

## COVID-19 Health & Safety Risk Assessment

### General Information

Date of assessment	7 August 2020
Date of next review	June 2021
Person(s) conducting assessment	Debora Sanderson & Ruth McRoberts

### COVID-19 Risk Assessment

What is the risk or hazard identified?	Who might be harmed and how?	What is the potential impact? (High / Medium / Low)	What is the likelihood of the risk occurring? (High / Medium / Low)	What is the overall risk level? (High / Medium / Low)	What is the firm already doing to control the risks?	What steps should be put in place to avoid or mitigate the risks?	By whom?	By when?
Spread of COVID-19 to Visitors to our premises	Staff seeing visitors/ enabling access to building and visitors at risk of contracting	High to medium depending on staff member/visitor	Medium	Medium	Specific instructions for staff and clients provided. Only essential appointments in office			

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	or spreading the virus				<p>Hand sanitiser station set up at entrance of office &amp; staff member to ask visitor to sanitise hands on entry</p> <p>Staff and client will sit 2 metres apart. Windows will be opened for ventilation when possible. Instructions provided to staff and clients</p> <p>Signs up to remind visitors to stay 2m apart inside the building</p> <p>One toilet only allocated for client use to be cleaned frequently</p>			

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					<p>Floor markings used as guidance for social distancing</p> <p>All clients/visitors to wear a face covering unless exempt</p> <p>All staff having contact with clients/visitors to wear face coverings unless exempt</p> <p>Lateral flow testing available for longer meeting</p>			
Spread of COVID-19 to/by Cleaners	Cleaning staff contracting the virus or spreading the virus to our staff	High/Medium	Medium	Medium	<p>Cleaners not currently entering building.</p> <p>Cleaning currently being carried out by admin team who have been shown risk</p>			

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					assessment for cleaning.  COVID-19 specific risk assessment provided by company, PPE will be used and specific anti-viral cleaning products			
Spread of COVID-19 to/by contractors	Contractors contracting the virus or spreading the virus to our staff	High / Medium	Medium	Medium	No entry for contractors unless essential. Social distancing measures will be maintained at all times.  Hand sanitiser to be used on entry.  Face coverings to be worn by contractors unless exempt.			
Spread of COVID-19 to	High risk or shielding staff	High	Low	Medium	Staff members in these categories to			

Last reviewed/updated 18/5/21

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Vulnerable groups – Elderly, Pregnant workers, and those with existing underlying health conditions	risk of contracting virus				work from home until risk is removed.			
Spread of COVID 19 due to travel	Staff spreading or contracting the virus	High / Medium	Medium	Medium	Face coverings being used on all public transport. Staff not travelling at busy times  Staff briefing re. ensuring that safe social distancing is maintained if using public transport for essential travel and use of face coverings on public transport compulsory if accessing the office			

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Poorly informed staff	Staff members spreading or contracting the virus	Medium	Low	Medium	<p>All staff briefed regarding the required controls. A record of this will be maintained.</p> <p>Provide clear, consistent and regular communication to improve understanding and consistency of ways of working.</p>		DESA/RMc	Ongoing
Poorly informed visitors	Staff or visitors contracting or spreading the virus	High/Medium	Medium	Medium	<p>Instructions to be sent out prior to any client meetings</p> <p>Suitable warning signs and posters displayed to ensure that all visitors are aware of our policy and know what we have implemented to help maintain safe social distancing.</p>			

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					All staff briefed on managing visitors to the building			
Deliveries to our sites by Royal Mail or courier	Delivery staff and our staff members spreading or contracting the virus when dropping off post, and supplies	High/Medium	Low	Medium  Government advice is that the risks of transmission of the virus via post and packaging is low.	Social distancing will be maintained.  No signatures will be provided for deliveries, the delivery staff will take a photo of the delivery.  Staff to wash hands after handling post			
First Aid	Staff members spreading or contracting the virus when administering or receiving first aid				In line with government advice, FA staff to make sure you wash your hands or use an alcohol gel, before and after treating a casualty also ensure that you don't cough or sneeze over a casualty when you are treating them. Wear a mask.			

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					<p>Don't lose sight of other cross contamination that could occur that isn't related to COVID-19.</p> <p>Wear gloves or cover hands when dealing with open wounds.</p> <p>Cover cuts and grazes hands with waterproof dressing.</p> <p>Dispose of all waste safely.</p> <p>Do not touch a wound with bare hand.</p> <p>Do not touch any part of a dressing that will come in contact with a wound.</p>			



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					FFP2/N95 masks and apron for first aid use.			
Non reporting under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations	Business could be prosecuted for failing to comply with a Statutory requirement.	High	Low	Medium	We will make a report under RIDDOR (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) when: - an unintended incident at work has led to someone's possible or actual exposure to coronavirus. This must be reported as a dangerous occurrence. - a staff member has been diagnosed as having COVID-19 and there is reasonable evidence that it was caused by			

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					<p>exposure at work. This must be reported as a case of disease.</p> <p>- a staff member dies as a result of occupational exposure to coronavirus.</p> <p>Further detailed information is available:  <a href="https://www.hse.gov.uk/news/riddor-reporting-coronavirus.htm">https://www.hse.gov.uk/news/riddor-reporting-coronavirus.htm</a> </p>			
Legionellosis	All staff and any visitors to the workplace placed at risk of drinking water containing Legionella bacteria from hot and cold water systems and shower	High	Low	Medium	<p>Water coolers flushed out.</p> <p>Water coolers to be sanitised between use due to contact of glass on dispenser</p>			
Member of staff or recent	Staff or visitors who came into	High/Medium	Medium	Medium	NHS Test and Trace QR codes displayed			

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visitor confirmed case of COVID-19	contact with them				<p>in both offices, clients informed in advance to use this and asked when entering the building.</p> <p>Spreadsheet is also used to track visitors to the building, very few staff members attending the office</p> <p>Anyone who came into contact with confirmed or suspected case to be informed and encouraged to get tested. If a staff member they should work from home until test results received</p>			