

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 Last updated 14/07/21
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	Persons of higher risk	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) Wash hands/ sanitise regularly, even more so now with new more contagious variant(s). If you have received a letter from your GP to shield as you are extremely clinically vulnerable you are now able to stop shielding, but we would still advise you to work from home as much as possible. 	1	3	3
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"> Although it is not mandatory, we advise if you are working in the office to complete a Lateral Flow Test, to keep yourself and others around you safe. Please refer to the Covid Test Policy. Always wash your hands upon entering premises. If Water is not available, you must use hand sanitiser. See Staff Guidance 1 - SG1 (for office specific guidelines) 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 premises. All staff to follow these rules and the government guidance. Follow floor markers and social distancing rules throughout the office and refer to guidance posters around the office. 	1	4	4

						<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 are unsure. Limit general movement around the office and stick to your work area where possible. When moving around the office ensure a face covering is worn. (Refer to SG1 re: limits of persons in certain areas of the office). Where physical documents must be handled it is imperative that good hygiene is practised. Gloves and face masks are provided if required (Gloves are to be removed carefully and disposed of correctly). PHE and the WHO have advised there is no perceived increase of risk from handling post. 			
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 10 days. If you live in a household with someone who has the symptoms above, you must stay at home for 10 days from the day their symptoms started. If you develop symptoms, you must stay at home for 10 days from the start of your symptoms. Your isolation period includes the day your symptoms started (or the day your test was taken if you do not have symptoms), and the next 10 full days. This means that if, for example, your symptoms started at any time on the 15th of the month (or if you did not have symptoms but your first positive COVID-19 test was taken on the 15th), your isolation period ends at 23:59 hrs on the 25th. 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 	1	5	5

						<p>https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p> <p>before allowing staff back into that part of the building if the occurrence has been within less than 72 hours. If it has been more than 72 hours the area will be deemed safe to work in.</p> <ul style="list-style-type: none"> ▪ If Anyone in Team A (Current members of staff in office) need to isolate, we have a backup team B available to come into the offices, Team A and B are not to be in the office at the same time. 			
Preventing infection spreading in the office	Staff	Vulnerable groups including the elderly, pregnant workers and those with existing underlying health conditions	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. ▪ 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, Desk, Keyboard, Printers and Photocopiers with antibacterial wipes before you begin working 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 (gloves are provided if required). 	1	3	3

						<ul style="list-style-type: none"> ▪ Stay alert when you move around the office of others and of keeping your 2-metre distance from one another, always wear a face covering 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. ▪ Avoid touching 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. ▪ Follow guidance and protocols on social distancing when clients visit the office to drop off documents and to have documents witnessed - We now have reception doors open in Truro, St Austell, Launceston, and Penzance offices. 			
Preventing infection spreading in the office	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. ▪ Complete a lateral flow test 24 hours before attending on an onsite meeting. ▪ 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. ▪ We will provide a Perspex screen for face to face meetings in office. ▪ Face coverings to be worn and or gloves if you would like to (refer to SG3 & SG4) 	1	3	3

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. 							