

Covid-19 Risk Assessment

Risk assessment - topic/area covered	
Location(s):	Truro, St Austell, Falmouth, Holsworthy, Launceston, Liskeard, Newquay, Penzance, Boscarne & Spencer Carter
Department/staff:	All Staff/ Clients / Contractors
Tasks/activities:	Working during the coronavirus pandemic

Risk assessment sign off					
Prepared by:	Kate Tucker	Signature:	K Tucker	Date:	01/04/20 Updated 11/12/20
Reviewed by:		Signature:		Date:	
Date for review:	This risk assessment should be reviewed if additional risks not covered are identified or if there is any reason to suggest that the control measures are deemed to be insufficient.				

Activity	Persons at risk	Significant hazards	Initial			Risk control measures	Residual		
			L	S	RR		L	S	RR
Working during the coronavirus pandemic	Staff, contractors and clients	Vulnerable groups including the elderly, pregnant workers and those with existing underlying health conditions	3	5	15	<ul style="list-style-type: none"> You must follow the government's guidance on working during the pandemic. (https://www.gov.uk/coronavirus) You must only travel to your workplace if your work absolutely cannot be done from home. Wash hands/ sanitise regularly. If you leave your home, you should minimise any time spent outside and ensure that you are two metres apart from anyone not in your household. These rules must always be followed to protect yourself and others. 	1	5	5
Work on premises during the pandemic	Staff, contractors and clients	Vulnerable groups including the elderly, pregnant workers and those with existing underlying health conditions	3	5	15	<ul style="list-style-type: none"> Only attend the premises if it is to complete critical works. You must avoid attending unless your work absolutely cannot be done at home. Always wash your hands upon entering premises. If Water is not available, you must use hand sanitiser. See Staff Guidance 1 - SG1. Before attending, check that the premises have made suitable arrangements for managing the risks associated with coronavirus. This includes ensuring there are appropriate washroom facilities/ hand sanitisation/ face masks where necessary. Management to approve attending other premises. All staff to follow these rules and government guidance. Whilst it is still recommended that staff should not visit more than one office within 10 days, it is recognised that to carry out staff duties there may be occasions where this is unavoidable. If this is the case, please follow the recommended guidance 	1	5	5

						<p>procedures and try and keep office visits to an absolute minimum and this is to be approved by the CVRT</p> <ul style="list-style-type: none"> Do not attend the office if you are unwell, this includes minor coughs and colds – always speak with the DM and OM for advice before attending. 			
If you may have been exposed to the Covid-19 virus	Staff, contractors and clients	Vulnerable groups including the elderly, pregnant workers and those with existing underlying health conditions	3	5	15	<ul style="list-style-type: none"> If you have symptoms of coronavirus (new cough and/or high temperature), you must self-isolate, stay at home for seven days. If you live in a household with someone who has the symptoms above, you must stay at home for 14 days from the day their symptoms started. If you develop symptoms, you must stay at home for seven days from the start of your symptoms. You must follow the government guidance on coronavirus. (https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-advice/). If we suspect someone has been on our premises with suspected Covid-19 we will immediately shut down the suspected areas and clean the affected area following the Government Guidelines https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings before allowing staff back into the affected building. 	1	5	5
Preventing infection spreading	Staff	Vulnerable groups including the elderly, pregnant	3	5	15	<ul style="list-style-type: none"> Offices to be cleaned regularly outside of office hours. Wash your hands with soap and water often - do this for at least 20 seconds regularly throughout the day. Use hand sanitiser gel if soap and water are not available. 	1	5	5

		workers and those with existing underlying health conditions				<ul style="list-style-type: none"> ▪ Ensure there is natural air flow in the office. Open Windows and doors throughout the day. (if it is too cold to have windows open constantly ensure every hour, they are all opened for 10 mins to circulate new air) ▪ Do not use the air conditioning unless there are windows open to circulate new air. ▪ Wipe down working area, Printers and Photocopiers with antibacterial wipes before you begin working – Desk, Keyboard and anything else you touch regularly. Refer to staff Guide SG1 for specific office information. ▪ Do not share personal work equipment. ▪ Shared equipment: Example Photocopiers, always wash/sanitise your hands before and after use. ▪ Wash your hands/hand sanitise regularly throughout the day especially after touching any documents that have come into the office. ▪ Stay alert when you move around the office of others and of keeping your 2-metre distance from one another, wear a face mask when moving around the office. ▪ Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze. ▪ Dispose of tissues in appropriate waste bins as quickly as possible and wash your hands. ▪ Do not touch your face, mouth, or eyes. ▪ Sanitise items touched by others outside of the business after departure by using surface wipes and wearing gloves to prevent any cross-contamination. ▪ If you have received a letter from your GP to shield as you are extremely clinically vulnerable you are now able to return to work from 1st August 2020, but we advise you to work from home if you can. 			
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						<ul style="list-style-type: none"> Follow guidance and protocols on social distancing when clients visit the office to drop off documents and to have documents witnessed. 			
Preventing infection spreading	contractors and clients	Vulnerable groups including the elderly, pregnant workers and those with existing underlying health conditions	3	5	15	<ul style="list-style-type: none"> Minimise where possible site visits with virtual meetings and telephone calls. Clean your hands with sanitiser provided on entering the office if you are required to come in. Only 1 client group can enter the office at a time. Always maintain the two-metre distance rule. Do abide by the signage and barriers that have been displayed to keep <i>you</i> and <i>our staff</i> safe and at appropriate distances from each other. Face coverings to be worn and or gloves if you would like to (refer to SG3 & SG4) 	1	5	5

Risk matrix								
Risk rating guidance	Likelihood (L)	5	5	10	15	20	25	Likelihood (L) x Severity (S) = Risk rating (RR).
		4	4	8	12	16	20	
		3	3	6	9	12	15	
		2	2	4	6	8	10	
		1	1	2	3	4	5	
			1	2	3	4	5	
		Severity (S)						
Acceptability of risk guidance	High risk: 15-25		High-risk activities should cease immediately. Further effective control measures to mitigate risks must be introduced.					
	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.					
	Low risk: 1-6		Low risks are largely acceptable. Where it is reasonable to do so, efforts should be made to reduce risks further.					
Guidance. When completing a risk assessment, you should:	<ol style="list-style-type: none"> 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 - you should consider how much safer the task will be if the control measures are followed. Here, you should consider changing both the likelihood (L) and the severity (S) ratings. 							