











## RISK ASSESSMENT - CORONAVIRUS

Risk assessment - topic/area covered	
Location(s):	All including Winsley's House, Tiptree, The Hub, Braintree and outreach
Department/staff:	All
Tasks/activities:	Working during the coronavirus pandemic
Other information:	

Risk assessment sign off					
Prepared by:	Tracy Fortescue	Signature:		Date:	9/5/20
Reviewed by:	Tracy Rudling	Signature:		Date:	12/5/20
Date for review:	This risk assessment should be reviewed if additional risks not covered are identified or if there is any reason to suggest that the control measures are deemed to be insufficient.				

Document issue record				
Amendment number	Issue date	Date amended	Person amending	Remarks
001	24/7/20	24/7/20	TF	Face masks
002	22/10/20	22/10/20	TF	Review

Key								
L: Likelihood	5	5	10	15	20	25	<b>High risk: 15-25</b>	High-risk activities should cease immediately. Further effective control measures to mitigate risks must be introduced.
	4	4	8	12	16	20		
	3	3	6	9	12	15	<b>Medium risk: 8-12</b>	Medium risks should only be tolerated for the short term and only whilst further control measures to mitigate the risks are being planned and introduced.
	2	2	4	6	8	10		
	1	1	2	3	4	5	<b>Low risk: 1-6</b>	Low risks are largely acceptable. Where it is reasonable to do so, efforts should be made to reduce risks further.
		1	2	3	4	5		
<b>S: Severity</b>				<b>DR: Degree of risk</b>			<b>RR: Residual risk</b>	
Guidance.	<ol style="list-style-type: none"> <li>1. Identify the persons at risk and the significant hazards.</li> <li>2. Calculate an initial RR for the activity.</li> <li>3. Identify risk control measures that reduce the risks to an acceptable level.</li> <li>4. Calculate a revised RR - assuming the control measures are followed. (Consider changing both the likelihood (L) and the severity (S) ratings.)</li> </ol>							

PPE assessment			<b>Note.</b> In many instances you will be able to reduce risks further by asking staff/others to wear/use PPE. You should identify which items are required for the task here:					
Type of PPE:								
	Head	Foot	Eye	Hand	Hearing	Hi-visibility	RPE	Fall arrest
		<b>Yes</b>						
Additional requirements:		Gloves should be worn whenever it is practicable to do so. Face masks should be worn as per legal guidelines (mandatory for drivers if transporting passengers and when out in public). Minibuses fitted with screens. Office space fitted with screens. Hand sanitising stations and sprays/wipes throughout the sites.						
<b>Note.</b> PPE must only be considered when other control measures, such as guarding, local exhaust extraction, preventing noise at source, eliminating the need to work at height etc. are not possible. PPE should always be considered as a last resort option. PPE should only be worn when there is reasonable justification for doing so.								

Risk assessment									
Activity	Persons at risk	Significant hazards	Initial			Risk control measures	Residual		
			L	S	DR		L	S	RR
Working during the coronavirus pandemic	Staff, contractors and others	Serious ill-health conditions	3	5	15	<ul style="list-style-type: none"> <li>You must follow the government's guidance on working during the pandemic. (<a href="https://www.gov.uk/coronavirus">https://www.gov.uk/coronavirus</a>)</li> <li>You must only travel to your workplace if your work absolutely cannot be done from home.</li> <li>If you leave your home, you should minimise any time spent outside and ensure that you are two metres apart from anyone not in your household. If you are unable to maintain this distance, you must stop working. These rules</li> </ul>	1	5	5

Risk assessment									
Activity	Persons at risk	Significant hazards	Initial			Risk control measures	Residual		
			L	S	DR		L	S	RR
						must be followed at all times.			
Work on premises controlled by others during the pandemic	Staff, contractors and others	Serious ill-health conditions	3	5	15	<ul style="list-style-type: none"> <li>Only attend the premises if it is to complete critical works. You must avoid attending unless your work absolutely cannot be done at home.</li> <li>Before attending, check that the premises have made suitable and sufficient arrangements for managing the risks associated with coronavirus. This includes ensuring there are appropriate washroom and welfare facilities.</li> <li>Management to ensure all persons attending the premises are made aware of any additional/new rules imposed by the premises controller. All persons to follow these rules at all times.</li> <li>Staff are encouraged to check into venues using the NHS QR Code posters displayed to support the collection of contact details for the NHS Test and Trace.</li> </ul>	1	5	5
If you may be exposed to the Covid-19 virus	Staff, contractors and others	Serious ill-health conditions	3	5	15	<ul style="list-style-type: none"> <li>If you have symptoms of coronavirus (new cough and/or high temperature), you must self-isolate, stay at home for seven days. If you live in a household with someone who has the symptoms above, you must stay at home for 14 days from the day their symptoms started. If you develop symptoms, you must stay at home for seven days from the start of your symptoms.</li> <li>You must inform your line manager</li> <li>C360 will share with relevant parties if individual has been in close proximity</li> <li>You must follow the government guidance on coronavirus and register with the Test and Trace programme. (<a href="https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-advice/">https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-advice/</a>).</li> </ul>	1	5	5

Risk assessment									
Activity	Persons at risk	Significant hazards	Initial			Risk control measures	Residual		
			L	S	DR		L	S	RR
Preventing infection spreading	Staff, contractors and others	Serious ill-health conditions	4	5	20	<ul style="list-style-type: none"> <li>Wash your hands with soap and water often - do this for at least 20 seconds.</li> <li>Use hand sanitiser gel if soap and water are not available.</li> <li>Wash your hands regularly throughout the day.</li> <li>Use hand sanitiser regularly throughout the day.</li> <li>Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze.</li> <li>Dispose of tissues in appropriate waste receptacles as quickly as possible.</li> <li>Maintain the two-metre distance rule at all times.</li> <li>Do not touch your face or eyes if your hands are not clean.</li> </ul>	1	5	5
Using welfare facilities	Staff, contractors and others	Serious ill-health conditions	3	5	15	<ul style="list-style-type: none"> <li>Wash your hands with soap and water before and after entering a welfare facility.</li> <li>Do not use the facility if you are unable to maintain the two-metre distance rule at all times.</li> <li>If you are unable to take breaks in the welfare facilities due to overcrowding, you should not work on the premises. If you believe this may be the case, you should report this to your manager immediately.</li> </ul>	1	5	5
Following prescribed safe systems of work	Staff, contractors and others	Accident or injury caused by working in an unsafe manner.	3	5	15	<ul style="list-style-type: none"> <li>Under no circumstances are you to complete tasks that you're not deemed competent in/authorised to perform. There are to be no exceptions to this rule. If you need to complete new duties, you will be trained in the safe systems of work prior to completing it.</li> <li>Prescribed safe systems of work must be followed at all times. If you cannot do so, e.g. the required PPE is not available, you must not do the job. The safe system of work must be formally amended before adopting new work practices. New safe systems must not increase risks to those completing the job or anyone else who may be affected.</li> </ul>	1	5	5

Risk assessment									
Activity	Persons at risk	Significant hazards	Initial			Risk control measures	Residual		
			L	S	DR		L	S	RR
Following prescribed safe systems of work (cont.)	Staff, contractors and others	Accident or injury caused by working in an unsafe manner	3	5	15	<ul style="list-style-type: none"> <li>There may be times due to staff absences when direct supervision levels may be lower than normal. During these times staff are expected to maintain normal working practices. Anyone failing to do so will be subject to the organisation's disciplinary procedures.</li> <li>If staff identify any equipment safety-critical faults, or a fault is identified during use, normal rules apply. The equipment must be taken out of use and corrective action taken. It must not be used if it is deemed to be unsafe.</li> <li>If training that has a fixed expiry date runs out, management will speak to the training provider to seek guidance. In many instances, grace periods are being extended to reflect the lack of available courses.</li> </ul>	1	5	5