

COVID-19 Health & Safety Risk Assessment

General Information

Date of assessment	27/07/2020
Date of next review	September 2022
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. Hand sanitiser station set up at			

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	or spreading the virus				<p>entrance of office & staff member to ask visitor to sanitise hands on entry.</p> <p>Interview room furniture has been spread 2 metres apart. Windows will be opened for ventilation when possible.</p> <p>Signs up to remind visitors to sanitise their hands upon entry, automatic sanitising station at reception.</p> <p>One toilet only allocated for client use to be cleaned frequently.</p> <p>Screen put up at reception desk.</p>			

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					<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 tests available for long appointments if required.</p> <p>Both parties may remove masks during meetings if agreed.</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 in the building early in the morning prior to most staff arriving.</p> <p>COVID-19 specific risk assessment</p>			

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					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	Hand sanitiser to be used on entry. Face coverings to be worn by contractors unless exempt.			
Spread of COVID-19 to Vulnerable groups – Elderly, Pregnant workers, and those with existing underlying health conditions	High risk or shielding staff risk of contracting virus	High	Low	Medium	Specific risk assessments carried out for individual staff members. Face coverings worn in the office. Staff asked to lateral flow test regularly. Screens provided and social distancing in place.			

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Spread of COVID -19 due to travel	Staff spreading or contracting the virus	High / Medium	Medium	Medium	Staff briefing re. ensuring that safe social distancing is maintained if using public transport and use of face coverings on public transport recommended if accessing the office. N95 masks available to staff if required.			
Poorly informed staff	Staff members spreading or contracting the virus	Medium	Low	Medium	All staff briefed regarding the required controls. Provide clear, consistent and regular communication to improve understanding and consistency of ways of working.			

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Poorly informed visitors	Staff or visitors contracting or spreading the virus	High/Medium	Medium	Medium	Instructions to be sent out prior to any client meetings 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. 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.	Screens up in reception No signatures will be provided for deliveries, the delivery staff will take a photo of the delivery. Staff to wash hands after handling post			

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First Aid	Staff members spreading or contracting the virus when administering or receiving first aid				<p>In line with government advice, FA staff to make sure they wash their hands or use an alcohol gel, before and after treating a casualty also ensure that they don't cough or sneeze over a casualty when treating them. Wear a mask.</p> <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</p>			

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					<p>waterproof dressing.</p> <p>Dispose of all waste safely. Do not touch a wound with bare hand. Do not touch any part of a dressing that will come in contact with a wound.</p> <p>FFP2/N95 masks and apron for first aid use.</p>			
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:			

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					<ul style="list-style-type: none"> - 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 exposure at work. This must be reported as a case of disease. - a staff member dies as a result of occupational exposure to coronavirus. 			

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					Further detailed information is available: https://www.hse.gov.uk/news/riddor-reporting-coronavirus.htm			
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	Water coolers flushed out and now used regularly. Water coolers to be sanitised between use due to contact of glass/cup on dispenser			
Member of staff or recent visitor confirmed case of COVID-19	Staff or visitors who came into contact with them	High/Medium	Medium	Medium	Spreadsheet used to track visitors to the building, staff sign in sheets track staff members attending office Anyone who came into contact with confirmed case to			

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					be informed and encouraged to get tested. If a staff member they should work from home until test results received.			