

RISK ASSESSMENT – Coronavirus (COVID-19)



		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

HA are using guidance from World Health Organization and NHS to ensure the risk assessment is following the latest advice.

Coronavirus (COVID-19) Risk Assessment

Assessment date: 13th March 2020

Review date: Every 24 hours

Version: 1.1

Hazard	Risk	Control measures	RR	Persons at risk
Exposure from others due to: 1) Living with someone with a confirmed case of COVID-19. 2) Have come into close contact (within 2 metres for 15 minutes or more) with a confirmed case of COVID-19. 3) Being advised by a public health agency that contact with a diagnosed case has occurred.	$4 \times 3 = 12$	<ul style="list-style-type: none"> Update Human Resources with absence identifying Coronavirus and manage absence in line with company HR policies / procedures Social distancing encouraged and limit non-essential travel where possible Do not come into work where someone you live with has been diagnosed or showing symptoms of Coronavirus. Follow NHS / 111 advice as required. Do not attend GP surgery or public places if confirmed to help reduce spread of the disease Company to ensure vulnerable persons (elderly, pre-existing health condition, lower immunity) employed are individually assessed. Follow good hygiene measures at all times ask friends, family members or delivery services to do errands for you try to avoid visitors to your home – it's OK for 	$4 \times 1 = 4$	Individual workers

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		<ul style="list-style-type: none"> friends, family or delivery drivers to drop off food Do not take any antibiotics as they do not work against viruses. 		
Foreign travel	$4 \times 4 = 16$	<ul style="list-style-type: none"> National government websites need to be checked prior to arranging travel in order to assess travel restrictions and to follow recommendations provided by the destination government Do not travel unless imperative or reduce travelling where possible – consider home working / teleconferencing Where an individual has recently visited high risk countries (see government website), they should self / home isolate themselves for 14 days Fitness for work to be completed on appropriate return to the workplace Please continue to follow any further national government advice provided Where an occupational health (OH) service provider has been appointed, please seek additional advice or concerns through this service 	$4 \times 1 = 4$	Individual workers
Inclement weather – cold temperature allows disease to survive	$2 \times 2 = 4$	<ul style="list-style-type: none"> All persons to dress appropriately for the weather Welfare facilities provided to shelter from the elements Maintain good hygiene measures at all times Appropriate respiratory protective equipment (RPE) masks to be considered as last resort however face fit test (FFT) must be completed to ensure mask effectiveness 	$2 \times 1 = 2$	Individual workers
Poor hygiene	$4 \times 4 = 16$	<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 sanitiser if soap and water is not available. 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. 	$4 \times 1 = 4$	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/>

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

Additional Measure that Highway Assurance are putting in place :

- All vans are being supplied with Anti-Bacterial wipes and Hand Sanitiser .
- No more than 2 operatives per van.
- The members will remain constant to minimise the risk of the virus spreading.
- The office will accept no outside visitors during the pandemic .
- We have electronic handheld devices that operatives receive their daily task on.
- The management team have been split into 2 teams at both depots to reduce the risk of key members within the business being infected to allow the continued running of the day to day operations.
- Where possible office staff are working from home.

Management

- Please ensure all staff are aware of reporting requirements and that all confirmed cases are escalated to your H&S competent person .
- 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.
- Assessments to be reviewed every 6 months or where significant change has occurred
- 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.