiotherapy for lung cancer; people with cancers of the blood or bone marrow such as leukemia, lymphoma or myeloma who are at any stage of treatment; people having immunotherapy or other continuing antibody treatments for cancer; people having other targeted cancer treatments which can affect the immune system, such as protein kinase inhibitors or PARP inhibitors; people who have had bone marrow or stem cell transplants in the last 6 months, or who are still taking immunosuppressive drugs; People with severe respiratory conditions including all cystic fibrosis, severe asthma and severe COPD; People with rare diseases and inborn errors of metabolism that significantly increase the risk of infections (such as SCID, homozygous sickle cell); People on immunosuppression therapies sufficient to significantly increase risk of infection; Women who are pregnant with significant heart disease, congenital or acquired.) and ensure they are continuing to be shielding themselves and following their specific medical advice issued to them.</p> <ul style="list-style-type: none"> ● Follow good NHS hygiene measures at all times ● Avoid all visitors to their home unless they are providing a medical requirement ● Do not approach delivery staff, allow packages to be left on the doorstep ● Do not take any antibiotics as they do not work against viruses. 		
<p>Risk of exposure to COVID 19 whilst working from the office</p>	<p>4 (s)X 3 (L)= 12</p>	<ul style="list-style-type: none"> ● Encourage staff who are able to do so to continue working from home. ● For staff who need to work from the office strictly enforce social distancing measures by: <ul style="list-style-type: none"> ○ Introducing a rota for attending the office with some staff coming in 3 days a week and others the other 2 days and vice versa ○ Introduce a signing in/out book manned by front of house staff to ensure that at all times only a limited number of staff is in the building. ○ Cordon off reception desk to protect front of house staff ○ Move desks so that staff only sit on one side of the partition and are not facing each other. ○ Limit maximum number of staff working in small rooms ○ Introduce floor markings and posters to remind people of social distancing ○ Stagger breaks and close off kitchen to prevent staff crowding into enclosed areas ● Enhanced cleaning measures including: <ul style="list-style-type: none"> ○ Introduce additional cleaning both 	<p>4(S) X1(L) =4</p>	<p>Individual workers</p>

		<p>at lunchtime and in the evening</p> <ul style="list-style-type: none"> ○ Ensure facilities manager supervises and quality controls the cleaning ○ Require staff to wash hands on arrival in the office. ○ Remind staff to wash hands regularly throughout the day at least once every hour. ○ Provide hand sanitiser in every room ○ Encourage staff to wear face masks or face coverings and provide these on request to the staff ○ Prohibit face to face meetings – all meetings are to be held via microsoft teams ○ No sharing of equipment permitted ○ Staff will be responsible for cleaning their own work station/desk/area on arrival and departure from the office. Cleaning equipment will be provided for each staff working in the office to keep in their own desk. ○ Remind staff of basic hygiene (catch it/bin it/kill it) and provide closed lid bins for tissues ○ Door knobs, light switches etc to be regularly cleaned throughout the day (Facilities manager responsible) <p>Access to the building:</p> <ul style="list-style-type: none"> ● Doors to be kept open where possible to minimise touching door handles etc ● Allow plenty of space (two metres) between people waiting to enter site ● Signing in at reception is mandatory ● Temperature checks done by reception staff with infrared thermometers ● Staff to confirm that they have not exhibited any symptoms of coronavirus or been knowingly exposed to Coronavirus in the last week. ● No hot desking staff should come in the office without having pre-booked with facilities manager. ● Any hot desking staff should bring their own laptop and use a classroom rather than the open plan area behind reception- unless directed otherwise by facilities. ● Ground floor staff should only access the upper floors if absolutely necessary. ● First and second floor staff should limit using the stairs to absolutely necessary. ● One way flows for the stairs to be designated. ● Staff will be encouraged to bring in packed lunches and avoid visiting local shops to minimise traffic on stairs and corridors 		
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Suspected case whilst on site	$4(S) \times 4(L) = 16$	<p>If a worker develops a high temperature or a persistent cough while at work, they should:</p> <ol style="list-style-type: none"> Return home immediately Avoid touching anything 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. Advise their manager as soon as possible via phone/email/Microsoft Teams but prioritize own and colleague's safety They must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed. If staff member feels too unwell to travel home by themselves- they must inform their line manager immediately who will arrange for them to be taken to an isolation room Line manager to use face masks and appropriate PPE and contact the staff members next of kin as well as NHS 111 line to make appropriate arrangements. Isolation room to be subsequently be deep cleaned. 	$4(S) \times 1(L) = 4$	Individual workers
Exposure to COVID19 whilst travelling to work	$4 \times 4 = 16$	<ul style="list-style-type: none"> Limit travel into work especially if must use public transport for extended periods of time or especially busy– implement teleconferencing for meetings All persons to limit their use of public transport. Where travel is essential preferred options are: <ol style="list-style-type: none"> Walk or cycle into the office Drive into the office (we have 17 allocated parking spaces that we can use currently) Take a taxi/uber or where you do not have to share with other people Use public transport but attempt to avoid rush hour by either arriving earlier or later. Maintain social distancing at all times and wear a face covering if at all possible. Always use sanitiser after travelling on public transport 	$4 \times 1 = 4$	Individual workers
Inclement weather – cold temperature allows disease to	2×2	<ul style="list-style-type: none"> All persons to dress appropriately for the weather Welfare facilities provided to shelter from the 	2×1	Individual workers

survive	= 4	elements <ul style="list-style-type: none"> ● Maintain good hygiene measures at all times ● Face coverings to be used where appropriate as per government guidance. 	= 2	
Poor hygiene	4 x 4 = 16	<ul style="list-style-type: none"> ● Wash your hands thoroughly and regularly. Use soap and water for at least 20 seconds. Use alcohol-based hand sanitizer if soap and water is not available and hand washing technique to be adopted as directed by NHS ● Avoid touching your face/eyes/nose/mouth with unwashed hands and cover your cough or sneeze with a tissue then throw it in the bin. ● Regularly clean the hand washing facilities and check soap and sanitizer levels ● Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal. ● Sites will need extra supplies of soap, hand sanitizer and paper towels and these should be securely stored. ● Restrict the number of people using toilet facilities at any one time e.g. use a welfare attendant Wash hands before and after using the facilities Enhance the cleaning regimes for toilet facilities particularly door handles, locks and the toilet flush 	4 x 1 = 4	Individual workers
Kitchens – exposure from large number of staff eating at the same time	4 x 4 = 16	<ol style="list-style-type: none"> 1) The workforce should also be encouraged to stay on site once they have entered it and avoid using local shops as much as possible. 2. Kitchens will initially be closed for staff access 3. Staff should be encouraged to bring a packed lunch that does not require cutlery or crockery (or use single use items) 4. Vending machines to be out of use with signs on them 5. Staff should eat their lunch in the break out areas on the first/second floor (depending if there are students around) where there is more ventilation). 6. Windows should be open and social distancing should be observed at all times. 7. Staggered lunchbreaks between 11 and 3 to ensure that there is no overcrowding in the breakout areas. 8. Staff to be responsible to clean the area after eating with antibacterial wipes and throw them in the closed lid bin. 9. Staff should bring in their own water bottles already filled 10. Water coolers use to be minimised by reminding staff to bring in their own water bottle and use sanitiser before and after filling up their own water bottle if absolutely necessary 11. Hand cleaning facilities or hand sanitiser should be available at the entrance of any room where people eat and should be used by workers when entering and leaving the area 	4 x 1 = 4	Individual workers

Training

Please ensure a manager's brief has been completed alerting to company specific process / procedures

<https://www.nhs.uk/conditions/coronavirus-covid-19/>

<https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-advice/>

<https://www.nhs.uk/conditions/coronavirus-covid-19/advice-for-travellers/>

<https://www.gov.uk/government/publications/coronavirus-action-plan>

Management

- Please ensure all staff are aware of reporting requirements and that all confirmed cases are escalated to the Facilities Manager.
- Information notes are to be sent out and any updates communicated in a timely manner to the workforce.
- This must include letting staff know about symptoms and actions the medical professionals are advising people to take.
- A colleague who has been isolated for 14 days cannot return to work until the appropriate 'fit note' documentation is provided by their GP/healthcare provider to demonstrate they are now fit to return to work.
- Assessments to be reviewed every 6 months or where significant change has occurred

If in England call **NHS on 111** where you will be assessed by an appropriate specialist. NHS guidance is that you do not go directly to your GP surgery, community pharmacy or hospital unless an emergency occurs