

COVID - 19: Risk Assessment

ASSESSED BY: Karen Stace					PREPARED BY:					Karen Stace
DESCRIPTION OF ACTIVITY: All Activities					REVIEWED & APPROVED BY:					Ulla Hokkanen
L = Likelihood of occurrence, S=Severity of occurrence R = Level of Risk					1-10 with 1 being not at all likely and 10 being very likely					
Process	Hazard	Risk	INITIAL RISK RATING			CONTROL MEASURES	RESIDUAL RISK RATING			RESPONSIBLE PERSON
			L	S	R		L	S	R	
All Driving Activities	Impact of COVID – 19 on travel.	Risk of contracting disease from contaminated surfaces or exposure to person to person transmission	3	3	9	<p>Comply with company procedures and guidance.</p> <p>All persons to undergo COVID – 19 Induction.</p> <p>Travel alone where possible.</p> <p>Maintain safe social distance.</p> <p>Clean touch controls (Steering wheel, door handles, gear lever, handbrake, switches etc.) with suitable cleansing agent on entering and leaving vehicle.</p> <p>Travel with window slightly open.</p> <p>Only allow passengers where safe distance can be maintained.</p> <p>All wear masks if more than 1 person in vehicle.</p> <p>Those who live together may travel together.</p> <p>Clean upholstery where people were sitting.</p> <p>Have waste disposal bag and discard all waste safely.</p>	1	3	3	COVID Manager & Lead Worker.
Assessing and Exiting place of work	Impact of COVID – 19 on access and egress.	Risk of contracting COVID – 19 from co-workers and others due to close proximity to contaminated person or touching contaminated surface.	2	6	4	<p>Comply with company procedures and guidance.</p> <p>Layout modified where necessary to facilitate safe entry and exit.</p> <p>Disable turnstiles, revolving doors, keypads etc. to minimise cross contamination.</p> <p>Maintain safe social distance and mark out safe distance close to entrance.</p> <p>Provide sanitising station at point of entry and maintain.</p> <p>Where applicable have security monitor entrants and record their details.</p> <p>Ask if person is exhibiting any symptoms or cohabitating with an infected person prior to entry. No one answering in the positive should be permitted entry and should return home to self-isolate for at least 14 days.</p> <p>Advise person to contact their doctor should symptoms get worse.</p> <p>If numbers entering are unmanageable, consider staggered worktimes.</p> <p>Display appropriate signage.</p>	1	3	3	COVID Manager & Lead Worker.

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Cloakrooms Changing Rooms, Locker Rooms if applicable	Impact of COVID – 19 shared locations.	Risk of contracting disease from contaminated surfaces or exposure to person to person transmission	3	3	9	Comply with company procedures and guidance. Provide sanitising stations and waste disposal bins. Maintain and clean at least twice a day or as necessary. Rearrange location to facilitate safe social distancing. Limit numbers in any location at any one time. Display appropriate signage.	1	3	3	COVID Manager & Lead Worker
Offices and Work-stations	Impact of COVID – 19 on office environment.	Risk of contracting COVID – 19 from co-workers and others due to close proximity to contaminated person or touching contaminated surface.	2	3	6	Comply with company procedures and guidance. Provide sanitising stations and waste disposal bins. Maintain and clean at least twice a day or as necessary. Rearrange location to facilitate safe social distancing. Limit numbers in any location at any one time. Display appropriate signage. Mark out safe social distances where appropriate. Consider a one way system. Erect partitions or screens, if necessary. Can desks back-on rather than face on? Can any work be completed at home? Do alternative shifts need to be introduced?	1	3	3	COVID Manager & Lead Worker
Toilets and Washrooms	Impact of COVID – 19 on welfare facilities.	Risk of contracting COVID – 19 from co-workers and others due to close proximity to contaminated person or touching contaminated surface.	2	3	6	Comply with company procedures and guidance. Provide sanitising stations and waste disposal bins. Provide soap/gel. Maintain and clean at least twice a day or as necessary. Display appropriate signage. Arrange for monitor to oversee, if necessary.	1	3	3	COVID Manager & Lead Worker

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Canteen	Impact of COVID – 19 on canteen.	Risk of contracting COVID – 19 from co-workers and others due to close proximity to contaminated person or touching contaminated surface.	2	3	6	<p>Comply with company procedures and guidance.</p> <p>Provide sanitising stations and waste disposal bins.</p> <p>Maintain and clean at least twice a day or as necessary.</p> <p>Display appropriate signage.</p> <p>Limit numbers to maintain safe social distance.</p> <p>People to supply their own lunch.</p> <p>Avoid cash transactions. (where applicable)</p> <p>Avoid using communal coffee machines etc., where absolute hygiene standards cannot be maintained.</p> <p>Use disposable cups etc.</p> <p>Clean up before leaving so place is as you found it.</p>	1	3	3	COVID Manager & Lead Workers
Isolation Room	Infected Isolation Room	Risk of contracting COVID – 19 from co-workers and others due to close proximity to contaminated person or touching contaminated surface.	3	3	6	<p>Comply with company procedures and guidance.</p> <p>Provide sanitising stations and waste disposal bins.</p> <p>Maintain and clean at least twice a day or as necessary.</p> <p>Bring suspected person to isolation room.</p> <p>Arrange to get home and self-isolate.</p> <p>Advise to or contact doctor on their behalf.</p> <p>Minimal furnishings in room.</p> <p>Display appropriate signage.</p> <p>Keep door closed when occupied.</p> <p>Clean after use using disinfectant and cleaning agent.</p> <p>Cleaner to be fully protected with suit and PPE, which must be assessed as appropriate for task.</p> <p>Double bag, tag and safely dispose of all waste.</p>	1	3	3	COVID Manager & Lead Workers

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Close- contact Work	Impact of COVID – 19 when working less than 2 metres apart.	Risk of contracting disease from contaminated surfaces or exposure to person to person transmission.	3	3	9	Comply with company procedures and guidance. Avoid whenever possible. Assess each situation separately. All persons must be feeling well and symptom free. Cordon off area. Limit time to 15 minutes. (where applicable) Work must be directly supervised by appropriate person at all times. Work must be carried out using the appropriate PPE. PPE to include: Goggles/Full Face Mask FPP2/FPP3 mask, correctly fitted and fit tested if necessary Gloves Hardhat, Safety Boots (where applicable)	1	3	3	COVID Manager, lead workers and Tutors	
Close- contact Work, involving contact	Impact of COVID – 19 when working less than 2 metres apart.	Risk of contracting disease from contaminated surfaces or exposure to person to person transmission.	3	3	9	Comply with company procedures and guidance. Avoid whenever possible. Assess each situation separately. All persons must be feeling well and symptom free. Cordon off area. Limit time to 15 minutes. (where applicable) Work must be directly supervised by appropriate person at all times. Work must be carried out using the appropriate PPE. PPE to include: Goggles/Full Face Mask FPP2/FPP3 mask, correctly fitted and fit tested if necessary Gloves Hardhat, Safety Boots Full protective suit must be worn (where applicable)	1	3	3	COVID Manager, lead workers and Tutors	



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Cleaning	Impact of COVID – 19 when carrying out cleaning role.	Risk of contracting disease from contaminated surfaces or exposure to person to person transmission.	3	3	9	<p>Comply with company procedures and guidance. Cleaning to be carried out twice per day and in response to any immediate need. Maintain safe social distance. Wear appropriate PPE and dispose of as per guidance after use. Display signage while cleaning is in progress.</p>	1	3	3	COVID Manager & Lead Workers.
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Customers/Visitors/ Students	Impact of COVID – 19 when dealing with customers.	Risk of contracting disease from contaminated surfaces or exposure to person to person transmission	3	3	9	<p>Comply with company procedures and guidance. Provide sanitising stations and waste disposal bins. Maintain and clean at least twice a day or as necessary. Mark out safe social distances and monitor for compliance. Limit numbers to manageable amount. Use protective screens as appropriate to protect staff and customers. Display appropriate signage. Use cashless payments. Give way to technology.</p>	1	3	3	COVID Manager & Lead Workers	
First Aid	Impact of COVID – 19 when carrying out first aid.	Risk of contracting disease from contaminated surfaces or exposure to person to person transmission	3	3	9	<p>Comply with company procedures and guidance. Assume person is COVID positive and treat accordingly. Perform initial assessment at distance. If person can treat themselves under the direction of first responder, do so, while maintaining a safe distance. Ensure first responder has latest training on infection control. PPE to include: Goggles/Full Face Mask FFP2/FFP3 Mask Disposable gloves Disposal Apron or full body suit if risk assessment deems necessary. Fit surgical mask to person, if appropriate, at earliest opportunity. If person is suffering cardiac arrest, call for ambulance and AED. Deliver compressions only for 5 minutes, while awaiting AED and refrain from giving breaths during this period. Remain with person as long as necessary. Dispose of safely. Complete all hygienic requirements to yourself and equipment after use. Report relevant issues and record details.</p>	1	3	3	COVID Manager & Lead Workers	



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Replace or reorder used stock.

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Loading/Unloading	Impact of COVID – 19 when loading and unloading.	Risk of contracting disease from contaminated surfaces or exposure to person to person transmission	3	3	9	Comply with company procedures and guidance. Maintain safe social distance Display appropriate signage. Wear appropriate PPE. Close off area if necessary. Wash hands thoroughly before and after operations.	1	3	3	COVID Manager & Lead Workers
Equipment	Impact of COVID – 19 on equipment	Risk of contracting COVID – 19 from co-workers and others due to close proximity to contaminated person or touching contaminated surfaces.	2	3	6	Comply with company procedures and guidance. Provide sanitising stations and waste disposal bins. Maintain and clean between each user and as necessary. Display appropriate signage. Limit numbers to maintain safe social distance. Avoid using shared/communal equipment where absolute hygiene standards cannot be maintained. Use person equipment where possible, maintaining hygiene standards throughout. Clean up and sanitise before returning to storage.	1	3	3	COVID Manager & Lead Workers