

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 02/09/21
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 or without 2 vaccines	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 If you are a person of higher risk that can work from home and can continue to meet the business needs in your role without being in the office you will be supported to work from home. 	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 or without 2 vaccines	3	5	15	<ul style="list-style-type: none"> Although it is not mandatory, we request if you are working in the office to complete a Lateral Flow Test each morning before arrival 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) Management to approve attending premises. All staff are 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. Do not attend the office if you are unwell, this includes minor coughs and colds – always speak with the Department Manager (DM) and Office Manager (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 	1	4	4

						<p>ensure a face covering is worn. (Refer to SG1 re: limits of persons in certain areas of the office).</p> <ul style="list-style-type: none"> 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 paperwork. 			
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 or without 2 vaccines	3	5	15	<ul style="list-style-type: none"> If you have symptoms of coronavirus or test positive on a Lateral Flow Test you must book a PCR Test. Stay at home until you receive a test result and follow the official isolation guidance. If you have been in close contact with someone who has tested positive you should get a PCR test even if you do not have symptoms. If you are living in the same household with someone who has tested positive you should not come into the office until their period of self-isolation has ended. If someone has been on our premises with Covid-19 we will immediately shut down the suspected area and clean the affected places 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 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. In essential areas of the business there will be a backup team should those working in the office have to self-isolate. 	1	5	5

Preventing infection spreading in the office	Staff	Vulnerable groups including the elderly, pregnant workers and those with existing underlying health conditions or without 2 vaccines	3	5	15	<ul style="list-style-type: none"> ▪ Offices to be cleaned regularly outside of office hours. ▪ 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. ▪ Where possible 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). ▪ 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/sprays to prevent any cross-contamination. 	1	3	3
--	-------	--	---	---	----	---	---	---	---

Preventing infection spreading in the office	contractors and clients	Vulnerable groups including the elderly, pregnant workers and those with existing underlying health conditions or without 2 vaccines	3	5	15	<ul style="list-style-type: none"> ▪ Minimise where possible site visits with virtual meetings and telephone calls. ▪ You are requested to complete a lateral flow test the morning of attendance at on an onsite meeting and only attend if negative. ▪ Clean your hands with sanitiser provided on entering the office if you are required to come in. ▪ Only 1 client group should 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. ▪ You are requested to wear a face covering (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. 							