

<b>Subject of Assessment</b>	Coronavirus (COVID-19)		<b>RA No.</b>	13122021
			<b>Issue No.</b>	8
<b>Task/Activity</b>	Managing the risk of Coronavirus (COVID-19) exposure whilst undertaking all work activities			
<b>Assessor</b>	Jade Voice	<b>Location of Assessment</b>	All operations	

<b>Risk Rating Matrix (RR)</b>	<b>Likelihood (L)</b>		
<b>Severity (S)</b>	Certain or near certain to occur (High)	Reasonably likely to occur (Medium)	Unlikely to occur (Low)
Fatality; major injury or illness causing long term disability (High)	<b>HIGH (H)</b>	<b>HIGH (H)</b>	<b>MEDIUM (M)</b>
Injury or illness causing short term disability (Medium)	<b>HIGH (H)</b>	<b>MEDIUM (M)</b>	<b>LOW (L)</b>
Other injury or illness (Low)	<b>MEDIUM (M)</b>	<b>LOW (L)</b>	<b>LOW (L)</b>

<b>Hazard Ref</b>	<b>Hazards</b> <i>(Unsafe Condition)</i>	<b>Who is at risk?</b> <i>(and how)</i>	<b>Controls in place</b>	<b>L</b>	<b>S</b>	<b>RR</b>	<b>Adequately controlled?</b>
1	<b>COVID-19</b> <i>(Someone infected entering the workplace)</i>  <b>continued</b>	<b>Employees</b> <i>(A visitor or employee enters the workplace and passes the virus onto employees)</i>	<ul style="list-style-type: none"> <li>Symptomatic individuals will not be allowed entry; They will be advised to follow <a href="#">NHS Online Guidance</a> regarding self-isolation, arranging for a COVID 19 test and following the Test and Trace protocols for <a href="#">England</a>, Test and Protect for <a href="#">Scotland</a> and Test, Trace, Protect for <a href="#">Wales</a>.</li> </ul>	L	M	L	Yes

Hazard Ref	Hazards <i>(Unsafe Condition)</i>	Who is at risk? <i>(and how)</i>	Controls in place	L	S	RR	Adequately controlled?
1	<p><b>COVID-19</b> <i>(Someone infected entering the workplace)</i></p>	<p><b>Individuals who work or reside in the premises</b> <i>(A visitor or employee enters the workplace and passes the virus onto individuals who work or reside in the premises)</i></p>	<ul style="list-style-type: none"> <li>• COVID-19 information posters are placed in designated locations within the workplace</li> <li>• Best practice Hygiene requirements (handwashing etc.) are being enforced and included in all inductions. Employees have been instructed to wash their hands frequently for at least 20 seconds duration. No handshaking.</li> <li>• All employees have undertaken the covid-19 induction training and trained on how to clean in line with covid 19 instructions</li> <li>• Employees are reminded daily to only come to work if they are fit and well and to remain at home if they should be self-isolating.</li> <li>• We have a procedure to contact our local public health protection team in line with the measures outlined by <a href="#">England</a> <a href="#">Scotland</a> or <a href="#">Wales</a>.</li> </ul>	L	M	L	Yes

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2	<p><b>COVID-19</b> <i>(Someone becomes ill in the workplace)</i></p>	<p><b>Employees &amp; Visitors</b> <i>(Contracting COVID-19 in workplace)</i></p>	<ul style="list-style-type: none"> <li>• <a href="#">UK</a>, <a href="#">Scottish</a>, or <a href="#">Welsh Government</a> guidance to be followed.</li> <li>• A designated safe area has been identified away from other staff. Persons showing signs of COVID-19 infection will be removed from the workplace to the designated area, away from other staff and sent home with support if required.</li> <li>• The person will be advised to follow <a href="#">NHS Online Guidance</a> regarding self- isolation, arranging for a COVID 19 test and following the Test and Trace protocols for <a href="#">England</a>, Test and Protect for <a href="#">Scotland</a> or Test, Trace, Protect for <a href="#">Wales</a>.</li> <li>• If the person is a visitor their organisation will be informed.</li> <li>• The workplace will be decontaminated following <a href="#">Government (non-healthcare)</a> and <a href="#">Health &amp; Safety Executive cleaning the workplace</a> guidance.</li> <li>• Best practice Hygiene requirements (handwashing etc.) are being enforced and included in all inductions. Employees have been instructed to wash their hands frequently for at least 20 seconds duration. No handshaking.</li> <li>• We have a procedure to contact our local public health protection team in line with the measures outlined by <a href="#">England</a> <a href="#">Scotland</a>, or <a href="#">Wales</a> (as applicable) they are informed in order that potential outbreaks can be managed.</li> <li>• This information has been passed onto all employees through induction toolbox talks.</li> </ul>	L	M	L	Yes

Hazard Ref	Hazards <i>(Unsafe Condition)</i>	Who is at risk? <i>(and how)</i>	Controls in place	L	S	RR	Adequately controlled?
3	<p><b>COVID-19</b> <i>(Contaminated Workplace)</i></p>	<p><b>Employees &amp; visitors</b> <i>(Contracting COVID-19 in workplace)</i></p>	<ul style="list-style-type: none"> <li>• <a href="#">Government (non-healthcare)</a> and <a href="#">Health &amp; Safety Executive cleaning the workplace</a> guidance will be followed.</li> <li>• Hand sanitisers have been placed in the workplace and employees are encouraged to carry their own disinfectant wipes.</li> <li>• Extra hygiene requirement (handwashing etc.) in place. Multi-use handtowels are not used to dry hands.</li> <li>• Employees are required to implement an increased cleaning regime. Common touchpoints (door handles, etc.) and equipment such as keyboards, work surfaces, etc. to be regularly cleaned.</li> <li>• COSHH assessments for hand sanitiser, disinfectant wipes and surface cleaners used have been carried out. This information has been passed onto all employees through induction toolbox talks.</li> </ul>	L	M	L	Yes
4	<p><b>COVID-19</b> <i>(proximity, workplace gatherings)</i></p>	<p><b>Employees, residents and visitors</b> <i>(A person catches COVID-19 due to working closely with an infected person)</i></p>	<ul style="list-style-type: none"> <li>• <a href="#">UK, Scottish, or Welsh Government</a> guidance to be followed.</li> <li>• Face coverings and other methods (increased handwashing, limiting the time to as short as possible, side to side or back to back working, fixed teams, etc.) are used to reduce the risk of transmission.</li> <li>• Face coverings are used by employees where they are legally required and support on their use, cleaning (where applicable) and disposal is provided.</li> <li>• Face covering protocols have been documented, communicated to the workers and posted around the premises to ensure their effective and safe use.</li> </ul>	L	M	L	Yes

Hazard Ref	Hazards <i>(Unsafe Condition)</i>	Who is at risk? <i>(and how)</i>	Controls in place	L	S	RR	Adequately controlled?
4	<p><b>COVID-19</b> <i>(proximity, workplace gatherings)</i></p>	<p><b>Employees, visitors and deliveries</b> <i>(A person catches COVID-19 due to working closely with an infected person)</i></p>	<ul style="list-style-type: none"> <li>• No handshaking permitted.</li> <li>• The ventilation system has been adjusted to ensure maximum flow rates, irrespective of occupancy.</li> <li>• All risk assessments and safe working procedures have been reviewed and updated where appropriate in line with infection control protocols and changes communicated to the workers and others that could be affected.</li> <li>• This information has been passed onto all employees through induction toolbox talks.</li> <li>• Team members do not clean bedrooms with guests in</li> <li>• PPE in place for Hotel teams</li> <li>• Cleaning in line with Covid standard operating procedures</li> </ul>				

Hazard Ref	Hazards (Unsafe Condition)	Who is at risk? (and how)	Controls in place	L	S	RR	Adequately controlled?
5	<b>COVID-19</b> (Vulnerable employees)	<b>Employees with underlying health conditions. Reduced immunity, pregnancy, over 70, etc.</b> (Contract COVID-19 in workplace)	<ul style="list-style-type: none"> <li><a href="#">UK, Scottish,</a> or <a href="#">Welsh Government</a> guidance to be followed.</li> <li>Employees have been instructed to self-isolate if they have had either a high temperature or a continuous dry cough or a loss of, or change to, your sense of smell or taste and to arrange for a COVID 19 test and following the Test &amp; Trace and self-isolation protocols for <a href="#">England</a>, Test and Protect for <a href="#">Scotland</a> and Test, Trace, Protect for <a href="#">Wales</a>.</li> <li>Any clinically vulnerable /clinically extremely vulnerable employees as defined in government guidance will work from home where possible and follow the respective guidance for England, Scotland, Northern Ireland and Wales.</li> <li>The company will arrange for meetings with clients/customers by video or audio conferencing where possible.</li> </ul>	L	M	L	Yes
6	<b>COVID-19</b> (Employees who have contracted COVID-19)	<b>Employees, residents, visitors, members of the Public, Family members</b> (Contracting COVID-19 in workplace)	<ul style="list-style-type: none"> <li>If NHS 111/online or a GP determines an employee has contracted COVID-19 they will be treated as off sick as per normal company sickness policy.</li> <li>Colleagues who have had close contact with a symptomatic employee will be made aware of the symptoms and advised to follow <a href="#">NHS Online Guidance</a> regarding self- isolation, arranging for a COVID 19 test and following the Test and Trace protocols for <a href="#">England</a>, Test and Protect for <a href="#">Scotland</a> and Test, Trace and Protect for <a href="#">Wales</a>.</li> <li>We have a procedure to contact our local public health protection team in line with the measures outlined by <a href="#">England Scotland</a>, or <a href="#">Wales</a> (as applicable) they are informed in order that potential outbreaks can be managed.</li> <li>The workplace will be decontaminated following <a href="#">Government (non-healthcare)</a> and <a href="#">Health &amp; Safety Executive cleaning the workplace</a> guidance.</li> <li>This information has been passed onto all employees through training.</li> </ul>	L	M	L	Yes

Hazard Ref	Hazards (Unsafe Condition)	Who is at risk? (and how)	Controls in place	L	S	RR	Adequately controlled?
7	<b>COVID-19</b> (Presenteeism. Symptomatic or exposed employees remaining in workplace.)	<b>Employees, members of the Public, Family members</b> (Employees who are symptomatic or have been in contact with someone with COVID-19 but continue to work despite being unwell)	<ul style="list-style-type: none"> <li>UK, Scottish, or Welsh Government guidance to be followed.</li> <li>Employees are advised to follow <a href="#">NHS Guidance online</a>.</li> <li>Symptomatic employees will be instructed to go home.</li> <li>Colleagues who have had close contact with a symptomatic employee will be made aware of the symptoms and advised to follow <a href="#">NHS Guidance online</a>, or guidance for <a href="#">Scotland</a> and <a href="#">Wales</a> as applicable.</li> <li>Employees are reminded to isolate (stay at home) and follow <a href="#">UK</a>, <a href="#">Scottish</a>, or <a href="#">Welsh</a> guidance if they have been contacted by government contact tracing, or the Covid-19 contact tracing app they have downloaded has directed them to do so.</li> </ul>	L	M	L	Yes
8	<b>COVID-19</b> (Self-Isolation and wellbeing)	<b>Employees</b> (Employees not aware of the need to or how self-isolate. Wellbeing/Loneliness issues from self-isolation)	<ul style="list-style-type: none"> <li>NHS 111 online provides advice on when to self-isolate and access to an online interactive and personal checklist (<a href="#">Stay at Home Advice</a>) see also <a href="#">Scottish</a> and <a href="#">Welsh</a> advice when the work is in these Nations.</li> <li>A homeworker’s risk assessment – either general or specific depending on risk levels will be completed.</li> <li>Managers are to ensure that all employees working from home, where this is possible have the necessary equipment to do their jobs safely.</li> <li>Managers and colleagues are advised to keep in regular contact with home workers, with frequent individual and team calls utilising electronic conferencing, etc.</li> <li>This information has been passed onto all employees through induction toolbox talks.</li> </ul>	L	M	L	Yes

Hazard Ref	Hazards <i>(Unsafe Condition)</i>	Who is at risk? <i>(and how)</i>	Controls in place	L	S	RR	Adequately controlled?
9	COVID-19 <i>(Travelling abroad)</i>	<b>Employees &amp; visitors</b> <i>(A person catches COVID-19 due to travelling abroad)</i>	<ul style="list-style-type: none"> <li>UK <a href="#">Government</a>, <a href="#">Scottish Government</a>, or <a href="#">Welsh Government</a> guidance to be followed.</li> <li>We do not insist on employees travelling to work to an area with a higher risk of COVID-19.</li> <li>Employees are granted permission to cancel at short notice any pre-booked annual leave to an affected area i.e. no pressure to travel to affected destinations.</li> </ul>	L	M	L	Yes
10	COVID-19 <i>(Information failure)</i>	<b>Employees &amp; visitors</b> <i>(Escalation/de-escalation of Pandemic)</i>	<ul style="list-style-type: none"> <li>The company has a designated COVID-19 Appointed Person whose responsibilities include;                             <ul style="list-style-type: none"> <li>- Signing up to relevant websites to receive timely updates</li> <li>- Monitoring relevant websites &amp; news outlets</li> </ul> </li> </ul>	L	M	L	Yes


**Additional Site Specific Arrangements**

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Hazard Ref	Additional control	Assigned to	Date Completed	L	S	RR



<b>Risk Assessment References – Notes</b>	
<p>HSE Workplace health, safety and welfare Workplace (Health, Safety and Welfare) Regulations 1992                      The Management of Health and Safety at work Regulations 1999                      The Control of Substances Hazardous to Health Regulations 2002 (COSHH)                      First Aid at Work Regulations                      Manual Handling Operations Regulations 1992                      Fire (Scotland Act) 2005 or the Regulatory Reform (Fire Safety) Orders 2005                      HSE Managing the Causes of Work Related Stress HSG218 2007                      HSE Books 1998 Lighting at Work HSG38                      HSE INDG244 Workplace health, safety and welfare: A short guide for Managers                      HSE information on Coronavirus: <a href="https://www.hse.gov.uk/coronavirus/index.htm">https://www.hse.gov.uk/coronavirus/index.htm</a>                      COVID 19 workplace safety guides issued by the UK government can be found <a href="#">here</a> to assist you in ensuring that your workplace is now COVID 19 compliant.                      COVID 19 workplace safety guides are also issued by the <a href="#">Scottish</a>, and <a href="#">Welsh</a> Governments to assist you in ensuring that your workplace is now COVID 19 compliant.                      A working party is formed of management and employees (representatives) in preparation and review of this risk assessment</p>	

<b>Date of Assessment</b>	13.12.2021	<b>Signature</b>	
<b>Reviewed Date</b>	At least weekly to ensure compliance with COVID-19 measures	<b>Reviewed By</b>	Jade Voice