

RISK ASSESSMENT

Location: Chamber House		Task: Control of Coronavirus (COVID-19)	
RA No: covid 01	Date: October 2020	Review Date: January 2021	

No of Persons Exposed:	Approx Employees	Other Workers	Public/Visitors	Specific Risks (eg NEMs, young persons)	Total Persons at Risk
	##	##	##	##	##

Risk Assessor: ##	Signature: ##	Date: ##
-------------------	---------------	----------

SEVERITY	LIKELIHOOD						
		Zero to very low	Very unlikely	Unlikely	Likely	Very likely	Almost certain
		0	1	2	3	4	5
Fatality, disabling injury, etc	5	0	5	10	15	20	25
Major injury or illness	4	0	4	8	12	16	20
"7 day" injury or illness	3	0	3	6	9	12	15
Minor injury or illness	2	0	2	4	6	8	10
First aid injury or illness	1	0	1	2	3	4	5
No injury or illness	0	0	0	0	0	0	0

Disclaimer: This is a generic Risk Assessment based on the information we have been supplied with by Public Health England for Employees in relation to Coronavirus (COVID-19)

Low	Medium	High	Risk(R) = Likelihood (L) x Severity (S)
-----	--------	------	---

No	Activity	Hazard Identified	Existing Control Measures in Place	L	S	R	Additional Controls Required? Yes/No (if yes, enter details in action plan)
1	All Employees moving/working throughout the location	As per guidance from Govt Websites Contact with COVID-19 This can be caused by: <ul style="list-style-type: none"> Contact with a person with COVID-19 via cough and sneezes or hand contact. A person can also be infected by touching contaminated surfaces if they do not wash their hands 	As per guidance from Govt Websites: – <ol style="list-style-type: none"> Information provided to Employees: <ul style="list-style-type: none"> Take usual infection prevention precautions Wash your hands with soap and water for at least 20 seconds: <ul style="list-style-type: none"> Wash hands regularly, throughout the day after using the toilet before handling any food 	1	3	3	No

RISK ASSESSMENT

No	Activity	Hazard Identified	Existing Control Measures in Place	L	S	R	Additional Controls Required? Yes/No (if yes, enter details in action plan)
1	All Employees moving/working throughout the location	<p>As per guidance from Govt Websites Contact with COVID-19</p> <p>This can be caused by:</p> <ul style="list-style-type: none"> • Contact with a person with COVID-19 via cough and sneezes or hand contact. • A person can also be infected by touching contaminated surfaces if they do not wash their hands 	<ul style="list-style-type: none"> ○ before eating any food, including snacks ○ after taking public transport ○ on return home from work/other settings ○ if in close contact with someone who is unwell ▪ Avoid touching your eyes, nose, and mouth with unwashed hands ▪ Cover your cough or sneeze with a tissue, throw the tissue in a bin and then wash your hands with soap and water or use a hand sanitiser (Additional hand sanitisers, containing at least 60% alcohol, have been placed around each location) ▪ Avoid close contact with people who are sick ▪ If you feel unwell, stay at home, do not attend work or travel ▪ If you are worried about your symptoms, please call NHS 119 ▪ Clean and disinfect frequently-touched objects and surfaces in the work environment (and at home) ▪ Avoid sharing items such as PCs, keyboards, mice, crockery, cutlery etc. Where this is unavoidable, always wipe surfaces down prior to and after use. 	1	3	3	No

RISK ASSESSMENT

No	Activity	Hazard Identified	Existing Control Measures in Place	L	S	R	Additional Controls Required? Yes/No (if yes, enter details in action plan)
1	All Employees moving/working throughout the location	<p>As per guidance from Govt Websites Contact with COVID-19</p> <p>This can be caused by:</p> <ul style="list-style-type: none"> Contact with a person with COVID-19 via cough and sneezes or hand contact. A person can also be infected by touching contaminated surfaces if they do not wash their hands 	<ul style="list-style-type: none"> Clear workspace and remove waste and belongings from the work area at the end of a shift Where you are already using PPE in your work activity to protect against non-COVID-19 risks, you should continue to do so <p>2 COVID-19 operating Policy in place (all employees provided a copy of the Policy and Procedures document (COVID-19 Policy CV-19 01) and this Risk Assessment</p> <p>3 Senior Management Team and HR are advised to keep up-to-date with current guidance on management of Covid-19 by regularly reviewing government guidance www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/updates</p> <p>4 Social distancing (2 metres) instigated wherever possible - redesigning layout/processes, if possible/applicable. Using back-to-back or side-to-side working, rather than face-to-face, where 2 metre social distancing is not possible, and time limited to as short as possible. (Other mitigating measures, as outlined in COVID-19 Policy.)</p> <p>5 Work schedules and staffing levels reviewed - instigating staggered start times, and staggered lunch breaks, as necessary and relocating Employees, as necessary (to maintain 2m social distancing).</p>	1	3	3	No

RISK ASSESSMENT

No	Activity	Hazard Identified	Existing Control Measures in Place	L	S	R	Additional Controls Required? Yes/No (if yes, enter details in action plan)
1	All Employees moving/working throughout the location (Cont)	<p>COVID-19 causes symptoms similar to other respiratory viruses such as the flu, and may include:</p> <ul style="list-style-type: none"> • High temperature • Coughing • Shortness of breath • Fever • a loss or change to your sense of smell or taste <p>These viruses can cause more severe symptoms (and, in some cases death) in people with weakened immune systems, older people, and those with long-term conditions like diabetes, cancer and chronic lung disease</p>	<p>6 Site/workstation etc layout/seating arrangements adjusted, and relocating Employees, as necessary (to maintain 2m social distancing), using physical barriers, if necessary.</p> <p>7 One-way traffic system implemented where practical. Where not practical a filter system is applied where one person allows another to pass, adhering the 2m distancing rule.</p> <p>8 Welfare/rest area layout and break-times etc adjusted to limit numbers etc to maintain social distancing</p> <p>9 Smoking areas/usage adjusted to maintain 2 metre social distancing</p> <p>10 Number of persons permitted in Reception regulated to 7 persons</p> <p>11 Perspex screen installed to protect Reception staff</p> <p>12 Number of persons restricted in Offices/Meeting Rooms (signage and seating adjusted accordingly)</p> <p>13 Number of persons in toilet regulated – one-in-one-out system instigated</p> <p>14 Signage, specific to COVID-19 is displayed (and updated, as necessary) throughout the premises</p> <p>15 Reminder signage and markings re social distancing displayed throughout site</p>	1	3	3	No

RISK ASSESSMENT

No	Activity	Hazard Identified	Existing Control Measures in Place	L	S	R	Additional Controls Required? Yes/No (if yes, enter details in action plan)
1	All Employees moving/working throughout the location (Cont)	<p>COVID-19 causes symptoms similar to other respiratory viruses such as the flu, and may include:</p> <ul style="list-style-type: none"> • High temperature • Coughing • Shortness of breath • Fever • a loss or change to your sense of smell or taste <p>These viruses can cause more severe symptoms (and, in some cases death) in people with weakened immune systems, older people, and those with long-term conditions like diabetes, cancer and chronic lung disease</p>	<p>16 Regular monitoring and briefings via Company Bulletins</p> <p>17 Frequent cleaning and sanitising undertaken throughout location, particularly in areas of high use (ie door handles, light switches, reception areas, toilets, kitchen, welfare and smoking facilities.)</p> <p>18 Kitchen equipment cleaned by user, after each use</p> <p>19 Hand drying facilities provided –paper towels (and lidded bins) or electrical dryers</p> <p>20 Workspaces cleared and waste regularly removed</p> <p>21 Additional waste facilities provided and more frequent rubbish collection (at least daily)</p> <p>22 Online/virtual meetings undertaken wherever possible. (Face-to-face meetings will only be held if business critical and social distancing can be maintained.)</p> <p>23 Capacity of lifts (managed by the Landlord) reduced to maintain social distancing, reduce congestion and contact time of personnel and Employees advised to use only if necessary, leaving free for less able-bodied, as appropriate</p> <p>24 Touch points regularly cleaned</p> <p>25 Ventilation increased by adjusting HVAC and/or frequently opening doors and windows, if possible</p>	1	3	3	No

RISK ASSESSMENT

No	Activity	Hazard Identified	Existing Control Measures in Place	L	S	R	Additional Controls Required? Yes/No (if yes, enter details in action plan)
1	All Employees moving/working throughout the location (Cont)	<p>COVID-19 causes symptoms similar to other respiratory viruses such as the flu, and may include:</p> <ul style="list-style-type: none"> • High temperature • Coughing • Shortness of breath • Fever • a loss or change to your sense of smell or taste <p>These viruses can cause more severe symptoms (and, in some cases death) in people with weakened immune systems, older people, and those with long-term conditions like diabetes, cancer and chronic lung disease</p>	<p>26 Employees reminded to wash their hands before/after using any shared equipment</p> <p>27 Employees advised that face coverings are not necessary in office but they can be worn if they wish but must follow government guidelines (as outlined in our Policy)</p> <p>28 Touch points regularly cleaned</p> <p>29 Ventilation increased by adjusting HVAC and/or frequently opening doors and windows, if possible</p> <p>30 Employees reminded to wash their hands before/after using any shared equipment</p> <p>31 Employees advised that face coverings are not necessary in office but they can be worn if they wish but must follow government guidelines (as outlined in our Policy)</p>	1	3	3	No
		Stress/fatigue	<p>1 Company Policy and Procedure relating to health and wellbeing</p> <p>2 Employees regularly reminded of the policy and that the Company operates an open-door policy if they require additional support during COVID-19 pandemic</p> <p>3 Mental health first aiders available</p> <p>4 Signposting to sources of information, support and assistance</p> <p>5 Managers regularly communicate with Employees to assess change in needs</p>	2	2	4	No

RISK ASSESSMENT

No	Activity	Hazard Identified	Existing Control Measures in Place	L	S	R	Additional Controls Required? Yes/No (if yes, enter details in action plan)
1	All Employees moving/working throughout the location (Cont)	Vulnerable persons – extremely clinically vulnerable	<p>Reasonable adjustments and/or measures for those with protected characteristics will be put in place for such persons ie</p> <ol style="list-style-type: none"> Such persons will work from home (which may be a different role to that they usually fulfil) If this is not possible, they will work in isolation If this is not possible, they will be offered the option of the safest available on-site roles, which enable them to always stay 2 metres away from others. They will be also be advised to take extra care in observing social distancing Mental health first aiders available Signposting to sources of information, support and assistance Managers regularly communicate with such Employees to assess change in needs 	2	3	6	No

RISK ASSESSMENT

No	Activity	Hazard Identified	Existing Control Measures in Place	L	S	R	Additional Controls Required? Yes/No (if yes, enter details in action plan)
1	All Employees moving/working throughout the location (Cont)	Vulnerable persons – clinically vulnerable	<p>Reasonable adjustments and/or measures for those with protected characteristics will be put in place for such persons ie</p> <ol style="list-style-type: none"> Such persons will work from home (which may be a different role to that they usually fulfil) If this is not possible, they will work in isolation If this is not possible, they will be offered the option of the safest available on-site roles, which enable them to always stay 2 metres away from others. <p>They will be also be advised to take extra care in observing social distancing</p>	2	3	6	No

RISK ASSESSMENT

No	Activity	Hazard Identified	Existing Control Measures in Place	L	S	R	Additional Controls Required? Yes/No (if yes, enter details in action plan)
1	All Employees moving/working throughout the location (Cont)	Vulnerable persons - those with protected characteristics (ie disabled; those with caring responsibilities; those with religious commitments, young/inexperienced works; migrant works (who may have language issues); older males, those with a high BMI, those with diabetes, BAME (who are known to have a greater risk of contracting the virus)	Reasonable adjustments and/or measures for those with protected characteristics will be put in place for such persons ie 1 Such persons will work from home (which may be a different role to that they usually fulfil) 2 If this is not possible, they will work in isolation 3 If this is not possible, they will be offered the option of the safest available on-site roles, which enable them to always stay 2 metres away from others. 4 They will be also be advised to take extra care in observing social distancing 5 Mental health first aiders available 6 Signposting to sources of information, support and assistance 7 Managers regularly communicate with such Employees to assess change in needs	3	2	6	No

RISK ASSESSMENT

No	Activity	Hazard Identified	Existing Control Measures in Place	L	S	R	Additional Controls Required? Yes/No (if yes, enter details in action plan)
1	All Employees moving/working throughout the location (Cont)	Vulnerable persons – expectant mothers	<p>Reasonable adjustments and/or measures for expectant mothers will be put in place ie</p> <ol style="list-style-type: none"> 1 Expectant mothers are advised to work from home if possible (which may be in a different role) 2 If this is not possible, she will work in isolation 3 If this is not possible, she will be offered the safest on-site role, and advised to take extra care in observing social distancing 4 If no suitable work is available, where social distancing can be instigated, she will be suspended on full pay, in line with current legislation 5 Mental health first aiders available 6 Signposting to sources of information, support and assistance <p>Managers regularly communicate with such Employees to assess change in needs</p>	2	2	4	No

RISK ASSESSMENT

No	Activity	Hazard Identified	Existing Control Measures in Place	L	S	R	Additional Controls Required? Yes/No (if yes, enter details in action plan)
2	Dealing with a suspected and or confirmed case of Coronavirus (COVID-19)	<p>Risk of becoming unwell, due to contact with suspected COVID-19 carrier -</p> <ul style="list-style-type: none"> • High temperature • Coughing • Shortness of breath • Fever • Loss or change to sense of smell/taste <p>These viruses can cause more severe symptoms (and, in some cases death) in people with weakened immune systems, older people, and those with long-term conditions like diabetes, cancer and chronic lung disease</p>	<ol style="list-style-type: none"> 1 Employees are advised to follow Govt guidance - <ul style="list-style-type: none"> ▪ As per control measures for Activity No 1 2 Anyone who is taken ill will be sent home immediately and requested to remain there and initiate household isolation 3 They will be advised to avoid using public transport. If they have to use public transport, they will be advised to try to keep away from other people and catch coughs and sneezes in a tissue 4 Line manager and HR are to be immediately informed and they will undertake action, as advised, following Company Procedure 5 Frequent cleaning and sanitising undertaken throughout location, particularly in areas of high use (ie door handles, light switches, reception areas, toilets, welfare and smoking facilities). 6 A checklist for recording cleaning and sanitising instigated 7 Employees who may need to self-isolate provided support 	2	3	6	No

RISK ASSESSMENT

No	Activity	Hazard Identified	Existing Control Measures in Place	L	S	R	Additional Controls Required? Yes/No (if yes, enter details in action plan)
2	Dealing with a suspected and or confirmed case of Coronavirus (COVID-19) (continued)	Stress/fatigue	<ol style="list-style-type: none"> 1 Company Policy and Procedure relating to health and wellbeing 2 Employees regularly reminded of the policy and that the Company operates an open-door policy if they require additional support during COVID-19 pandemic 3 Mental health first aiders available 4 Signposting to sources of information, support and assistance 5 Managers regularly communicate with Employees to assess change in needs 	3	2	6	No
3	Prevention and limiting spread of Coronavirus (COVID-19)	<p>Risk of becoming unwell, due to contact with suspected COVID-19 carrier</p> <p>High temperature Coughing Shortness of breath Fever A loss or change to your sense of smell or taste</p> <p>These viruses can cause more severe symptoms (and, in some cases death) in people with weakened immune systems, older people, and those with long-term conditions like diabetes, cancer and chronic lung disease</p>	<ol style="list-style-type: none"> 1 Working from home Instigated, where feasible 2 Travel and non-critical operations postponed 3 Hot desking during this time, will be avoided as far as possible and, where this is not possible, workstations and all equipment will be cleaned between different occupants 4 Frequent cleaning and sanitising undertaken throughout location, particularly in areas of high use (ie door handles, light switches, reception areas, toilets, welfare and smoking facilities) 5 Key individuals separated, as necessary 	1	3	3	No

RISK ASSESSMENT

No	Activity	Hazard Identified	Existing Control Measures in Place	L	S	R	Additional Controls Required? Yes/No (if yes, enter details in action plan)
3	Prevention and limiting spread of Coronavirus (COVID-19) (contd)		1 Persons who have had contact with a symptomatic person will be made aware of the symptoms and advised to self-isolate if symptoms develop (and to follow NHS guidance: https://www.nhs.uk/conditions/coronavirus-covid-19/ 2 Employees who may need to self-isolate are provided support 6 Control measures as for Activity No 1 instigated	1	3	3	No
4	Symptomatic or exposed Employee/s Presenteeism	Employee(s) is/are symptomatic of COVID-19 or has been in close contact with someone with COVID-19 A person catches COVID-19 due to another Employee continuing to work despite being unwell	Employee/s advised to follow NHS online guidance: https://www.nhs.uk/conditions/coronavirus-covid-19/ 1 If NHS 119, NHS Test & Trace or a GP determines the Employee is symptomatic and certifies them unfit for work, they will be advised to self-isolate for at least 10 days 2 Colleagues who have had "close contact" (as outlined by NHS guidelines) with a symptomatic Employee will be made aware of the symptoms and advised to self-isolate (and follow NHS guidance)	1	3	3	No
4	Symptomatic or exposed Employee/s Presenteeism (contd)	Employee(s) is/are symptomatic of COVID-19 or has been in close contact with someone with COVID-19 A person catches COVID-19 due to another Employee continuing to work despite being unwell	1 Other Employees working more than 2 metres distant and have not had "close contact" will be made aware of the symptoms and advised to self-isolate if symptoms develop (and follow NHS guidance)	1	3	3	No

RISK ASSESSMENT

No	Activity	Hazard Identified	Existing Control Measures in Place	L	S	R	Additional Controls Required? Yes/No (if yes, enter details in action plan)
		Stress/fatigue	1 Company Policy and Procedure relating to health and wellbeing 2 Employees are regularly reminded of the policy and that the Company operates an open-door policy if they require additional support during COVID-19 pandemic 3 Mental health first aiders available 4 Signposting to sources of information, support and assistance 5 Managers regularly communicate with Employees to assess change in needs	3	2	6	No
5	Persons working from home	Contact with COVID-19	1 Govt guidance followed and employ relevant guidance provided within this Assessment to the home environment, as applicable	2	2	4	No
5	Persons working from home	Stress/fatigue	1 Company Policy and Procedure relating to health and wellbeing, including regularly contact to monitor welfare Employees regularly reminded of the policy and that the Company operates an open-door policy if they require additional support during COVID-19 pandemic 2 Mental health first aiders available 3 Signposting to sources of information, support and assistance 4 Option to work flexibly, where feasible 5 Managers regularly communicate with homeworkers to assess change in needs	2	2	4	No

RISK ASSESSMENT

No	Activity	Hazard Identified	Existing Control Measures in Place	L	S	R	Additional Controls Required? Yes/No (if yes, enter details in action plan)
6	Travelling to/from Site (Inc. use of Public Transport)	<p>Contact with COVID-19. This can be caused by:</p> <ul style="list-style-type: none"> Contact with a person with COVID-19 via cough and sneezes or hand contact. A person can also be infected by touching contaminated surfaces if they do not wash their hands 	<ol style="list-style-type: none"> Only essential works and travel undertaken during lockdown period - travel for non-critical operations postponed Employees advised to travel individually in private vehicles where practical Employees encouraged to travel in accordance with PHE/CLC guidelines Use of face coverings is required and off-peak travel (where practical) if using public transport Use of hand sanitisers and good hygiene practices by all Employees Employees are advised not to eat drink, or smoke/vape when travelling together Employees advised to sit as far apart as possible, leaving seats empty and wearing face coverings, if necessary 	2	3	6	No
6	Travelling to/from Site (Inc. use of Public Transport) (Continued)	<p>Contact with COVID-19</p> <p>This can be caused by: -</p> <ul style="list-style-type: none"> Contact with a person with COVID-19 via cough and sneezes or hand contact A person can also be infected by touching contaminated surfaces if they do not wash their hands 	<ol style="list-style-type: none"> Regular sanitising/cleaning of vehicles advised Use of disposable gloves, where appropriate, promoted for cleaning etc Employees advised to park in every other space in the car park, if possible 	2	3	6	No

RISK ASSESSMENT

No	Activity	Hazard Identified	Existing Control Measures in Place	L	S	R	Additional Controls Required? Yes/No (if yes, enter details in action plan)
7	Operating /Equipment	Contact with COVID-19	<ol style="list-style-type: none"> 1 Social distancing and other control measures as for Activity No 1 instigated for all interaction with others. 2 Frequent cleaning and sanitising undertaken of touch points (as applicable) ie controls and surfaces, doors, handles, seat belt buckles, steering wheel (at least before and after use) 3 Regular handwashing, particularly after use. 4 Wearing disposable gloves, if required, and safe to do so. 	2	3	6	No
8	Visiting other Premises	<p>Contact with COVID-19</p> <p>This can be caused by:</p> <ul style="list-style-type: none"> • Contact with a person with COVID-19 via cough and sneezes or hand contact. <p>A person can also be infected by touching contaminated surfaces if they do not wash their hands</p>	<ol style="list-style-type: none"> 1 Physical visits are restricted to essential visits only, with virtual visits undertaken wherever possible 2 COVID-19 operating Policy in place 3 Prior to visit, a Field Worker Dynamic Risk Assessment (CV-19 04) is completed 4 Employees advised to comply with all on-site requirements and to report any concerns to the Client, as appropriate 	2	2	4	No

RISK ASSESSMENT

No	Activity	Hazard Identified	Existing Control Measures in Place	L	S	R	Additional Controls Required? Yes/No (if yes, enter details in action plan)
9	Third Parties, Visitors, Customers, Contractors & Drivers	Contact with COVID-19	<ol style="list-style-type: none"> 1 Screen installed in Reception 2 All such persons will be restricted (7 persons only in Reception at one time) and advised to adhere to Govt guidelines and other health and safety protocols in place. 3 COVID-19 questionnaire and induction required to be completed before entry (COVID-19 Self Declaration Form CV-19 03) 4 All such persons will be requested to complete the NHS venue check-in, before entry 5 All such persons required to read and agree to comply with all relevant controls within our COVID-19 Risk Assessment 6 All such persons required to read and agree to comply with all relevant controls within our COVID-19 Risk Assessment 7 All persons who are to undertake physical works are asked to provide a COVID-19 RA, as well as general RAMS. If social distancing cannot be maintained during such works, either the work area will be isolated or such activities will be undertaken outside work hours 8 Toilet and welfare facilities made available for all such persons and such facilities regularly cleaned etc 9 Classroom-based training is currently suspended, only on-line training is currently being undertaken 	3	2	6	No

RISK ASSESSMENT

No	Activity	Hazard Identified	Existing Control Measures in Place	L	S	R	Additional Controls Required? Yes/No (if yes, enter details in action plan)
10	Receiving goods/materials	Contact with COVID-19 (virus may remain on surface of some materials for prolonged periods)	<ol style="list-style-type: none"> 1 Social distancing and other control measures as for Activity No 1 instigated for all deliveries and other interactions. 2 Revise pick-up and drop-off collection points, procedures, signage and markings, as necessary 3 Encourage drivers to stay in their vehicles where this does not compromise their safety and existing safe working practice 4 Enabling drivers to access welfare facilities when required 5 If applicable, all packaged goods received are cleaned (before being distributed and those receiving materials advised to be very thorough with their hand cleaning, after receiving goods from off-site 6 Unnecessary contact minimised by non-contact deliveries ie signing for goods avoided, if possible. If not, advised to use own pen (or wipe down wand) and ask deliverer to move away whilst signing (either physically or electronically) 	2	3	6	No

RISK ASSESSMENT

ACTION PLAN

No	Hazard Identified	Action Required	Controls Implemented By	Target Date	Date Completed	Date Verified
1	Communication	Communicate the Risk Assessment to all Employees				
2		Upload the Risk Assessment to the Company website and intranet				
3		Communicate the new COVID-19 Policy				
4		Communicate operational procedures re COVID-19 to Clients, Suppliers etc, as applicable				