

Risk assessment for

Task / Activity description: **Coverage of current business operations – Following government guidance issues on the 11th May 2020**

Scope of assessment:		People <input checked="" type="checkbox"/>	Environment <input checked="" type="checkbox"/>	Equipment <input type="checkbox"/>	Business <input type="checkbox"/>	Location:			
Project:						Date:	18/03/2020	Ref:	
Step 1 Event/Task	Step 2 Hazards	Step 3 Risks	Step 4 Initial risk rating			Step 5 Control Measures	Step 6 Residual risk rating		
			S	L	R		S	L	R
Awareness: symptoms, self-isolation etc.	Lack of awareness to SARS-CoV-2	Contracting and spreading SARS CoV-2	3	4	12	<ul style="list-style-type: none"> • Presentation rolled out to all staff • Check regularly information updates from GOV.UK, NHS and Public Health England websites • Safety alerts displayed 	3	3	9
Personal hygiene expectations	Poor personal hygiene	Contracting and spreading SARS-CoV-2	3	4	12	<ul style="list-style-type: none"> • Sign put up to wash hands upon entry to the building in the morning • Soap and warm water available • Hand sanitiser available • Sign put up in smoking area to wash hands – High risk group 	3	3	9
Environmental cleanliness	Poor business hygiene	Contracting and spreading SARS-CoV-2	3	4	12	<ul style="list-style-type: none"> • Rotas in place to wipe down with antibacterial wipes canteen surfaces before/after breaks, main contact areas; Door handles, photocopier etc • Toilet inspections for cleanliness and available soap supplies. • Water coolers and taps used to fill personal bottles should be disinfected regularly. • Use soap and water only and microfibre cloths to clean touchscreen devices. 	3	3	9

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Personal contact between employees:	Employee proximity	Contracting and spreading SARS-CoV-2	3	4	12	<ul style="list-style-type: none"> Office and production staff, segregation measures where possible Split tea breaks No close personal contact Site segregations measures (I.e. production area) where possible 	3	3	9
Employees congregating in numbers	Employee breaks/meetings/close work areas	Contracting and spreading SARS-CoV-2	3	4	12	<ul style="list-style-type: none"> Eliminate meetings in the same room where possible Attempt as best as possible a 2 metre exclusion zone for each person. 	3	3	9
Persons at increased risk of severe illness (see at risk groups below)	Vulnerable employees with specific medical conditions and health	Contracting and spreading SARS-CoV-2	3	4	12	<ul style="list-style-type: none"> Each member of staff with underlying health conditions that are affected by SARS-CoV-2 should be identified. Business to correlate information and review and provide additional segregation at breaks where possible. 	3	3	9
Meetings: external	Interactions between groups of known and unknown people.	Contracting and spreading SARS-CoV-2	3	4	12	<ul style="list-style-type: none"> Rearrange meetings where possible Carry out meetings over video calls or telephone 	3	3	9
Business travel	<ul style="list-style-type: none"> Exposure to high risk areas Quarantined in high risk areas 	Contracting and spreading SARS-CoV-2	3	4	12	<ul style="list-style-type: none"> Cancel all business travel outside of the UK. Cancel all business travel in the UK. Carry out meetings over video calls. 	3	3	9
Employee travel to other GVH sites	Interactions between groups of known people and	Contracting and spreading SARS-CoV-2	3	4	12	<ul style="list-style-type: none"> Employee travel between GVH sites should be suspended. Any planned group training cancelled/put on hold. 	3	3	9
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	transmission across sites								
Visitors to site	Interactions between groups of known and unknown people.	Contracting and spreading SARS-CoV-2	3	4	12	<ul style="list-style-type: none"> Visitors requested not to come to site (unless it is an essential service) Only where there is a greater business risk should sites allow visitors/contactors to enter. 	3	3	9
Handling of physical money from customers	Exposure to germs and virus present on money which may carry the virus	Contracting and spreading SARS-CoV-2	3	4	12	<ul style="list-style-type: none"> Cash payments to be suspended with card only accepted. If any money handling does occur, staff to wash hands immediately following. 	3	3	9
Employees with symptoms as per the Government guidance	Spreading the virus across workforce	Contracting and spreading SARS-CoV-2	3	4	12	<ul style="list-style-type: none"> Immediately send employee home and advise of isolation times as per guidance below 'summary of advice'. Inform any relevant employees and request they remain vigilant. 	3	3	9
Employees linked to confirmed virus cases	Spreading the virus across workforce	Contracting and spreading SARS-CoV-2	3	4	12	<ul style="list-style-type: none"> Self-isolate if you have been in close contact with a confirmed case Inform the workplace by telephone if you develop symptoms 	3	3	9
Deliveries	Unknown persons often with limited access to hygiene facilities in contact with employees	Contracting and spreading SARS-CoV-2	3	4	12	<ul style="list-style-type: none"> Sign paperwork using own stationary then hand sanitise hands after or wash hands Do not allow access to the despatch office areas, only hygiene facilities. Wash hands following any contact with drivers 	3	3	9

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						<ul style="list-style-type: none"> Clean touch points with antibacterial wipes following driver departure 			
Employees returning from overseas	Spreading the virus within the workplace. Unaware of local news and requirements upon return	Contracting and spreading SARS-CoV-2	3	4	12	<ul style="list-style-type: none"> Anyone returning from a high-risk area to self-isolate for 7 days and to only return to work should no symptoms develop. Anyone returning from any other country to be assessed on a case by case basis depending on the location of their travel and frequency of cases. 	3	3	9

Ref:

Responsible Manager's name: Jeremy Hams	Signature: <i>Jeremy Hams</i>
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Additional provisions:

Activity	Additional Details	Responsible person	Date Due	Signature	Date completed
Ensure ICT have notification of provision required for anyone that will need to or be able to work from home.	2 extra phones requested	J Hams	19.3.20	<i>JH</i>	19.3.20
Start contingency plans for outbreak of confirmed SARS-CoV-2 at the business		J Hams	27.3.20	<i>JH</i>	23.3.20
Plan for expected isolation of high-risk groups listed below; <ul style="list-style-type: none"> Aged 70 or older Under 70 with the following underlying health conditions 	Currently, these groups should be undertaking stringent social distancing measures.	J Hams	27.3.20	<i>JH</i>	23.3.20

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<ul style="list-style-type: none"> ○ Chronic respiratory diseases, asthma, COPD, emphysema, bronchitis ○ Chronic heart disease, heart failure ○ Chronic kidney disease ○ Chronic liver disease, hepatitis ○ Chronic neurological conditions, Parkinson’s disease, motor neurone disease, multiple sclerosis, learning disability, cerebral palsy ○ Diabetes ○ Problems with your spleen, eg. sickle cell or if you’ve had your spleen removed ○ A weakened immune system from conditions such as HIV, AIDs, medicines such as steroids tablets or chemotherapy ○ Being seriously overweight (BMI of 40 or above) ● Pregnant women 	<ol style="list-style-type: none"> 1. Avoid contact with someone who is displaying symptoms of coronavirus (COVID-19). These symptoms include high temperature and/or new and continuous cough; 2. Avoid non-essential use of public transport, varying your travel times to avoid rush hour, when possible; 3. Work from home, where possible. Your employer should support you to do this. Please refer to employer guidance for more information; 3. Avoid large gatherings, and gatherings in smaller public spaces such as pubs, cinemas, restaurants, theatres, bars, clubs 4. Avoid gatherings with friends and family. Keep in touch using remote technology such as phone, internet, and social media. 5. Use telephone or online services to contact your GP or other essential services. <p>Everyone should be trying to follow these measures as much as is pragmatic.</p>				
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Summary of advice

Group/ Action	Wash hands more often	Household isolation for 14 days*	Self - isolation for 7 days**	Social mixing in the community***	Having friends and family to the house	Use remote access to NHS and essential services	Vary daily commute and use less public transport	Home working
0 – 69	Yes	Yes	Yes	Advised against	Advised against	Advised	Advised	Advised
70+	Yes	Yes	Yes	Strongly advised against	Strongly advised against	Strongly advised	Strongly advised	Strongly advised
Any age Member of vulnerable group with an underlying health condition ¹	Yes	Yes	Yes	Strongly advised against	Strongly advised against	Strongly advised	Strongly advised	Strongly advised
Pregnant women	Yes	Yes	Yes	Strongly advised against	Strongly advised against	Strongly advised	Strongly advised	Strongly advised
Those with serious underlying health conditions	As above, but further bespoke guidance will be provided by your GP next week							

* if one member of your family or household has a new continuous cough or high temperature

** if you live alone and you have a new continuous cough or high temperature

*** if you live alone and you have a new continuous cough or high temperature

**** for example via telephone or internet

¹ ie anyone instructed to get a flu jab each year

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	Rank	People	Damage							
			Environment	Equipment	Business					
Severity (s)	5	Multiple fatalities, lasting fatal illnesses	Major damage requiring considerable outside assistance to rectify	Total loss of Vessel or asset, project stopped	Irreversible commercial damage	5	10	15	20	25
	4	Single Fatality, Multiple serious injury/chronic illnesses	Major extensive damage rectifiable using own resources	Damage or loss of asset causing major extended loss of operations	Damage to national reputation and financial standing	4	8	12	16	20
	3	Severe injuries, multiple minor injuries or illnesses	Loss of containment/damage to the environment needing remediation	Damage to assets with days lost in production	Some financial & reputational loss requiring remediation.	3	6	9	12	15
	2	Possible minor injury/short term minor ailments	Minor damages to the environment readily remediated	Minor damage repairable with loss measured in hours not days	Readily manageable locally with minor effects	2	4	6	8	10
	1	Injury unlikely, no Symptoms or discomfort felt	Potential for damage but none experienced	Minor damage to assets but no loss in production	No commercial implications	1	2	3	4	5

Notes:

Pre Mitigation Risk

Based on the most likely realistic outcome if no control measures are in place.

Post Mitigation Risk

Based on the most likely realistic outcome with control measure in place

Unheard of	Unlikely	Possible	Likely	V. Likely
An event that would be considered a freak occurrence	Credible but unlikely to happen.	With the right conditions it is possible that an event may occur	Sooner or later it is almost certain an event will occur	Based on known outcomes it is inevitable
1	2	3	4	5
Likelihood of Occurrence (L)				

Post Mitigation Outcome Score

	LOW RISK, management procedures
	MEDIUM RISK, requires constant management
	HIGH RISK, intolerable

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