



# COVID-19 General Workplace Health & Safety Risk Assessment

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Ref No WP: 200620161048

**Location:** Leicester, All

**Date:** 25-June-20

**Time:** 16:10

**Workplace being assessed:** Coronavirus (COVID-19) risk assessment Operations, Accounts, Production, Procurement, Demonstration and Management facilities, ALL ZONES

Employers must afford their employees a safe and healthy workplace and working environment. Factors such as workspace, lighting, ventilation, temperature, cleanliness, traffic routes, falls, building structures (i.e. windows, doors, and gates etc.) and welfare facilities (i.e. toilets, wash-stations, changing accommodation) should all be considered.

The following information is intended to support the company and keep people safe from the risk of COVID-19 when at or returning to work. The information has been created using the latest advice from the government & NHS.

The government advice is clear that where possible work should be undertaken from home. If it is not possible to undertake work from home and your business is not on the list forced to close, you can continue to work but should assess your activities in line with the latest COVID-19 prevention methods.

PLEASE NOTE : Throughout this documentation reference is still made to the 2-metre social distancing rule as this is still considered to be the “gold” standard. From 4<sup>th</sup> July the government has announced a 1 metre PLUS rule. This means you are allowed to be 1 metre away from others providing other measures (hence the PLUS) are taken such as wearing face masks, face shields, face coverings, standing side to side (rather than face to face), enhanced hand cleaning/sanitisation, Perspex barriers etc.



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		L	S	R		L	S	R
<b>Infection Prevention, Cleaning and Staff Safety</b>		4	3	12		4	1	4
As the business rebuilds after lockdown and staff return to work the Company must ensure their safety by making premises "COVID-19" secure, unsafe workplace premises raise the risks of virus transmission	<p>There is a direct threat to staff health and wellbeing from transmission of the COVID-19 coronavirus while at work.</p> <p>People can catch the virus from others who are infected in the following ways:</p> <ul style="list-style-type: none"> <li>• virus moves from person-to-person in droplets from the nose or mouth</li> <li>• spread when a person with the virus coughs or exhales</li> <li>• the virus can survive for up to 72 hours out of the body on surfaces which people have coughed on etc.</li> <li>• people can pick up the virus by breathing in the droplets or by touching contaminated surfaces and then touching their eyes or mouth</li> </ul>				<p>Ensure that the Company complies with its duty to provide safe and healthy working conditions for staff in the workplace during the coronavirus pandemic by:</p> <ul style="list-style-type: none"> <li>• circulating "COVID-19 secure" coronavirus policies and safety procedures to all staff and managers; these set out how staff should behave and the precautions they must adopt during the pandemic to keep them safe</li> <li>• requiring staff to practice effective social distancing while in and around the workplace and while travelling to work</li> </ul> <p>Managers should pass on and reinforce key Government public health messages to all staff:</p> <ul style="list-style-type: none"> <li>• cover the mouth and nose with a tissue or sleeve (not hands) when coughing or sneezing (Catch it - Bin it - Kill it)</li> <li>• put used tissues in the bin straight away</li> <li>• wash hands regularly with soap and water for at least 20 seconds (use hand sanitiser gel if soap and water are not available)</li> <li>• avoid close contact with people who are unwell</li> <li>• clean and disinfect frequently touched objects and surfaces</li> <li>• do not touch face, eyes, nose or mouth if hands are not clean.</li> <li>• all departments, implement Public Health England (PHE) Guidance for Employers and Businesses on coronavirus, including the following key safety precautions: <ul style="list-style-type: none"> <li>• keep risk assessments under review to ensure that a safe place of work is maintained</li> <li>• consult with staff and fully involve the workforce at all stages of the pandemic</li> <li>• make any adjustments to the workspace and procedures necessary to facilitate effective infection prevention and social distancing at work</li> <li>• follow government health and travel advice</li> <li>• provide hand sanitiser as required</li> </ul> </li> </ul>			



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					<ul style="list-style-type: none"> <li>provide infection control personal protective equipment (PPE) such as gloves, masks and eye protection if required in individual risk assessments and method statements, e.g. cleaning</li> <li>increase environmental cleaning in the workplace; review and ensure cleaning staff have access to suitable detergents, disinfectants and PPE</li> <li>provide additional waste removal facilities and more frequent rubbish collection</li> <li>display appropriate public health posters and notices around the workplace and on websites</li> <li>staff are not required to wear face coverings while at work but may do so if they wish</li> </ul>			
<b>Homeworking, Hot-desking and Equipment Sharing</b>		4	3	12		4	1	4
Staff working together in workplace premises inevitably raises the risk of virus transmission Hot desking and the sharing of equipment present hazards that raise the risk of virus transmission further	Homeworking reduces the risk of staff gathering in the workplace and of transmitting the virus				<p>Homeworking should be adopted within the Company as the preferred method of work wherever possible and only staff who need to be on-site should attend workplace premises.</p> <p>The following working arrangements have been put into place to support homeworking:</p> <ul style="list-style-type: none"> <li>managers will plan for the minimum number of people needed on site to operate safely and effectively</li> <li>managers to facilitate and encourage homeworking wherever appropriate</li> <li>homeworking policies to be reviewed to ensure that enough support is provided to homeworkers</li> <li>managers should monitor the wellbeing of people who are working from home and put in place measures to support their mental and physical health and personal security</li> <li>enhanced IT support to be provided to homeworkers to ensure the effectiveness of working arrangements and the security of information and data, for example, remote access to work systems</li> <li>hot-desking will not be supported at this time</li> <li>equipment should not be shared between staff, limit use of high-touch equipment in the workplace, e.g. whiteboards, pens etc.</li> </ul>			



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<b>Workplace Social Distancing</b>		4	3	12		4	1	4
Effective social distancing is a key element in reducing the transmission of COVID-19	Social distancing refers to people being required to maintain a distance from each other of 2 meters, wherever possible. Social distancing effectively puts people at a safe range from anyone coughing. The main route of virus transmission is through droplets exhaled or coughed by an infected person				<p>Staff are required to practice effective social distancing while in and around the workplace, while involved in work activities and when travelling to and from work, whenever possible, by:</p> <ul style="list-style-type: none"> <li>• Avoiding non- essential contact with others</li> <li>• Keeping a safe distance of at least 2 meters (about 3 steps) from others whenever possible</li> <li>• Avoiding physical contact (e.g. hugs, handshakes, etc.)</li> </ul> <p>Adaptations to the premises to support social distancing should include:</p> <ul style="list-style-type: none"> <li>• A review of all work premises to identify suitable adaptations which will support social distancing</li> <li>• Offices and workspaces to be set up to support social distancing, e.g. layout changes, appropriate signage, stickers and floor markings to denote safe distances etc.</li> <li>• Workstations and desks to be arranged with a minimum separation between them – where necessary screens can be fitted</li> <li>• Establishing maximum occupancy limits for offices and work areas</li> <li>• Reducing the need for staff to move around within the workplace</li> </ul> <p>Adaptations to work processes to support social distancing will include:</p> <ul style="list-style-type: none"> <li>• cancelling non- essential meetings</li> <li>• holding essential meetings in well ventilated rooms with appropriate social distancing in place, limit numbers to essential members only and use phone/video calls etc.</li> <li>• replacing face-to- face meetings wherever possible with video calls, phone etc.</li> <li>• holding meetings outdoors</li> <li>• providing hand sanitiser at meetings</li> <li>• cancelling non- essential training and all face-to-face training/recruitment practices</li> <li>• carrying out any essential training/ recruitment by using email, online e-learning wherever possible rather than bringing people together face to face</li> </ul>			



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		L	S	R		L	S	R
					<p>Display notices in all premises reminding staff of the key infection prevention requirements, including the need to maintain safe distancing.</p> <p>Where social distancing guidelines cannot be followed in full, in relation to a particular activity, managers must carry out further risk assessments and consider whether that activity needs to continue for the business to operate, where such activities need to continue appropriate mitigation methods should be put into place, such as:</p> <ul style="list-style-type: none"> <li>• Increased hand washing</li> <li>• Increased environmental cleaning</li> <li>• Keeping the activity time involved as short as 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> </ul>			
<b>Higher Risk Areas of the Workplace</b>		4	4	16		4	1	4
Some areas of the workplace may present a higher risk than others, this may include areas such as toilets, staff rooms and restrooms	<p>Heavily used areas of the workplace are more likely to present an infection transmission risk.</p> <p>It is essential for staff to wash hands regularly but also that toilets are kept clean and free of Coronavirus contamination.</p> <p>Several staff going to the toilet at the same time may compromise their ability to comply with social distancing.</p> <p>Increased risk of people coughing and touching door handles, taps and toilet flush handles.</p>				<p>Ensure higher risk, high traffic areas of the workplace are COVID-19 secure by applying appropriate safety precautions, including:</p> <ul style="list-style-type: none"> <li>• stressing the need for staff to follow good hygiene practice at all times while at work i.e. regular handwashing, using tissues and disposing of them appropriately</li> <li>• ensuring that adequate hand cleaning resources are provided; all staff toilets to be supplied with adequate supplies of hot water, liquid soap and paper towels</li> <li>• printing handwashing instructions/posters and displaying throughout workplace, especially in toilets</li> <li>• limiting numbers of staff who can use high traffic areas such as corridors, stairs, toilets and restrooms at any one time to ensure social distancing</li> <li>• monitor high-traffic area use and regulate access as necessary</li> <li>• prioritise disabled use where necessary, e.g. disabled toilet use</li> <li>• stagger breaks to ensure that restrooms and toilets are not overloaded</li> <li>• placing 60% alcohol hand gels at convenient places around the workplace with instructions for use</li> </ul>			





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	<ul style="list-style-type: none"> <li>• have a severe lung condition such as severe asthma or severe COPD</li> <li>• are taking medicine that makes them much more likely to get infections such as high doses of steroids</li> <li>• have a serious heart condition and are pregnant</li> </ul> <p>The following PHE advice applies:</p> <ul style="list-style-type: none"> <li>• those in the “high risk” (extremely vulnerable) category are subject to special “shielding” arrangements, they are advised to self-isolate and not leave home for any reason for at least 12 weeks</li> <li>• those in the “moderate risk” (vulnerable) category are advised to stay at home as much as possible, they can go to work if they cannot work from home</li> <li>• people in both categories are advised by the government to be particularly stringent in complying with social distancing requirements</li> </ul> <p>Pregnant women are included in the “moderate risk” category as a precaution but are not considered by PHE to be more likely to get seriously ill from COVID-19. There is some evidence that people from ethnic minority backgrounds are hit harder by COVID-19</p>		<ul style="list-style-type: none"> <li>• all reviews of staff roles and safety should be non- discriminatory and take into consideration equality considerations and protected characteristics as defined under the Equality Act 2010, e.g. disabled staff</li> <li>• reasonable adjustments must be made to avoid disabled workers being put at any disadvantage</li> <li>• managers should refer to existing policies regarding new and expectant mothers, e.g. entitlement to suspension on full pay if suitable safe roles cannot be found</li> </ul>					
HAZARD	POTENTIAL RISKS	RISK RATING			CONTROL MEASURES	RESIDUAL RISK		
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Staff Health and Staffing Levels		4	3	12		4	1	4



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<p>Low staffing hazards due to high rates of staff sickness or staff having to self-isolate themselves at home or remain at home because they are “shielding”</p>	<p>Staff may get sick with coronavirus, people who have symptoms must “self-isolate” at home for 7 days from the start of symptoms to prevent them from passing the infection on and contributing to the overload on the NHS.</p> <p>Those who live with others and where one person has symptoms must self-isolate as a household for 14 days from the day when the first person in the house became ill. If anyone else in the household starts displaying symptoms, they need to stay at home for 7 days from when the symptoms appeared, regardless of what day they are on in the original 14-day isolation period.</p> <p>Those who are considered extremely vulnerable are advised to “shield” themselves at home.</p>			<p>The following safety arrangements should apply to staff health or staffing levels:</p> <ul style="list-style-type: none"> <li>• staff who are considered extremely vulnerable or high-risk should not be expected to attend work, where possible or appropriate they should be supported to work from home</li> <li>• staff who are sick or self-isolating should phone immediately and inform their line manager, on no account should they attend work</li> <li>• make sure that communications go out that no member of staff should come to work if they are self-isolating or if they have COVID-19 symptoms or if they feel unwell</li> <li>• staff may be reallocated from non-essential parts of the Company to essential functions</li> <li>• managers should consider temporary operational adjustments if staffing is reduced to unsafe levels</li> </ul>				
HAZARD	POTENTIAL RISKS	RISK RATING			CONTROL MEASURES	RESIDUAL RISK		
		L	S	R		L	S	R
<p><b>Premises Access and Travel</b></p>		4	3	12		4	1	4
<p>Staff who are required to attend for work must be given safe access to the workplace</p>	<p>Travel to and from work may lead to greater risk of virus transmission.</p> <p>Public transport may be restricted in order to achieve social distancing.</p> <p>Access to buildings may create a virus transmission risk if staff all seek entrance at once or are channelled through single points of entry.</p> <p>Risks may be increased for disabled staff who may have reduced options for access.</p>				<p>The following safety arrangements should apply to workplace access and travel arrangements:</p> <ul style="list-style-type: none"> <li>• ensure that sufficient access points to the workplace are provided so that staff do not congregate at entrances and exits, ensure that all access points have supplies of sanitiser available</li> <li>• review disabled access policies and arrangements to ensure safe entrance or exit for disabled staff</li> <li>• use floor markings and signage at entrances and exits and introduce flow systems at entry and exit points where appropriate</li> <li>• enable flexible working arrangements so that staff can avoid travelling at peak times or all arriving or leaving at the same time</li> <li>• provide hand sanitiser at entrances and exits</li> <li>• ask staff not to share cars</li> </ul>			





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					<ul style="list-style-type: none"> <li>ask staff not to use public transport if at all possible, where they do use public transport they should conform with all requirements, e.g. wearing face coverings if required, social distancing, etc.</li> </ul> <p>In all cases non-essential travel for work purposes should be minimised</p>			
<b>Cases of Possible Infection On-site</b>		4	3	12		4	1	4
People becoming unwell while on site or a symptomatic person using a site	High risk of transmission				<p>If a member of staff becomes unwell in the workplace with coronavirus symptoms (a new, continuous cough or a high temperature) they should be sent home and advised to follow government advice to self-isolate.</p> <p>The following actions should be taken within the workplace:</p> <ul style="list-style-type: none"> <li>all surfaces that a symptomatic person has come into contact with must be cleaned and disinfected, especially objects visibly contaminated with body fluids and all potentially contaminated high-contact areas such as toilets</li> <li>areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids, can be cleaned thoroughly as normal</li> <li>cleaning staff should use disposable cloths or paper roll and a combined detergent disinfectant solution at a dilution of 1000 parts per million available chlorine</li> <li>cleaning staff must wear appropriate PPE</li> <li>waste from cleaning of areas where possible cases have been (including disposable cloths and tissues) should be “double-bagged” and tied off; it should be placed in a secure holding area for 72 hours before being disposed of in general waste</li> </ul>			
HAZARD	POTENTIAL RISKS	RISK RATING			CONTROL MEASURES	RESIDUAL RISK		
		L	S	R		L	S	R
<b>Business Continuity</b>		4	3	12		4	1	4
Crisis management and business continuity hazards caused by the pandemic	The crisis threatens business continuity and ability to deliver essential services to our customers				<p>Managers should refer to business continuity policies and procedures</p> <p>After lockdown the following safety arrangements should be applied to establish business recovery:</p>			



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		L	S	R		L	S	R
					<ul style="list-style-type: none"> <li>establish overall coronavirus risk management team</li> <li>review and refresh business continuity plans as necessary</li> <li>devise appropriate business recovery plans and keep under constant review</li> </ul>			
<b>Information</b>		4	3	12		4	1	4
Hazards caused by lack of information or inaccurate information being circulated	<p>The pandemic has been accompanied by a large amount of official guidance, some of which needs interpretation, and by misinformation, rumour and “fake news” or “myths”.</p> <p>If these are allowed to gain traction within the Company they can obscure and confuse vital health and safety measures.</p>				<p>After lockdown the following safety arrangements should be applied to mitigate risks caused by misinformation and “fake” news:</p> <ul style="list-style-type: none"> <li>to ensure the safety and wellbeing of staff business strategies must be based on accurate information and staff must be given consistent, simple and clear messages</li> <li>coronavirus risk management team to monitor official advice carefully and update all policies and procedures</li> <li>ensure managers are briefed and kept up to date</li> <li>managers to be aware of fake news and discourage the circulation of misinformation</li> <li>keep staff informed, key messages include the need for unwell staff or homeworking staff to stay at home, for frequent handwashing and for social distancing</li> </ul>			
HAZARD	POTENTIAL RISKS	RISK RATING			CONTROL MEASURES	RESIDUAL RISK		
		L	S	R		L	S	R
<b>Communication</b>		4	3	12		4	1	4
Threat to effective communications	<p>The pandemic crisis threatens communications with clients, customers and suppliers, such communications are vital in the re-establishment of business activities and procedures after lockdown</p>				<p>After lockdown the following safety arrangements should be applied to mitigate risks to communication systems:</p> <ul style="list-style-type: none"> <li>senior management to review all outward facing communications e.g. on website, to ensure messages are consistent, clear and reflect the customer focused and socially aware values of the Company</li> <li>revise communications strategies and plans</li> <li>devise specific plans for how and how often to communicate with clients, customers and suppliers</li> </ul>			
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Security		4	3	12				4	1	4
Security risks	<p>Security threats often accompany a crisis, including computer viruses, phishing, scam emails and coronavirus related “ransomware”.</p> <p>With the Company and staff more reliant than ever on digital communications and the internet, and with more staff working from home using a variety of digital devices, the need to ensure the security of our systems is more important than ever.</p>				<p>The following safety arrangements should be applied to mitigate security risks:</p> <ul style="list-style-type: none"> <li>• review security and surveillance infrastructure to ensure that all reasonable protection is in place</li> <li>• circulate warnings to staff and managers of any credible security threats, especially scam emails and text messages</li> <li>• ensure that staff working from home and using remote working systems are covered by security risk protection</li> <li>• ensure any homeworking arrangements maintain standards of data protection and IT security</li> <li>• ensure that existing security systems do not interfere with the availability of critical safety information and updates relating to coronavirus</li> <li>• assess security risks to new supply chain connections developed during the crisis</li> </ul>					

Signed:		Assessment Date:	Further action required:	Action Review Date(s): N/A
Name:	JEFF RADFORD	20/06/2020	None	Next Review Date: 31/07/2020