

RISK ASSESSMENT

<b>Subject of Assessment</b>	<b>Coronavirus (COVID-19)</b>		
<b>Task/Activity</b>	Managing the risk of Coronavirus (COVID-19) exposure whilst undertaking all work activities		
<b>Assessor</b>	A Rouse	<b>Location of Assessment</b>	All Areas

<b>Risk Rating Matrix (RR)</b>	<b>Likelihood (L)</b>		
<b>Consequence (C)</b>	Certain or near certain to occur (High)	Reasonably likely to occur (Medium)	Unlikely to occur (Low)
Fatality; major injury or illness causing long term disability (High)	<b>HIGH (H)</b>	<b>HIGH (H)</b>	<b>MEDIUM (M)</b>
Injury or illness causing short term disability (Medium)	<b>HIGH (H)</b>	<b>MEDIUM (M)</b>	<b>LOW (L)</b>
Other injury or illness (Low)	<b>MEDIUM (M)</b>	<b>LOW (L)</b>	<b>LOW (L)</b>

Ref	Hazards (Unsafe Condition)	Who is at risk? (and how)	Controls in place	L	C	RR	Adequately controlled?
1	<b>COVID-19</b> (Someone infected entering the workplace)	<b>Employees</b> (A visitor or employee enters the workplace and passes the virus onto employees)	<ul style="list-style-type: none"> <li>An information poster highlighting the symptoms and the risk of COVID-19 is placed on entry/sign in point. Symptomatic individuals will not be allowed entry.</li> <li>COVID-19 information posters are placed in designated locations within the workplace (toilets, notice boards etc.) for all employees &amp; visitors.</li> <li>Best practice Hygiene requirements (handwashing etc.) are being enforced and included in all inductions. Employees have been instructed to wash their hands frequently for at least 20 seconds duration. No handshaking.</li> <li>All employees have undertaken the <a href="#">Coronavirus and Pandemic e-Learning on Mentor Live</a>.</li> <li>Visitors are not permitted until further notice.</li> </ul>	L	M	M	Yes


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2	<b>COVID-19- Overview Controls</b>	<b>Employees &amp; Visitors</b> (COVID-19 in workplace)	<ul style="list-style-type: none"> <li>UK <a href="#">Government guidance</a> to be followed</li> <li>Persons showing signs of COVID-19 infection will be removed from the workplace to the designated area, away from other staff and sent home with support required. The person will be advised to follow <a href="#">NHS Guidance online</a>.</li> <li>If the person is a visitor their organisation will be informed.</li> <li>The workplace will be decontaminated following <a href="#">governmental guidance</a>.</li> <li>The company will maintain a <u>2 Metres rule</u> in the work place for social distancing</li> <li>Best practice Hygiene requirements (handwashing etc.) are being enforced and included in all inductions. Employees have been instructed to wash their hands frequently for at least 20 seconds duration. No handshaking.</li> <li>Induction pack, return to work COVID Guidance issued &amp; online COVID training supplied by HR to all employees.</li> <li>Hand sanitisers, Snoods, Face coverings &amp; FFP2s have been issued to all staff.</li> <li>Home working where possible is encouraged.</li> <li>Team working bubbles enforced</li> <li>Use of Microsoft Team viewer to replace face to face meeting</li> <li>Signage &amp; protective screens / one way system in head office</li> </ul>	L	H	M	Yes
3	<b>COVID-19</b> (Contaminated Workplace)	<b>Employees &amp; visitors</b> (Contract COVID-19 in workplace)	<ul style="list-style-type: none"> <li>UK <a href="#">Government guidance</a> is being followed.</li> <li>Hand sanitisers have been placed in the workplace and employees are encouraged to carry their own sanitary wipes.</li> <li>Extra hygiene requirement (handwashing etc.) in place. Multi-use handtowels are not used to dry hands.</li> <li>Employees are encouraged to implement increased cleaning regime. Equipment such as keyboards, work surfaces etc. to be regularly cleaned.</li> <li>This information has been passed onto all employees.</li> </ul>	L	M	M	Yes

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4	<b>COVID-19</b> (proximity, workplace gatherings)	<b>Employees &amp; visitors</b> (A person catches COVID-19 due to working closely with an infected person)	<ul style="list-style-type: none"> <li>UK <a href="#">Government guidance</a> to be followed.</li> <li>A social distancing policy has been implemented. <ul style="list-style-type: none"> <li>All employees have been asked to work from home where possible.</li> <li>Phased Return to work</li> <li>Only business critical face to face meetings to be undertaken on agreement with all involved.</li> <li>Customer meetings to be undertaken remotely by phone or video where possible.</li> <li>No handshaking or attendance at large meetings.</li> </ul> </li> </ul> <p>This information has been passed onto all employees.</p>	M	H	M	Yes
5	<b>COVID-19</b> (Vulnerable employees)	<b>Employees with underlying health conditions. Reduced immunity, pregnancy, over 70, etc.</b> (Contract COVID-19 in workplace) BAME Staff -55 or over	<ul style="list-style-type: none"> <li>UK <a href="#">Government guidance</a> to be followed</li> <li>Employees have been instructed to self-isolate if they have had any COVID symptoms–All vulnerable employees are required to work from home ( reviewed August 2020).</li> <li>Where home working is not possible arrangements are made to isolate employee at work if symptom free.</li> <li>Pregnant workers may be asked to commence maternity leave early if practicable.</li> <li>The company will arrange for meetings with clients/customers to be completed by video or audio conferencing where possible.</li> <li>PPE / RPE &amp; Face covering will be provided for site based BAME.</li> </ul>	L	M	M	Yes
6	<b>COVID-19</b> (Employees who have contracted COVID-19)	<b>Employees, visitors, members of the Public, Family members</b> (Contract COVID-19 in workplace)	<ul style="list-style-type: none"> <li>If NHS 111/online or a GP determines an employee has contracted COVID-19 they will be treated as off sick as per Statutory Sick Policy.</li> <li>Colleagues who have had contact with a symptomatic employee will be made aware of the symptoms and advised to follow <a href="#">NHS Online Guidance</a>. <b>Test Track &amp; Trace</b></li> <li>The workplace will be decontaminated following <a href="#">governmental guidance</a>.</li> <li>This information has been passed onto all employees.</li> </ul>	M	M	M	Yes

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7	<b>COVID-19</b> (Presenteeism. Symptomatic or exposed employees remaining in workplace.)	<b>Employees, members of the Public, Family members</b> (Employees who are symptomatic or have been in contact with someone with COVID-19 but continue to work despite being unwell)	<ul style="list-style-type: none"> <li>UK <a href="#">Government guidance</a> to be followed</li> <li>Employees are advised to follow <a href="#">NHS Guidance online</a>.</li> <li>Symptomatic employees will be instructed to go home.</li> <li>Colleagues who have had contact with a symptomatic employee will be made aware of the symptoms and advised to contact <a href="#">NHS Guidance online</a>. <b>Test Track &amp; Trace</b></li> <li>As a last resort, if we decide to suspend an employee this will be on full pay unless the employee's specific contract provides a right to suspend without full pay for this reason. Such as suspension will not be considered a medical suspension</li> </ul>	L	H	H	Yes
8	<b>COVID-19</b> (Self-Isolation and wellbeing)	<b>Employees</b> (Employees not aware of the need to or how self-isolate. Wellbeing/Loneliness issues from self-isolation )	<ul style="list-style-type: none"> <li>NHS 111 online provides advice on when to self-isolate and access to an online interactive and personal checklist (<a href="#">Stay at Home Advice</a>) <b>Test Track &amp; Trace</b></li> <li>A homeworkers DSE risk assessment – either general or specific depending on risk levels – will be completed</li> <li><b>Head of HSE has issued wellbeing guidance</b></li> <li>Managers are to ensure that all employees now required to work from home have the necessary equipment to do their jobs safely.</li> <li>Managers &amp; Colleagues are advised to keep in regular contact with home workers with regular individual, team calls or by Skype</li> <li>This information has been passed onto all employees.</li> </ul>	L	M	M	Yes

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9	COVID-19 (Travelling abroad)	Employees & visitors ( )	<ul style="list-style-type: none"> <li>UK <a href="#">Government guidance</a> to be followed</li> <li>FCO provides <a href="#">Foreign Travel advice</a> for travellers</li> <li>CIPD provides advice for <a href="#">travellers returning to work from affected areas</a>.</li> <li>We do not insist on employees travelling to work to an area with a higher risk of COVID-19</li> <li>Holidays abroad must be agreed with the company due to impact on business due to current government guidelines</li> <li>Employees may need self-isolate for 14days (unpaid) when returning from abroad – <b>Check GOV advice</b></li> </ul>	M	H	H	Yes
10	COVID-19 (Information failure)	Employees & visitors (Escalation/de-escalation of Pandemic)	<ul style="list-style-type: none"> <li>The company has a designated COVID-19 Response Team ( A Rouse / Garry Cook &amp; N Hinchcliffe ) whose responsibilities include;                             <ul style="list-style-type: none"> <li>- Signing up to relevant websites to receive timely updates</li> <li>- Monitoring relevant websites &amp; news outlets</li> <li>- Carry out escalation response on positive result</li> </ul> </li> </ul>	L	L	L	Yes
11	COVID 19 ( Travel to Work)	Employees (A person catches COVID-19 due to travelling)	<ul style="list-style-type: none"> <li>Employees are advised to avoid public transport</li> <li>Use Car, cycle or walk</li> <li>Public Transport as last resort (face covering, Snood , &amp; FFP2 have been issued to all , Hand sanitiser available on arrival to site.</li> </ul>	L	M	M	Yes

	Additional controls	Assigned to	Date	L	C	RR
12	Site Operations – Site specific Risk assessments & guidance will be issued to all engineering teams	Managers	14 <sup>th</sup> May 2020	L	M	M

<b>Date of Assessment</b>	14 <sup>th</sup> May 2020	<b>Signature</b>	
<b>Review date</b>	Currently daily, to ensure Government Guidance is being followed- <b>Last Updated 29<sup>th</sup> June 2020</b>		

