



Browns Health & Safety
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LE17 4PN

Coronavirus risk assessment

It is vital that you take reasonable steps to prevent staff from being exposed to coronavirus. Our risk assessment identifies the hazards and appropriate control measures to follow. You will need to add specifics of your own practices, procedures and work activities.

Purpose

Our **Coronavirus Risk Assessment**, in our standard health and safety risk assessment template, identifies activities that may need to be completed during the pandemic. It identifies the *"Persons at risk"*, the *"Significant hazards"* and, most importantly, the *"Risk control measures"* that should be followed to reduce the risks to an acceptable level.

Detail

The first sections cover *"Working during the coronavirus pandemic"*. Here our suggested control measures follow the government guidance closely. We have stated that *"You must only travel to your workplace if your work absolutely cannot be done from home."* and *"If you leave your home, you should minimise any time spent outside and ensure that you are two metres apart from anyone outside your household."*

Note. The government has made it clear that these rules must be followed. Those who fail to do so risk fines or even prosecution.

Welfare facilities

If staff and others are working on your premises, you must provide appropriate toilet, washroom and rest facilities. We have highlighted the need for all persons using such facilities to maintain good hygiene standards and if the two-metre rule cannot be followed the facility should not be used.









Maintaining standards

The document clarifies that your safe systems of work must be maintained. For example, staff are not to complete tasks they are not deemed competent in or use machinery in ways it is not designed for.

RISK ASSESSMENT - CORONAVIRUS

RA completed by:		Signature:		Date:	
RA reviewed by:		Signature:		Date:	
RA reference number:		Date:			
Tasks covered:	Workplace setup and management to reduce the risks of those on site being exposed to coronavirus.				

Key									
L: Likelihood	5	5	10	15	20	25	High risk: 15-25	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	Medium risk: 8-12	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	Low risk: 1-6	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			
S: Severity							DR: Degree of risk		RR: Residual risk
Guidance.	1. Identify the persons at risk and the significant hazards. 2. Calculate an initial RR for the activity. 3. Identify risk control measures that reduce the risks to an acceptable level. 4. Calculate a revised RR - assuming the control measures are followed. (Consider changing both the likelihood (L) and the severity (S) ratings.)								

PPE assessment			Note. 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
	Standard rules	Standard rules	Standard rules	Standard rules	Standard rules	Standard rules	Standard rules	Standard rules
Additional requirements:		Staff must wear face coverings when in areas that are open to the public and where they are likely to come in close contact with others, unless they have an exemption. If they have a face mask exemption, a visor must be worn.						
Note. 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
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"> If you have symptoms of coronavirus (new cough, high temperature or a loss of, or change to, your sense of smell or taste), you must self-isolate, stay at home and ask for a test to check if you have the virus. If the test comes back negative and you are well enough you can come back to work. If the test comes back positive, stay at home for ten days. If you live in a household with someone who has the symptoms above, you must stay at home from the day their symptoms started and ask for them to be tested. If they test negative, you can come back to work. If they test positive you must stay at home for ten days from the day their symptoms started. If you develop symptoms, you must stay at home for ten days and ask to be tested. 	1	5	5

Risk assessment									
Activity	Persons at risk	Significant hazards	Initial			Risk control measures	Residual		
			L	S	DR		L	S	RR
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"> Everyone must follow the government guidance on COVID-19: (https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-advice/). 	1	5	5
Working during the COVID-19 pandemic	Staff, contractors and others	Serious ill-health conditions	3	5	15	<ul style="list-style-type: none"> Everyone must follow the government's guidance on working during the COVID-19 pandemic (https://www.gov.uk/coronavirus). Premises management to regularly review the guidance for updates and changes of rules, procedures etc. These are to be reflected in local arrangements. 	1	5	5
Preventing infection spreading/ social distancing	Staff, contractors and others	Serious ill-health conditions related to COVID-19	3	5	15	<ul style="list-style-type: none"> Everyone to be regularly reminded to: <ul style="list-style-type: none"> Wash your hands with soap and water often - do this for at least 20 seconds. Use hand sanitiser gel if soap and water are not available. Wash your hands regularly throughout the day. Use hand sanitiser regularly throughout the day. Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze. Dispose of any tissues in appropriate waste receptacles as quickly as possible. Do not touch your face or eyes if your hands are not clean. Signage to be displayed to remind staff on social distancing rules. Hand sanitiser stations to be set up around the workplace. Work equipment such as cages and pallet truck to be used by as few people as possible. To be wiped down regularly. 	1	5	5
Inbound and outbound goods	Staff, contractors and others	Serious ill-health conditions related to COVID-19	3	5	15	<ul style="list-style-type: none"> Staff to control entrance to premises to prevent unauthorised access to the unit. Delivery and collection points to be clearly identified with signage. Staff managing the process must direct delivery drivers/couriers to these points. Wherever possible, electronic devices to be used to confirm delivery/collection. Sharing of paperwork to be avoided wherever it is practicable to do so. Staff to avoid teamwork where possible. Mechanical means, such as fork lifts, pallet trucks, etc. to be utilised by trained and authorised persons. Delivery drivers/couriers to be encouraged to stay in their vehicles. Delivery drivers/couriers to be allowed to use welfare facilities. 	1	5	5

Risk assessment									
Activity	Persons at risk	Significant hazards	Initial			Risk control measures	Residual		
			L	S	DR		L	S	RR
Working on company premises/ working at home	Staff, contractors and others	Serious ill-health conditions related to COVID-19	3	5	15	<ul style="list-style-type: none"> If staff are able to complete some or all of their role from home, they must be allowed to do so. They are only to work on company premises if they cannot complete their role remotely. This situation must be maintained until government guidance states that it's no longer necessary to do this. The premises management must take reasonable steps to maintain reasonable staffing levels on site that allow social distancing measures to be maintained. Start times are to be staggered to prevent all persons arriving on site at any one time. Start time to be displayed the day before the next shift. Only those on the list may attend the premises. 	1	5	5
Home workers	Staff	Serious ill-health conditions / mental health issues.	3	5	15	<ul style="list-style-type: none"> Employees must identify a suitable location to work in their home. It should provide sufficient separation from likely disruptions and space to allow them to work in a safe manner. Workstations and work routines should be set up and maintained as per HSE guidance (https://www.hse.gov.uk/toolbox/workers/home.htm). Staff to report any problems with setting up a workstation to their line manager. Assistance to be provided if required. Equipment, access to systems etc. to be provided and maintained to ensure staff can complete their duties at home. Communication and reporting channels to be clearly identified to all homeworkers. If the work at home duties are not restricted to using display screen equipment, a safe system of work is to be developed by the line manager and agreed by employee. 	1	5	5

Cleaning and house keeping	Staff, contractors and others	Serious ill-health conditions related to COVID 19	3	5	15	<ul style="list-style-type: none"> Enhanced cleaning procedures should be in place across the site, particularly in communal areas and at touch points including: <ul style="list-style-type: none"> Taps and washing facilities Toilet flush and seats Door handles and push plates Hand rails on staircases and corridors Machinery and equipment controls Food preparation and eating surfaces Telephone equipment Keyboards, photocopiers and other office equipment Rubbish collection and storage points to be increased and emptied regularly throughout and at the end of each day. In the event of possible contamination, i.e. a person attending site who has a confirmed case of coronavirus, areas that may be contaminated to be deep cleaned/decontaminated. Shared vehicles to be cleaned after each use. All surfaces to be wiped down. 	1	5	5
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Risk assessment

Activity	Persons at risk	Significant hazards	Initial			Risk control measures	Residual		
			L	S	DR		L	S	RR
Travel to the workplace	Staff, contractors and others	Serious ill-health conditions related to COVID 19	3	5	15	<ul style="list-style-type: none"> Those travelling to the workplace are to avoid public transport wherever it is practicable to do so. Sharing of vehicles to be avoided unless it is impossible to do so. If sharing vehicles, face masks to be worn. Also, those sharing vehicles must share with the same persons on a regular basis. 	1	5	5
Visitors and contractors	Staff, contractors and others	Serious ill-health conditions related to COVID 19	3	5	15	<ul style="list-style-type: none"> Visitors to be kept to an absolute minimum on the premises. Unless it is impractical to do so, all meetings etc. must be completed by phone, video conferencing, etc. Signing in book, shared badges, etc. to be removed. Visitors to be wear single use stickers or stay with their host. Contractors must only attend the premises to complete critical/emergency works. Full details of control measures to be followed to prevent spread of coronavirus to be included in contractors' documented safe systems of work (SSOW), i.e. RAMS. No works to be completed without formal documented and agreed SSOW in place. SSOW must be specific to the tasks/locations etc. of the works being completed. They must identify site specific risks and appropriate control measures. 	1	5	5

Providing welfare facilities	Staff, contractors and others	Serious ill-health conditions related to COVID-19	3	5	15	<ul style="list-style-type: none"> All persons to wash their hands with soap and water as they enter and before leaving area. Personal lockers to be used if available. Breaks to be taken outside if practicable to do so. Welfare/canteen facilities are to be set up so that the 2m social distancing rule can be maintained. This may include removing chairs, staggering break times, etc. Signage to remind those on site of the risks to be displayed. Maximum number of persons allowed in the facility to be displayed prominently. Staff to bring own food and drinks. If food provided, it's to be packaged. All staff to wash their hands before and after using kettles, vending machines, etc. 	1	5	5
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Risk assessment									
Activity	Persons at risk	Significant hazards	Initial		Risk control measures			Residual	
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"> Under no circumstances are staff or contractors to be asked to complete tasks that they're not deemed competent in/authorised to perform. There are to be no exceptions to this rule. Prescribed safe systems of work must be followed at all times. If necessary, 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. Due to staff absence there may be times when direct supervision levels are less than normal. Staff are expected to maintain normal working practices. Anyone failing to do so will be subject to disciplinary procedures. If a pre-start check identifies any 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. If training that has a fixed expiry date runs out, site 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. 	1	5	5