

12th June 2020 **Coronavirus (COVID-19) Risk Assessment**

This template risk assessment is intended to help you document the risk control measures you have introduced within the workplace to control the spread of coronavirus (COVID-19). It is not a Business Continuity Plan.

You must modify this risk assessment to ensure it reflects your business activities and the specific risks and controls you have in place.

Location/Dept: Westgate House	Date Assessed: 20 th May 2020 Updated: 08 th June 2020	Assessed by: Paul Anderson
Task/Activity: Office Work (coronavirus)	Review Date: Weekly from the date above.	Reference Number: HS1174FORM – Issue 1.2

Activity/ Task	Hazard/Risk	Persons at Risk	Controls in Place	Severity (1-5)	Likelihood (1-5)	Risk/ Priority	Additional Controls Required
Working in the office	Contact with persons suffering from coronavirus	Employees Contractors Visitors	<p>If an employee or known visitor tests positive for coronavirus, further advice will be sought from the local Health Protection Team. They will take over the risk assessment process from that point.</p> <p>Once symptomatic, all surfaces that the person has come into significant contact with must be cleaned, including:</p> <ul style="list-style-type: none"> • All surfaces and objects which are visibly contaminated with body fluids; and • All potentially contaminated high-contact areas such as toilets, door handles, telephones, etc. <p>Public areas where a symptomatic individual has passed through and spent minimal time in (such as corridors) but which are not visibly contaminated with bodily fluids do not need to be specially cleaned and disinfected.</p>				<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Control measures will be reviewed at least weekly by the Registered/Office Manager from the date of the first assessment or if government guidance is update.</p>

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			If a person becomes ill in a shared space, these should be cleaned using disposable cloths or paper towels and household detergents, according to current recommended workplace legislation and practice.				
Working in the office	Contact with persons who may have been exposed to coronavirus	Employees Contractors Visitors	<p>Employees who are suspected to have or receive a positive test result for COVID-19, they are to self-isolate in accordance with the government guidance and inform NHS Test & Trace.</p> <p>If an employee has been contacted by the NHS Test & Trace and informed that they may have been exposed to COVID-19, they are to self-isolate for 14 days or 7 days from the start of any symptoms showing.</p> <p>In all cases, employees are to inform their line manager at the earliest opportunity.</p> <p>Employees who have returned from overseas will be required to self-isolate in line with new government guidelines which came into force on Monday 8th June 2020. These rules can be found here: https://www.gov.uk/uk-border-control.</p>				<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/guidance/travel-advice-novel-coronavirus</p> <p>Control measures will be reviewed at least weekly by the Registered/Office Manager from the date of the first assessment or if government guidance is update.</p>
	Contact with packages or items handled by persons who may have		All existing risk assessments will be maintained and followed. There is currently no perceived increase in risk for handling post or freight from specified areas.				Control measures will be reviewed at least weekly by the Registered/Office Manager from the date of the first assessment or if

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	been exposed to coronavirus						government guidance is update.
	Disposal of waste that may be contaminated by a coronavirus sufferer		<p>All waste that has been in contact with the relevant person, including used tissues, and masks if used, should be put in a plastic rubbish bag and tied when full. The plastic bag should then be placed in a second bin bag and tied. It should be put in a safe place and marked for storage until the result is available. If the individual tests negative, this can be put in the normal waste.</p> <p>Should the person test positive, the Health Protection Team will provide instructions about what to do with the waste.</p>				
	Overseas travel by employees	Employees Contractors Visitors	<p>Overseas travel should be prohibited except in essential cases.</p> <p>If travel is essential, employees should review the latest Foreign and Commonwealth Office advice before travelling. Border entry restrictions may prevent travel regardless of how essential it is.</p> <p>Employees must comply with any local restrictions and quarantine orders from local authorities when operating overseas.</p> <p>Employees who have returned from overseas will be required to self-isolate in line with new government guidelines which came into force on Monday 8th June 2020. These rules can</p>				<p>FCO advice will be reviewed regularly.</p> <p>https://www.gov.uk/guidance/travel-advice-novel-coronavirus</p>

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			<p>be found here: https://www.gov.uk/uk-border-control.</p>				
Working in the office	Contracting and spreading of infection	Employees Contractors Visitors	<p>Basic infection controls should be followed as recommended by the government:</p> <ul style="list-style-type: none"> • Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze. • Put used tissues in the bin straight away. • Wash your hands with soap and water often – use hand sanitiser gel if soap and water are not available. • Try to avoid close contact with people who are unwell. • Clean and disinfect frequently touched objects and surfaces. • Do not touch your eyes, nose or mouth if your hands are not clean. • At the end of each shift, each employee is to wipe down their workstation using alcohol wipes provided on each floor, these are in each kitchen area which also has hand sanitiser. <p>Those employees who are deemed to be at high risk should shield and where possible work from home in accordance with the Remote Working Policy.</p> <p>Persons worried about symptoms should use the NHS 111, only call if they cannot get help online, and NOT go to their GP or other healthcare centre.</p>				<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>Control measures will be reviewed at least weekly by the Registered/Office Manager from the date of the first assessment or if government guidance is update.</p> <p>https://www.nhs.uk/conditions/coronavirus-covid-19/</p>

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Social Distancing	Asymptomatic Employees	Employees Contractors Visitors	<p>To comply with Government guidance on social distancing within the workplace, a review of all working environments has been undertaken by each manager to ensure they are complying with the Working Safely during Coronavirus (COVID-19) Guidance, issued by the Department for Business, Energy & Industrial Strategy.</p> <p>This review identified the following control measures:</p> <ul style="list-style-type: none"> • Employees can share an office where they are able to sit two metres away from each other. • Avoid facing each other, moving desks as required. • Hot desking is to be avoided, but if this is not possible, employees are required to wipe down the workstation at the start and completion of their shift using alcohol wipes. • Start and end times have been staggered to reduce the amount of time spent in the same room. • Employees will avoid arriving and leaving the office through the same entrance/exit at the same time. • Avoid large physical meetings and will use Skype, Teams or ZOOM. • Where physical meetings take place, the meeting organiser is to set-up the room to ensure attendees are 2 metres away from 				<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19</p> <p>Control measures will be reviewed at least weekly by the Registered/Office Manager from the date of the first assessment or if government guidance is update.</p> <p>Where an employee feels that one or more of their colleagues is not observing the social distancing guidelines and this risk assessment. They are to report this to their line manager or use Work in Confidence.</p>

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			<p>each other and not directly facing one and other.</p> <p>All corridors and stairways in Westgate House have been marked up using green tape to identify two metre gaps and passing points. The following points must be noted by all employees and visitors:</p> <ul style="list-style-type: none"> • All employees and visitors should not enter a marked-out zone until it is fully clear of the person in front of them. • No visitors are to leave the reception area on the ground floor. • The 1st floor corridor near the kitchen has a one-way system requiring employees to keep to the wall when navigating this area. • All kitchens and copier rooms should only have one occupant at a time to maintain social distancing. 				

PLEASE SEE DAILY MONITORING CHECKLIST ON PAGE 8

Risk/Priority Indicator Key

Severity (Consequence)
1. Negligible (delay only)
2. Slight (minor injury / damage / interruption)
3. Moderate (lost time injury, illness, damage, lost business)
4. High (major injury / damage, lost time business interruption, disablement)
5. Very High (fatality / business closure)

Likelihood
1. Improbable / very unlikely
2. Unlikely
3. Even chance / may happen
4. Likely
5. Almost certain / imminent

RISK / PRIORITY INDICATOR MATRIX						
LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
SEVERITY (CONSEQUENCE)						

Summary		Suggested Timeframe
12-25	High	As soon as possible
6-11	Medium	Within the next three to six months
1-5	Low	Whenever viable to do so

Daily Monitoring Checklist

The Policy & Programme Officer will review all government guidance issued daily at the earliest opportunity and make recommendations to any areas or control measures that will require updating. The Registered or Office Manager will ensure compliance with this risk assessment is maintained and tailored to their specific environment.

Action	Yes	Confirmed by	Comments
Reviewed the updated guidance from the government	✓	Paul Anderson	All government guidance has been reviewed as of Monday 18 th May 2020. A further review has been undertaken as of 8 th June 2020
Reviewed and updated the risk assessment to incorporate any changes to the guidance	✓	Paul Anderson	As above.
Ensured sufficient stocks of soap, hand sanitiser and disinfectant are available	✓	Paul Anderson	This will be monitored by all staff at Westgate House, Louise Bean will ensure ordering is done as and when required.
Identified and implemented the (new) recommended control measures	✓	Paul Anderson	All staff at Westgate house have been communicated and informed to read and acknowledge this risk assessment using email.