

Risk Assessment Form

Number:

Issue No: 1

Issue Date:
20.05.2020

**Authorised : D
Morrell**

Task/Activity:	Corona Virus/ COVID19	Depot/Dept:	Positive Footprints Office	Ref No:	RA.62
Date Conducted & By Who:	Angela Grime 01.09.2020	Review Date:	01.03.2021	Date Reviewed:	
Information	<p>The COVID-19 virus affects different people in different ways. COVID-19 is a respiratory disease and most infected people will develop mild to moderate symptoms and recover without requiring special treatment. People who have underlying medical conditions, problems like cardiovascular disease, diabetes, chronic respiratory disease, and cancer and older people have a higher risk of developing severe disease and death.</p> <p>Common symptoms include:</p> <ul style="list-style-type: none"> • fever • tiredness • dry cough • a loss of, or change in, your normal sense of taste or smell (anosmia) <p>Other symptoms include:</p> <ul style="list-style-type: none"> • shortness of breath • aches and pains • sore throat • and very few people will report diarrhoea, nausea or a runny nose 				

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E - Employees	1 No Injury, property damage	1 Very Unlikely	Severity X Probability = 1 to 5	Low	Y – acceptable risk, work can start
C - Contractors	2 Minor Injury	2 Unlikely			
V - Visitors	3 +7 Day Absence	3 Likely	Severity X Probability = 6 to 14	Med	Y or N – may need further consideration
P - Public	4 Specified Injury	4 Very Likely			
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People with mild symptoms who are otherwise healthy should self-isolate and contact their medical provider or a COVID-19 information line for advice on testing and referral.

People with fever, cough or difficulty breathing should call their doctor and seek medical attention.

Coronavirus is classified as an airborne high consequence infection disease in the UK. The best way to prevent and slow down transmission is be well informed about the COVID-19 virus, the disease it causes and how it spreads.

The COVID-19 virus spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes, so it's important that you also practice respiratory etiquette (for example, by coughing into a flexed elbow).

Currently, there are no specific vaccines or treatments for COVID-19.

1 Hazard (something with the potential to cause harm, how will it be realised and what is the potential injury?)	2 At Risk	Risk			6 Control Measures	Risk		
		3 Severity	4 Probability	5 Risk		7 Severity	8 Probability	9 Risk

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<p>Transfer of disease from being in close proximity to others infected</p> <p>Fever, flu like symptoms, persistent cough, breathing difficulties, loss of taste and/or smell, death</p>	A	5	3	15	<ul style="list-style-type: none"> washing your hands with soap and water often, using an alcohol-based rub frequently and not touching your face. covering your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze. putting used tissues in the bin straight away. avoiding close contact with people who are unwell. remaining more than two metres away from anyone who doesn't live in your household wherever possible. self-isolating if you are symptomatic for a period of 10 days following 14-day household quarantine rules if someone you live with becomes symptomatic. if symptomatic, arranging to complete a test as soon as possible if tested positive for coronavirus, share details with recent close contacts through the test and trace service to alert people who may need to self-isolate understanding when and how to use PPE. Where practicable employees are to work remotely. Following government advice on social distancing including permitted contact with others, exercise and essential journeys and activities If someone becomes unwell in the workplace with a new, continuous cough or a high temperature, they should be sent home Any employee displaying symptoms of either a high temperature, a new continuous cough or other symptoms detailed above should self-isolate at home. If you live alone stay at home for 10 days. 	5	1	5
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				<ul style="list-style-type: none"> Do not go to a GP surgery, pharmacy or hospital. You do not need to contact 111 unless you feel you cannot cope with your symptoms, your condition gets worse or if you do not get better after 10 days. For a medical emergency dial 999 Access to Regenda Group offices and workplace premises will be managed in line with the COVID secure guidance including access by members of the public Contractors are required to provide coronavirus risk assessments and/or confirmation of how they are managing coronavirus risks. Information is provided to contractors detailing Regenda Group requirements Office and workplace risk assessments have been completed and guidance documents communicated staff Targeted and enhanced cleaning regimes are in place Once symptomatic, all surfaces that the person has come into contact with must be cleaned in line with the guidance provided by the government for cleaning in non-healthcare settings 				
<p>Failure to apply guidance on use of PPE</p> <p>Fever, flu like symptoms, persistent cough, breathing difficulties, loss of taste and/or smell, death</p>	A	5	3	15	<p>Whilst colleagues are not required to wear a face covering in the office, face masks will be available for those staff who may choose to wear one.</p> <p>The current information available from both the government and WHO focuses primarily on the use of fabric face coverings to be used in the locations/situations detailed in the link below. Whilst the guidance they provide on how to put on and take of a face covering is applicable in all circumstances, for those Regenda staff who are required to wear a face covering for work purposes, disposable masks will be used, issued by the Health and Safety Team. In some circumstances staff may be required or may prefer to wear a</p>	5	1	5

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visor and in exceptional circumstances where colleagues must enter a property where there is a suspected or confirmed case of coronavirus, enhanced protection will be worn. The requirement for colleagues to wear a face mask in work will be determined through risk assessment, in addition to aligning with government advice and providing further assurance to customers.

When wearing a face covering you should:

- wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on
- avoid wearing on your neck or forehead
- avoid touching the part of the face covering in contact with your mouth and nose, as it could be contaminated with the virus
- change the face covering if it becomes damp or if you've touched it
- avoid taking it off and putting it back on a lot in quick succession

When removing a face covering:

- wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before removing
- only handle the straps, ties or clips
- do not give it to someone else to use

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- if single-use, dispose of it carefully in a residual waste bin and do not recycle
- if reusable, wash it in line with manufacturer's instructions at the highest temperature appropriate for the fabric
- wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser once removed

<https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own>

PPE (COVID-19) and waste disposal

- PPE and cleaning materials used and **no** contact with suspected coronavirus case. Used items can be discarded in line with normal waste disposal arrangements.
- PPE and cleaning materials used and contact with suspected coronavirus case:
 - PPE and waste items should be put in plastic rubbish bag and tied.
 - The plastic bag should then be placed in a second bag and tied.
 - The bag should be put in a suitable and secure place and marked for storage and retained for 72 hours.
 - After 72 hours (or if the resident has a negative test result during that time) the waste can be discarded in line with normal waste disposal arrangements.

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<p>Poor hygiene practices leading to transfer of viral infection.</p> <p>Fever, flu like symptoms, persistent cough, breathing difficulties, loss of taste and/or smell, death</p>	A	5	3	15	<ul style="list-style-type: none"> • Employees are asked to wash hands more frequently than usual with soap and hot water for around 20 seconds particularly after coughing, sneezing and blowing your nose, or after being in public areas where people are doing so • Alcohol based hand rubs can also be used if convenient however hot water and soap are preferable • Employees are to practice good hygiene e.g. follow NHS 'catch it, kill it, bin it' guidelines • Used tissues should be disposed of immediately • Clean and disinfect regularly touched objects and surfaces using regular cleaning products • Hot water and cleaning products (not a bar of soap as it will harbour contamination) to be available at all times. • Disposable hand towels are to be available at all times • Colleagues to wash thoroughly on a regular basis and prior eating, drinking and smoking. • Maintain social distancing- maintain at least 2 meters between yourself and anyone who is coughing or sneezing • Avoid touching eyes, mouth and nose • Stay informed and follow the advice given by the UK government 	5	1	5
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<p>People who are at increased risk of severe illness from coronavirus COVID-19)</p> <p>Fever, flu like symptoms, persistent cough, breathing difficulties, loss of taste and/or smell, death</p>	A	5	3	15	<ul style="list-style-type: none"> From 1st August 2020 the UK Government has paused the shielding programme. Regenda Group staff who have been directed to shield by their GP, medical practitioner or NHS will be subject to a personalised risk assessment before returning to the workplace. Only once a COVID secure work environment can be achieved can the colleague return. Continue to work from home where it is practical to do so Continue to follow all related shielding guidance published by the UK Government 	5	1	5
<p>Returning to work at the Positive Footprints Office - Transfer of viral infection</p> <p>Fever, flu like symptoms, persistent cough, breathing difficulties, loss of taste and/or smell, death</p>	A	5	3	15	<ul style="list-style-type: none"> Guidance document HSGUID-62 provides information, instruction and guidance for all staff returning to the Positive Footprints Office. This document is on the Club for reference and staff returning to the office will be briefed on this information Staff are required to watch the instructional video available on the Club prior to returning to the office which provides visual instruction on office protocols and etiquette If, prior to visiting or attending work at the Positive Footprints office you are displaying any symptoms of COVID-19, remain at home and contact your line manager. Wash your hands before leaving home and when you arrive at the office. Avoid touching your nose, mouth and eyes. Wash and/or sanitise your hands whenever possible. Where possible open windows to ensure the office is well ventilated. 	5	1	5

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- Ensure social distancing is maintained at all times by remaining 2 metres apart from others. This includes ensuring desk spacing is consistently applied and desks are not shared. Offices have been arranged to ensure social distancing can be achieved
- Positive Footprints colleagues have allocated desks and ICT equipment. Desks and equipment must not be shared
- Staff will enter the office through the main front door, the ground floor workshop area must be accessed from the front entrance, avoiding the use of internal communal stairway
- Staff will be issued with their own pencil case, 'dabber' for using the photocopier and door opening devices. These must be taken home each day and desks must remain clear
- Requests for stationary refills must be made to the Facilities Team
- Surfaces such as desks, push plates, door handles, photocopiers etc should be wiped periodically during the day using disposable sanitising wipes. Before leaving the office wipe down your desk
- Staff are requested to abide by any signage placed within the office areas, including any directional instructions. If staff are required to access any shared areas of the building, they must adhere to signage and directional instructions implemented by the facilities management
- The kitchen is located within the main, open plan office. This area should be accessed by one person at once. Disposable sanitising wipes

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will be available in the kitchen for wiping down hard surfaces before and after use. Avoid making drinks, accessing the fridge and sink area when someone else is using this space. Do not make drinks for other people

- The toilet located in the foyer is single occupancy. If the toilet is in use, staff return once vacant. Avoid using the shared toilet facilities
- Crockery and cutlery must be placed in the dishwasher after use or washed through in hot water and detergent, dried and placed back in the cupboard.
- Colleagues are advised to bring lunch, eat it at their desk and avoid leaving and returning to the office as much as possible. If colleagues choose to take a break away from the office, they must follow the self-check guidance before returning. The outdoor, canal side area can be used for breaks
- Contractors must only access the building by prior arrangement and will be reminded of social distancing and hand hygiene requirements. Contractors with five or more employees are required to provide copies of their coronavirus risk assessment
- If you become unwell whilst at work, inform a colleague of your symptoms and leave the building immediately. The colleague must then inform their line manager and the H&S team who will arrange for the work area to be cleaned in line with guidance

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Additional Comments		
Authorised by:	Matthew Rothwell	Dated: 01/09/2020

Prepared by:	Angela Grime
Approved by:	Matthew Rothwell -H&S Director
Last Review date:	01/09/2020

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