



		Likelihood					
		Very Unlikely	Unlikely	Possible	Likely	Very Likely	
		1	2	3	4	5	
Negligible	1	1	2	3	4	5	
Minor	2	2	4	6	8	10	
Moderate	3	3	6	9	12	15	
Major	4	4	8	12	16	20	
Severity	Extreme	5	5	10	15	20	25

*Risk matrix used in risk assessment below
RR = residual risk*

This Risk Assessment uses guidance from Governmental Guidelines and the NHS.

Coronavirus (COVID-19) Risk Assessment

Assessment date: 27th May 2020

Review date: To be updated in accordance with Governmental Guidelines

Version: 2.0

Hazard	Risk	Control measures	RR	Persons at risk
Exposure from others due to: 1) Living with someone with a confirmed case of COVID-19. 2) Have come into close contact (within 2 metres for 15 minutes or more) with a confirmed case of COVID-19. 3) Being advised by a public health agency that contact with a diagnosed case has occurred.	4 x 3 = 12	<ul style="list-style-type: none"> Employers and employees to follow ongoing Governmental guidelines as they are updated. Any existing individual risk assessments (disability, young persons or new / expectant mothers) to be reviewed Maintain contact with line management and Human Resources (HR) and to follow company policy / guidance. Travel to work only if required; reduce the amount of time using public transport and to implement social distancing where possible (2m clearance from persons and not to travel in groups of more than 2 unless it is immediate family) Stay at home if you have symptoms and let your employer know and only attend hospital in an emergency. Do not attend GP surgery and phone NHS line (111) if further advice is required Company to ensure extremely vulnerable persons (Solid organ transplant recipients; people with specific cancers: people with cancer who are undergoing active chemotherapy or radical radiotherapy for lung cancer; people with cancers of the blood or bone marrow such as leukaemia, lymphoma or myeloma who are at any stage of treatment; people having immunotherapy or other continuing antibody 	4 x 1 = 4	Individual workers

		<p>treatments for cancer; people having other targeted cancer treatments which can affect the immune system, such as protein kinase inhibitors or PARP inhibitors; people who have had bone marrow or stem cell transplants in the last 6 months, or who are still taking immunosuppressive drugs; People with severe respiratory conditions including all cystic fibrosis, severe asthma and severe COPD; People with rare diseases and inborn errors of metabolism that significantly increase the risk of infections (such as SCID, homozygous sickle cell); People on immunosuppression therapies sufficient to significantly increase risk of infection; Women who are pregnant with significant heart disease, congenital or acquired.) are shielding themselves and following their specific medical advice issued to them no later than 29/3/2020</p> <ul style="list-style-type: none"> ● Follow good NHS hygiene measures at all times ● Avoid all visitors to your home unless they are providing a medical requirement ● Do not approach delivery staff, allow packages to be left on the doorstep ● Do not take any antibiotics as they do not work against viruses. 		
Suspected case whilst working in the building.	<p>4 x 4 = 16</p>	<p>If a worker develops a high temperature or a persistent cough while at work, they should:</p> <ol style="list-style-type: none"> 1) Return home immediately 2) Avoid touching anything 3) Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow. 4) They must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed. 	<p>4 x 1 = 4</p>	Individual workers
Working on Site.	<p>4 x 4 = 16</p>	<p>Where possible, please consider and implement the following practices:</p> <ol style="list-style-type: none"> 1) Stop all non-essential visitors 2) Introduce staggered start and finish times to reduce congestion and contact at all times 3) All employees and visitors to wash or sanitise their hands on entering and leaving the building. 4) Allow plenty of space (two metres) between people waiting to enter building. 5) Regularly clean common contact surfaces in reception, toilets, kitchen and suites including desks, keyboards, telephones, particularly during peak times. 6) Adhere to all signage placed around the building 7) Report any concerns about others not following personal hygiene or social distancing while at work to your manager 	<p>4 x 1 = 4</p>	Individual workers
Poor hygiene	<p>4 x 4</p>	<ul style="list-style-type: none"> ● Wash your hands thoroughly and regularly. Use soap and water for at least 20 seconds. Use alcohol-based hand sanitiser if soap and water 	<p>4 x 1</p>	Individual workers

	= 16	<p>is not available and hand washing technique to be adopted as directed by NHS</p> <ul style="list-style-type: none"> • Avoid touching your face/eyes/nose/mouth with unwashed hands and cover your cough or sneeze with a tissue then throw it in the bin. • Regularly clean the hand washing facilities and check soap and sanitiser levels • Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal. • Buildings will need extra supplies of soap, hand sanitiser and paper towels and these should be securely stored. • Restrict the number of people using toilet facilities to one at a time. 	= 4	
Working within 2 metres of colleagues and clients.	4 x 4 = 16	<ol style="list-style-type: none"> 1) Always consider if the task can be performed differently without having to breach the 2m social distancing rule 2) Workers are to limit face to face working and work facing away from each other when possible 3) Limit the frequency of working within 2m to an absolute minimum and ensure it is for strictly low intensity, sporadic work where exposure to this distance is less than 15 mins 4) All work stations and kit for example mics, desks, telephones and keyboards to be thoroughly cleaned prior and after use. 	4 x 2 = 8	Individual workers

Further guidance for working safely during the pandemic can be found here
<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19>

Our Covid 19 codes of practice for employees and visitors for mitigating the risk of infection can be found here