

# COVID-19 Risk Assessment

Coronavirus disease (COVID-19) is an infectious disease caused by a newly discovered coronavirus. Most people infected with the COVID-19 virus will experience mild to moderate respiratory illness and recover without requiring special treatment. Older people, and those with underlying medical problems like cardiovascular disease, diabetes, chronic respiratory disease, and cancer are more likely to develop serious illness. The COVID-19 virus spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes. Currently, there are no specific vaccines or treatments for COVID-19. On average it takes 5–6 days from when someone is infected with the virus for symptoms to show, however it can take up to 14 days.

This is a **generic Risk Assessment** written to help combat reducing the spread of Covid-19 situation in the workplace. It is not likely to cover all scenarios and each Manager/ Business Owner must consider their own unique circumstances. Site and task specific risk assessments may look quite different although many of the principles would still be relevant.

Hazard	Who might Be harmed	Controls required	Additional controls	Who to action	Date to Action	Completed
Spread of Covid-19	<ul style="list-style-type: none"> <li>Employees</li> <li>Customers</li> <li>Contractors</li> <li>Visitors</li> <li>General public</li> </ul> <p>Special attention to be paid to vulnerable groups and those employees who may be caring for them.</p>	<p><b>Hand Washing</b></p> <ul style="list-style-type: none"> <li>Hand washing facilities with soap and water in place.</li> <li>Stringent hand washing taking place.</li> <li>See hand washing guidance: <a href="https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/">https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</a></li> <li>Drying of hands with disposable paper towels.</li> <li>Gel sanitisers in any area where washing facilities not readily available</li> </ul>	<p>Employees to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Also reminded to catch coughs and sneezes in tissues. To follow 'Catch it, Bin it, Kill it' and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace.</p> <p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice - Posters, leaflets and other materials are available for display.</p> <p><a href="https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19">https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</a></p>	Manager/ Business Owner	Ongoing	13/7/20
		<p><b>Cleaning</b></p> <p>Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods.</p>	<p>Rigorous checks will be carried out by Manager/ Business Owner to ensure that the necessary procedures are being followed.</p>	Manager/ Business Owner	Ongoing	13/07/20
		<p><b>Social Distancing</b></p> <ul style="list-style-type: none"> <li>Social Distancing - Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency.</li> </ul>	<p>Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it.</p> <p>Management checks to ensure this is adhered to.</p>	Manager/ Business Owner	Ongoing	13/07/20

		<ul style="list-style-type: none"> <li>• Taking steps to review work schedules including start &amp; finish times/shift patterns, working from home etc. to reduce number of workers on site at any one time.</li> <li>• Relocating workers to other tasks.</li> <li>• Redesigning processes to ensure social distancing in place.</li> <li>• Conference calls to be used instead of face to face meetings.</li> <li>• Ensuring sufficient staggered rest breaks for staff and suitable area with sufficient space.</li> </ul> <p>If the Government social distancing guidelines <u>cannot</u> be followed in full, in relation to a particular activity, you should consider whether that activity needs to continue, and if so, take all the mitigating actions possible to reduce the risk of transmission between staff, these include:</p> <ul style="list-style-type: none"> <li>• Using back-to-back or side-to-side working (rather than face-to-face) whenever possible.</li> <li>• Reducing the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others)</li> <li>• Increase hand and surface washing</li> <li>• Keeping the activity time involved as short as possible.</li> <li>• Using screens or barriers between people</li> </ul> <p><b><u>PPE</u></b> Appropriate PPE should be issued and worn in accordance with latest government and HSE guidelines Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.</p>	<p>Manager/ Business Owner to monitor tasks and ensure mitigating actions are put in place if certain tasks cannot be avoided.</p> <p>Staff to be reminded that wearing of gloves is not a substitute for good hand washing</p>	<p>Manager/ Business Owner</p> <p>Manager/ Business Owner</p>	<p>Ongoing</p> <p>Ongoing</p>	<p>13/07/20</p> <p>13/07/20</p>
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**Risk assessment carried out by:** Phil Tompkins



**Risk assessment review date:** 13<sup>th</sup> July 2020

**Review date:** Monthly or immediately upon government guidance change