

RISK ASSESSMENT

FOR: Direct threat to Site Staff from transmission of the coronavirus whilst at work		PROJECT: ALL		REVIEW DUE: 18th Feb 2021					
CARRIED OUT BY: James Fogg		DATE: 4th Jan 2021							
		REF: RA 120 rev 14							
<p>INITIAL RISK RATING: PROBABILITY Frequent <input checked="" type="checkbox"/> Occasional <input type="checkbox"/> Rare <input type="checkbox"/> SEVERITY Fatal <input checked="" type="checkbox"/> Major <input type="checkbox"/> Minor <input type="checkbox"/> ASSESSMENT: HIGH RISK</p>									
HAZARD	L	S	R	PREVENTATIVE AND PROTECTIVE MEASURES	L	S	R	ADD CONTROLS	ACTION BY:
Possible transmission of the virus to staff from other staff/Subcontractors/Public	4	5	20 H	<ul style="list-style-type: none"> Ensure that Shropshire Homes Ltd complies with its duty to provide a safe and healthy workplace/working conditions for staff who remain working in the workplace during the coronavirus pandemic Circulate Covid Code of Conduct procedures to all staff and managers; these set out how staff should behave and the precautions they must adopt during the pandemic to keep them safe Managers should pass on and reinforce key Government public health messages to all staff: <ul style="list-style-type: none"> HANDS - wash hands regularly with soap and water for at least 20 seconds; use hand sanitiser gel, if soap and water are not available FACE – Cover face with a Face Mask/covering when inside & cannot maintain the 2m safe distance SPACE – keeping a safe distance of at least 2 metres (about 3 steps) from others at all times Where maintaining 2m is not possible use the 1m+ mitigation requirements, this will include whilst moving around the site or when more than one person is in a plot <p>Further mitigating actions include:</p> <ul style="list-style-type: none"> further increasing the frequency of hand washing and surface cleaning keeping the activity time involved as short as possible using screens or barriers to separate people from each other using back-to-back or side-to-side working (rather than face-to-face) whenever possible reducing the number of people each person has contact with by using ‘fixed teams or partnering’ (so each person works with only a few others) 	2	5	10 M	For full breakdown see relevant guidance on Gov.uk	All Employees, Subcontractors & Members of the Public

HAZARD	L	S	R	PREVENTATIVE AND PROTECTIVE MEASURES	L	S	R	ADDITIONAL CONTROLS	ACTION BY:
				Require staff to practice effective social distancing while in and around the workplace and when travelling to and from work by: <ul style="list-style-type: none"> avoiding non-essential contact with others 					
Possible transmission of the virus to staff from other employees/ Subcontractors/visitors	4	5	20 H	<ul style="list-style-type: none"> avoiding physical contact (eg handshakes, etc) In all departments, fully implement the latest Public Health England <i>Guidance for Employers and Businesses on Coronavirus</i>, including the following key safety precautions: <ul style="list-style-type: none"> keep risk assessments under review to ensure that a safe place of work is maintained follow Government health and travel advice make any adjustments to the workspace/rotas/work patterns/ procedures necessary to facilitate social distancing at work cancel face-to-face meetings and replace them with video conferencing/ phone conferencing, etc provide personal protective equipment (PPE) as required increase cleaning in the workplace; review and revise cleaning method statements and schedules and ensure cleaning staff have access to suitable detergents, disinfectants and PPE display appropriate public health posters around the workplace face masks/coverings to be worn at all times whilst moving around the office & welfare masks only removed when sat at your own desk or in welfare when eating or drinking employees/Subcontractors/visitors signing in should use their own pen or ensure the pen provided is wiped down with an antibacterial wipe after each use. NHS Test & Trace App to be utilised & QR code to be scanned by all employees where possible. Wipe down all surfaces after use, restrict the use of all high use shared equipment, microwaves, kettles, etc 	2	5	10	Cleaned by staff throughout the day & times etc are recorded.	

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Possible transmission of the virus to staff from other employees/ Subcontractors/visitors	4	5	20 H	<p>Cleaning of the work area</p> <ul style="list-style-type: none"> • Undertake frequent cleaning of work areas and equipment using your usual cleaning products. • Frequent cleaning of objects and surfaces that are touched regularly including door handles, worktops taps, etc and making sure there are adequate disposal arrangements for cleaning products. • Clearing workspaces and removing waste and belongings from the work area at the end of a shift. • If you are cleaning after a known or suspected case of COVID-19 then you should refer to the specific guidance. • Maintaining good ventilation in the work environment, for example, opening windows and doors frequently, where possible. <p>The safe use of face coverings</p> <ul style="list-style-type: none"> • You should tell workers to: • Wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and before and after removing it. • When wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands. • Change your face covering if it becomes damp or if you've touched it. • Continue to wash your hands regularly. • When the face mask/covering is not in use do not wear it on your forehead or neck • Change and wash your face covering daily. • If the material is washable, wash in line with manufacturer's instructions. • If it's not washable, dispose of it carefully in your usual waste. • Practise social distancing wherever possible. 	2	5	10		

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Possible transmission of the virus to staff from other employees/ Subcontractors/visitors	4	5	20H	<ul style="list-style-type: none"> You should ensure that steps are taken to avoid people needing to unduly raise their voices to each other. This includes, but is not limited to, refraining from playing music or broadcasts that may encourage shouting, including if played at a volume that makes normal conversation difficult. This is because of the potential for increased risk of transmission, particularly from aerosol transmission. 	2	5	10M		
Giving First Aid including CPR	4	5	20H	<p>The first responder must be a qualified first aider</p> <ul style="list-style-type: none"> If the first aider has access to personal protective equipment (PPE) (e.g. FFP3 face mask, disposable gloves, eye protection), these should be worn, for all first aid treatment in the workplace. <p>Giving CPR</p> <ul style="list-style-type: none"> Mouth to Mouth resuscitation should not be attempted. Recognise cardiac arrest by looking for the absence of signs of life and the absence of normal breathing. Do not listen or feel for breathing by placing your ear and cheek close to the patient's mouth. If you are in any doubt about confirming cardiac arrest, the default position is to start chest compressions until help arrives. Make sure an ambulance is on its way. If COVID 19 is suspected, tell them when you call 999. If there is a perceived risk of infection, rescuers should place a cloth/towel over the victim's mouth and nose and attempt compression only CPR and early defibrillation until the ambulance (or advanced care team) arrives. Put hands together in the middle of the chest and push hard and fast. Early use of a defibrillator significantly increases the person's chances of survival and does not increase risk of infection. After performing compression only CPR, all rescuers should wash their hands thoroughly with soap and water; alcohol-based hand gel is a convenient alternative. They should also seek advice from the NHS 111 coronavirus advice service or medical adviser. 	2	5	10M		

HAZARD	L	S	R	PREVENTATIVE AND PROTECTIVE MEASURES	L	S	R	ADDITIONAL CONTROLS	ACTION BY:
People becoming unwell while on-site or a symptomatic person using a site	4	5	2 0 H	<ul style="list-style-type: none"> If a member of staff becomes unwell in the workplace with coronavirus symptoms (a new, continuous cough or a high temperature, loss of taste & or sense of smell) they should be sent home and advised to follow Government advice to self-isolate All working in the vicinity will also need to self-isolate, if using the NHS App this will notify you if you have been exposed, those not using the App will need to follow the flow chart guidance. All surfaces that a symptomatic person has come into contact with must be cleaned and disinfected, especially objects visibly contaminated with body fluids and all potentially contaminated high-contact areas such as toilets Public areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids, can be cleaned thoroughly as normal Cleaning staff should use disposable cloths or paper roll and a combined detergent disinfectant solution at a dilution of 1000 parts per million Cleaning staff must wear appropriate PPE Waste from cleaning of areas where possible cases have been (including disposable cloths and tissues) should be “double-bagged” and tied off; it should be placed in a secure holding area for 72 hours before being disposed of in general waste 	2	5	10 M		All Employees & Members of the Public

HAZARD	L	S	R	PREVENTATIVE AND PROTECTIVE MEASURES	L	S	R	ADDITIONAL CONTROLS	ACTION BY:
<p>Heavily used areas of the workplace are more likely to present an infection transmission risk</p> <p>Essential for staff to wash hands regularly but also that toilets are kept clean and free of coronavirus contamination</p> <p>A number of staff going to the kitchen/welfare areas together may compromise their ability to comply with social distancing</p> <p>Increased risk of people coughing and touching door handles, taps and toilet flush handles</p>	5	5	2 5 H	<ul style="list-style-type: none"> Stress the need for staff to follow good hygiene practice at all times while at work (ie regular handwashing, using tissues and disposing of them appropriately, etc) Welfare areas to remain closed unless you are able to maintain the 1m+ mitigation measures safe distancing this can include back-to-back working, wearing of face masks, fixed team working, Perspex shields, etc) Number of staff allowed in the welfare to be clearly marked on the outside. Managers to ensure that adequate hand cleaning resources are provided; all staff toilets to be supplied with adequate supplies of hot water, liquid soap and paper towels Print handwashing instructions/posters and display throughout workplace, especially in toilets All staff to be instructed to wash hands before accessing the work area also frequently throughout the day & prior to leaving site Limit numbers of staff using the kitchen areas at any one time to ensure social distancing Place 70% alcohol hand gels at convenient places with instructions for use Increase environmental cleaning, especially in and around toilets and restrooms and staff rooms; special attention to be paid to frequently touched surfaces such as door handles, toilet flush handles, light switches, etc 	2	5	10 M	<p>Welfare areas to be cleaned with disinfectant spray after each use</p> <p>Limited numbers in welfare due to size of kitchen & welfare areas</p> <p>5ltr tubs in various locations & smaller 100ml in departments Implement toilets/washrooms inspections to check for cleanliness/adequate stock of soap/toilet paper, etc</p>	All Employees & Members of the Public

HAZARD	L	S	R	PREVENTATIVE AND PROTECTIVE MEASURES	L	S	R	ADDITIONAL CONTROLS	ACTION BY:
<p>Low staffing due to high rates of staff sickness or staff having to self-isolate themselves at home</p>	4	4	16 M	<p>Staff may get sick with coronavirus infection</p> <p>People who have symptoms must “self-isolate” at home for 10 days from the start of symptoms to prevent them from passing the infection on and contributing to the overload on the NHS</p> <p>Those who live with others and where one person has symptoms must self-isolate as a household for 14 days from the day when the first person in the house became ill. If anyone else in the household starts displaying symptoms, they need to stay at home for 10 days from when the symptoms appeared, regardless of what day they are on in the original 14-day isolation period.</p> <p>Staff who are sick or self-isolating should phone immediately and inform their line-manager</p> <p>Make sure that communications go out that no member of staff should come to work if they are self-isolating or if they have symptoms or if they feel unwell</p> <p>Non-essential parts of the organisation can be closed down and staff reallocated to essential functions or asked to comply with the Government’s message to stay at home</p> <p>Consider possible business closures or operational adjustments if staffing reduced to unsafe levels</p>	2	4	8 L		<p>All Employees & Members of the Public</p>

HAZARD	L	S	R	PREVENTATIVE AND PROTECTIVE MEASURES	L	S	R	ADDITIONAL CONTROLS	ACTION BY:
Vulnerable staff and staff in high risk categories	5	5	2 5 H	<p>Some staff may have pre-existing medical conditions (eg chronic conditions such as diabetes or asthma) which render them more vulnerable to the dangers of coronavirus infection</p> <p>Some older staff may also be vulnerable to the effects of the virus</p> <p>Some staff may be in a “high risk” category as defined by the government (eg those who have had an organ transplant or those who are taking a medicine which weakens their immune system) and in need of special “shielding” arrangements</p> <p>People with pre-existing conditions and older people (over 70) have been advised by the Government to be particularly stringent in complying with social distancing requirements</p> <p>People in the high-risk category have been told that for their safety they must self-isolate at home for 12 weeks; they must not leave home and are subject to special NHS “shielding” arrangements</p> <p>Pregnant women have also been advised to be extra careful and should be considered vulnerable</p>	1	5	5 L	High Risk Staff to be Furloughed & remain in Self isolation	All Employees & Members of the Public
Abuse/violence to public facing staff	4	5	2 o H	<p>Managers should reinforce the message to staff that this organisation will not tolerate attacks on its staff, both verbal and non-verbal</p> <p>The organisation’s policies on aggression or violence to staff should be implemented in full</p> <p>All incidents should be reported to managers who should take appropriate action to ensure the immediate safety of staff</p> <p>All incidents should be recorded and reported to the police</p>	1	5	5 L		All Employees & Members of the Public

HAZARD	L	S	R	PREVENTATIVE AND PROTECTIVE MEASURES	L	S	R	ADDITIONAL CONTROLS	ACTION BY:
Cyber-security risks	5	3	15 M	<p>Cyber-security threats often accompany a crisis, including computer viruses, phishing and scam emails and coronavirus related “ransomware”</p> <p>With the organisation and individual staff more reliant than ever on digital communications and the internet, and with more staff working from home and using a variety of digital devices, the need to ensure the security and function of our digital systems is more important than ever</p> <p>Review cyber security and surveillance infrastructure and ensure that all reasonable protection is in place</p> <p>Circulate warnings to staff and managers of any credible cyber threats, especially scam emails and text messages</p> <p>Ensure that staff working from home and using remote-working systems are covered by cyber-risk protections</p> <p>Ensure any homeworking arrangements maintain standards of data protection and IT security</p> <p>Ensure that existing cyber-security systems do not interfere with the availability of critical safety information and updates relating to coronavirus</p> <p>Assess cyber risks to new supply chain connections developed during the crisis</p>	2	3	6 L		All Employees & Members of the Public