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

**Use guidance from Public Health England (PHE), Department of Health & Social Care (DHSC), Health & Safety Executive (HSE) and NHS to ensure the risk assessment is following the latest advice.**

# Coronavirus (COVID-19) inside premises risk assessment

**Contents**

Travel

Access & Egress

Welfare

DSE

Mental health / stress

Statutory documentation including Legionella

**Assessment date:** 1st June 2020

**Review date:** 1st July 2020

**Version:** 1.0

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| --- | --- | --- | --- | --- |
| Hazard | Risk | Control measures | RR | Persons at risk |
| Travelling to work - risk of COVID infection from others | 4x3=**12** | * Staff to only travel to work where work cannot be performed at home
* Personal vehicle, bike or walking to be conducted where possible to complete your commute to and from work
* Aim to minimize the frequency and amount of time using public transport
* If using public transport, face covering is recommended
* Look to travel outside rush hour periods where possible and to review starting / finishing times for staff to limit
 | 4x1= **4**  | Individual members/staff |
| Suspected case whilst working within the premises | 4x4 = **16** | If a person develops a high temperature or a new, persistent cough they should: 1. Return home immediately
2. Avoid touching anything
3. Self isolate for a period of 7 days
 | 4x1 =  **4** | Individual members/staff  |
| Access / egress to the premises | 4x4=**16** | * Stop all non-essential visitors
* Any worker that has the ability to work from home shall continue to do so
* Introduce staggered start / finish times and lunch breaks to reduce congestion
* Operate the premises at reduced capacity to avoid exposure to others
* Where possible, remove any touch points to limit contact around the office
* Require all workers to wash their hands regularly (20 seconds)
* Continue social distancing (2m) whilst walking around the premises
* Regularly clean common contact surfaces in reception, office, delivery areas e.g. scanners, turnstiles, screens, telephone handsets, desks, particularly during peak flow times
* The use of stairs is preferred than use of lifts to limit close contact with persons
* One way systems are encouraged to be implemented where possible
 | 4x1 = **4** | Individual members/staff |
| Welfare & hygiene - sanitary conveniences, rest areas and eating areas | 4x4=**16** | * Wash your hands thoroughly and regularly. Use soap and water for at least 20 seconds. Use alcohol-based hand sanitiser 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.
* Increase cleaning rota / schedule in your work area
* Enhance the cleaning regimes for toilet facilities particularly door handles, locks and the toilet flush
* Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.
* Ensure sufficient supplies of soap, hand sanitiser and paper towels remain in place
* Restrict the number of people using toilet facilities where possible
* Staff should be asked to bring pre-prepared meals and refillable drinking bottles from home
* Workers to wash hands prior to handling / eating food and to stay 2m away from one another
* Where catering is provided on site, it should provide pre-prepared and wrapped food only - Payments should be taken by contactless card and the use of disposable crockery, eating utensils is encouraged
* Drinking water should be provided with enhanced cleaning measures of the tap mechanism introduced
* Tables should be cleaned between each use
* 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
* Increase ventilation where possible particularly within enclosed spaces
* Complete regular clothes washing after coming into contact with persons as there is evidence to suggest the virus can stay on fabrics
 | 4x1= **4**  | Individual members/staff |
| Use of display Screen Equipment (DSE) | 3x3=**9** | * DSE assessment in the office to be reviewed to ensure controls in place remain effective and that 2m social distancing remains in place
* Occupational health information available upon request should any new difficulty arise from previous home working
* Regular breaks away from the screen are encouraged with regular stretching
* Equipment to be checked to ensure ongoing operation and to report concerns to line management
* Any hot desking arrangements used must be suitably set up by the individual user before use. Seek H&S advice as required
* Shields / barriers to be considered
 | 3x1 = **3** | Individual members/staff |
| Stress - including mental health | 4x4=**16** | * Remote staff to receive periodic contact via online team meeting or line management calls
* Advise staff of technology apps that can assist with stress management and / or mental health
* Regular follow up with people of concern
* Offer flexible working arrangements where possible
* Review any mental health support – on line or via contact with their GP
 | 4x1 = **4** | Individual members/staff |
| Control of water systems - Legionella | 4x4=**16** | * Water risk assessment to be reviewed to ensure scheme of control remains in place and effective
* Seek the advice from a water treatment specialist as required
* Seldom used water outlets to be flushed weekly and temperature checks continue
* Cleaning and disinfection regime to continue
* Speak to your landlord / building management in regards to checking Legionella compliance
 | 4x1 = **4** | Individual members/staff, contractors, visitors |
| Statutory compliance - risk of breaching requirements | 4x4=**16** | * Ensure documentation is available to prove that equipment requiring statutory examination has taken place
* Speak to your specialist contractor regarding advice on using equipment again and to follow manufacturer instructions
* Where equipment has exceeded the date, place equipment out of use until testing completed and equipment deemed operational again
 | 4x2=**8** | Individual members/staff |

## Training

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

<https://www.gov.uk/coronavirus>

<https://www.hse.gov.uk/news/coronavirus.htm>

## Management

* Please ensure all members/staff are aware of reporting requirements and that all confirmed cases are escalated.
* Information notes are to be sent out and any updates communicated in a timely manner to the workforce.
* This must include letting members/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, or for a volunteer that they have signed a self certification that at least five days have passed since any last symptoms were evident.
* Assessments to be reviewed every 6 months or where significant change has occurred
* Please remind members/staff that in order to minimise the risk of spread of infection, we rely on everyone in taking responsibility for their actions and behaviours.
* Please encourage an open and collaborative approach between your teams on site, socially distancing of course, where any issues can be openly discussed and addressed.

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