

## Risk Assessment

Task:	To help manage the risk from Coronavirus (COVID-19)	Ref:	RA001
Persons Affected:	Employees, Contractors, Visitors to the office, Delivery Personnel	Site:	Unit C1a, Parkway Industrial Estate, Nunnery Drive, Sheffield, South Yorkshire, S2 1TA

Hazard	Hazard Effect	Risk			Control Measures	Residual Risk		
		S	L	TR		S	L	TR
Persons in the workplace that are showing signs and symptoms (as detailed by the Government and Public Health England)	<p>Passage of the virus through mouth, nose, eyes due to inhalation or due to contact by items which have the virus on them such as hands, fingers, cups etc.</p> <p>Impact of Coronavirus (COVID-19) infection is likely to be low unless the person is in a high risk group, has an underlying health condition or their immune system is otherwise compromised in which case the impact could be very serious up to and including death. Persons may also contract the virus and this may lead to long COVID symptoms.</p>	5	4	20	<p>All persons that show any of the signs and symptoms should immediately self isolate for a period of ten days and register for a PCR test.</p> <p>If the employee is at work at the time that they experience signs or symptoms they must immediately go home informing their Line Manager as they leave to enable an enhanced clean of the relevant areas of the workplace to commence.</p> <p>In addition if there are any persons employed who live with the affected person they must also self isolate for ten days unless they are exempt. This will include all persons that may be sharing accommodation for work purposes if they are working away from home.</p> <p>Details of the signs and symptoms of COVID 19 shall be displayed at the entrance to the premises and this shall clearly detail that you are not permitted to enter if you have any of these.</p>	2	1	2
Employees who have been in possible close contact with external third parties	<p>Impact of Coronavirus (COVID-19) infection is likely to be low unless the person is in a high risk group, has an underlying health condition or their immune system is otherwise compromised in which case the impact could be very serious up to and including death. Persons may also contract the virus and this may lead to long COVID symptoms.</p>	5	4	20	<p>Employees may now be contacted by NHS Test and Trace if they have been in close contact with an individual who has tested positive for COVID 19. There is now no requirement to self isolate where this is the case if they are either under the age of 18 or have received both jabs of the approved vaccine. but the individual will be advised to obtain a PCR test to confirm that they are negative. Whereas an Employer we are aware that somebody has been contacted by Test and Trace we shall also request that the PCR test is carried out and that evidence of the negative result is provided by the relevant employee.</p> <p>The company shall no longer keep records of all persons that enter</p>	2	1	2

<p>Persons at work who are classed clinically extremely vulnerable or clinically vulnerable people (as detailed by the Government and Public Health England)</p>		5	4	20	<p>into the premises in a manual format however the QR code will still be displayed at the entrance point to the premises to enable persons to scan in they wish to.</p> <p>As from the 01<sup>st</sup> April 2021, the shielding programme within the UK came to an end and this will enable clinically extremely vulnerable and clinically vulnerable people to return to work. The workplace will need to be established as COVID secure in line with the current workplace guidance and the control measures within the risk assessment.</p> <p>Government guidance with regards to shielding to be monitored in the event that the programme is restarted again at anytime in the future. If this occurs then the risk assessment shall be reviewed to identify specific control measures that may be required. Consultation shall take place with those identified as being clinically extremely vulnerable to ensure that they are comfortable with the control measures that are being adopted.</p>	2	1	2
<p>Close contact of personnel whether at work or travelling on behalf of the company</p>		5	4	20	<p>The requirement for home working where possible has now been removed and therefore all employees will be able to work from the office. If however any type of home working can be implemented then this will be considered.</p> <p>Where employees are required to work in close contact within the workplace then measures shall be considered to reduce direct contact which will include screens between the workstations, relocating workstations so that they are back to back and also establishing fixed working teams / pairs to reduce the number of close contacts that are necessary in the workplace.</p> <p>Where possible vehicle sharing shall be avoided however where it is necessary the employees shall travel with adequate ventilation in the vehicle. This will involve at least two of the windows being opened, even slightly during cold weather conditions. The vehicles being used are simply cars and do not have a means of employees having to face each other during transportation.</p> <p>Face coverings will not be a general requirement within the premises due to area not being crowded however there may be occasions where employees feel it is necessary to wear a face</p>	2	1	2

Contaminated and dirty surfaces where the virus may be present		5	4	20	<p>covering ie when moving around the office and in areas where there may be several employees at any one time (kitchen).</p> <p>The premises shall be subjected to a general clean and this will be undertaken on a daily basis by the relevant cleaning contractor. Further enhanced cleaning shall take place at regular intervals throughout the day. Suitable cleaning products, clothes and anti bacterial wipes shall be provided and this will generally be undertaken by the employees. Items that will require enhanced cleaning will be those surfaces that are touched by several employees ie light switches, stairs handrails, door handles photocopies / printer and kitchen equipment. Where possible hot desks shall be avoided however if this is necessary then the desk and equipment provided on the desk shall be cleaned in-between use by different persons. Where company vehicles are shared between different employees then the surfaces that are touched shall eb cleaned down in between use.</p>	2	1	2
Inadequate welfare facilities / provision (hand washing and cleaning)		5	4	20	<p>Additional hand cleaning facilities shall be provided at entrance points to the premises. This will generally be in the form of anti bacterial sanitiser. All persons entering the premises will be required to clean their hands and signage shall be displayed advising of this requirement.</p> <p>The sink areas in the kitchen and toilets shall be provided with adequate soap / anti bacterial hand wash and also disposable hand towels or hand dryers to enable hand washing to take place when using the facilities and also at regular intervals throughout the day. Checks of the washing / hand cleaning facilities shall be taken at regular intervals as it is most likely that the washing / cleaning agents provided will be depleted far quicker than under normal circumstances and will require replenishing more often.</p> <p>Employees to maintain good personal hygiene including washing their hands at regular intervals for at least twenty seconds on each occasion. Additional wash breaks to be provided to enable employees to leave the work area frequently throughout the day for the purpose of hand washing.</p>	2	1	2

<p>Inadequate ventilation within the premises</p>		5	4	20	<p>Employees shall not share items of crockery or cutlery. Ensure that there is enough provision available for each employee. Look at disposable items if necessary. Suitable washing facilities to be available where non reusable equipment is used and employees shall be requested to wash their own equipment once it has been used.</p> <p>Employer to provide disposable tissues that are available for all employees in the event that they need then for coughing and sneezing in the workplace. Adequate disposal facilities to be available for all soiled tissues.</p> <p>All waste from the premises shall be cleared at regular intervals. This shall be placed in the designated skip / bin that is located externally. The clearing of waste shall be carried out at least daily.</p> <p>Adequate ventilation shall be maintained within the workplace at all times. Where possible the use of natural ventilation or floor / desk based fans will provide increased ventilation in the work area. Where doors and windows are opened this should be considered at all times when persons are present in the building. This will include during the winter months. When the outside weather is cold the internal heating should be increased to enable ventilation to be maintained and also a suitable minimum workplace temperature.</p> <p>If air conditioning is in place then this must be capable of providing natural ventilation from outside and not simply recirculating.</p> <p>If it is suspected that there is a specific area in the premises where the ventilation is not adequate then further CO2 monitoring shall be carried out to establish whether there is a problem where further control measures may be necessary.</p> <p>Where external spaces are available and during suitable weather, encourage the use of these if possible.</p>	2	1	2
<p>Reducing third party contact within the workplace</p>		5	4	20	<p>Where possible all third party persons coming into the workplace shall be reduced if a meeting can be undertaken remotely or via video conferencing.</p> <p>Where persons are to enter into the premises for pre booked</p>	2	1	2

Lack of communication to employees		5	4	20	<p>meetings they should be provided with information on the company rules and control measures in advance of them entering either by email or through displayed signage at the entrance. Visitors and contractors to declare that they are free of any signs and symptoms and are not currently required to be in any self isolation period. Welfare facilities to be made available and request that all persons wash / clean their hands upon entry to the premises.</p> <p>All employees shall be provided with training on the contents of this risk assessment and the details of any signs and symptoms that they should be aware of and the steps they should take in the event that they experience any of the signs and symptoms. All persons who are responsible for visitors or contractors shall be made aware of the control measures that are required for these specific group of persons.</p>	2	1	2
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**Risk Scale**

**S = Severity (Nature of injury)**

- 1. Minor injury – no time off work
- 2. Minor injury – time off work
- 3. Injury resulting in over 7 days off work
- 4. Specified injury
- 5. Fatality

**L = Likelihood (Chance of injury occurring)**

- 1. No chance
- 2. Unlikely
- 3. Possible
- 4. Likely
- 5. Definite

**TR = Total Risk**

Severity x Likelihood

	1 – Minor injury, no time off	2 – Minor injury, time off	3 – Injury, 7 days off work	4 – Specified injury	5 – Fatality
1 – No Chance	1	2	3	4	5
2 – Unlikely	2	4	6	8	10
3 – Possible	3	6	9	12	15
4 – Likely	4	8	12	16	20
5 – Definite	5	10	15	20	25

Legal Requirements		
The Health and Safety at Work Etc Act 1974 The Management of Health and Safety at Work Regulations 1999		
Assessor Name:	Roger Nelson	Date: September 2021
Signature:	<i>R Nelson</i>	
Review Date:	September 2022	Or before if there is a significant change to the activity, legal requirement, organisation or following an accident meaning that the risk assessment is no longer valid.
Company Health and Safety Representative signature:		I confirm I have read the above risk assessment and accept responsibility of the contents being suitable sufficient for our business needs. This document remains in draft format until it has been approved by the Employer.