

Risk Assessment

COMPANY:	Outset / UKHSE	RISK ASSESSMENT NUMBER:	RA /102
DATE:	25/08/2020	COMPLETED BY:	Steve Gerring
TASK:	Controlling the Spread of Covid-19	SITE:	Maidstone Office & Visits to Clients Premises
TASK SPECIFIC TRAINING REQUIRED:	Communication of COVID-19 Policy to colleagues.	PERMITS REQUIRED:	
EQUIPMENT:	Antibacterial soap, hand sanitiser with at least 60% alcohol, disposable gloves, cloth face mask, combined antibacterial and antiviral disinfectant surface cleaners.		
REFERENCE INFORMATION	a) Working Safely during Coronavirus (Covid-19) (Department for Business, Energy and Industrial Strategy 13/8/2020)		

Residual Risk Calculator						
Incident Probability	X	Incident Severity	=	Score	Factor	Action
Very Likely	4	Very Serious	4	9 - 16	High	Unacceptable Risk, Re-Assess to eliminate / reduce risk to low / med factor
Reasonably Likely	3	Reasonably Serious	3			
Reasonably Unlikely	2	Reasonably Moderate	2	5 - 8	Med	Consider further precautions to reduce risk to low factor. Proceed with extra caution if unable to reduce risk level
Very Unlikely	1	Very Minor	1	1 - 4	Low	No Further Action required
Persons Affected (consider this in your assessment)						
Employees	X	Visitors	X	Expectant Mother		
Contractor Staff	X	General Public		Disabled Person		
Customer Staff	X	Young Person		Other		

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Identified Hazards	Key Risks	Results prior to controls				Existing Control Measures/Precautions	Results after controls				Additional Control Measures
		Probability	Severity	Score	Factor		Probability	Severity	Score	Factor	
1. Coronavirus (Covid-19) within the work environment.	<ul style="list-style-type: none"> Transmission person to person. Key personnel being out of the business. Operational efficiency being reduced. 	4	3	12	High	<p>Home working to be maintained where practical, managers to maintain contact and manage workloads.</p> <p>Encourage the use of telephone, e-meetings and e-mail as alternative to face to face meetings where practical</p> <p>Meeting rooms to be restricted to 2 people max.</p> <p>Reduce use of public transport, consider use outside of peak times where practical.</p> <p>Use of personal vehicles limiting potential exposure.</p> <p>Ensure those who have been advised to self-isolate by NHS 111 stay at home for 14 days.</p> <p>Encourage frequent hand washing with soap and water, including on arrival at the office and at home.</p> <p>Hand shaking and other forms of greeting requiring direct contact are prohibited.</p> <p>Make use of alcohol gel stations around the building.</p> <p>Kitchen areas are to be used by one person at a time.</p> <p>Toilet areas are to be used by one person at a time.</p> <p>London office to remain closed.</p>	4	2	8	Med	<p>Provide signage about the signs and symptoms of Covid-19 and the steps that can be taken around office environment.</p> <p>2 metre signage around the office walls and floor</p> <p>Coughs and sneezes to be caught in disposable tissues and disposed of in a waste bin (both provided).</p> <p>Combined antibacterial and antiviral sanitiser and paper towels to be provided within the office to clean hand contact surfaces and bookable desks.</p> <p>Office layout revised to maintain social distancing to the standard advised by government from time to time.</p> <p>Increase environmental cleaning (by landlord) – use of combined antibacterial and antiviral surface cleaners to clean those surfaces frequently touched by hands (door handles, entry systems, telephones, light switches etc).</p> <p>Windows to be open to maintain ventilation where practical.</p> <p>Where reasonably feasible colleagues and visitors are not to visit the office and should work from home/ meet through remote means.</p>

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Continued		4	3	12	High	<p>Maintain 1-2 metre distance from any person who is infected or showing symptoms e.g. coughing and sneezing.</p> <p>If you live alone and you have symptoms of coronavirus illness (COVID 19), however mild, stay at home for 10 days from when your symptom started. If you live with others then you will need to stay home for 14 days.</p> <p>You do not need to call NHS 111 to go into self-isolation.</p>	4	2	8	Med	<p>All colleagues and visitors to the office must at all times observe social distancing to the standard advised by government from time to time</p> <p>The passenger lift is limited to one person at a time. Colleagues are to use the rear staircase unless physical impairment renders them unable to do so.</p> <p>There is some evidence that the virus can stay on fabrics for a few days therefore changing clothes regularly is recommended.</p>
2. Coronavirus (Covid-19) within the work environment	<ul style="list-style-type: none"> Infecting those at increased risk and their families. 	4	4	16	High	All controls previously identified in hazards 1.	2	4	8	Med	<p>Identification of those at increased risk,</p> <p>Continue with home working where practical and agreed with line manager.</p> <p>Those identified as being at increased risk must maintain social distancing in the workplace.</p> <p>Consider the use of suitable disposable face masks (FFP2 minimum) if required to visit the workplace.</p>

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<p>3. Visiting client's premises.</p> <p>Conducting site inspections.</p> <p>Conducting training</p>	<ul style="list-style-type: none"> All colleagues coming in to contact with infected persons and/or contaminated areas. 	4	4	16	High	<p>All controls previously identified in hazards 1 & 2.</p> <p>Avoid using public transport at peak times, wear cloth face mask as a minimum.</p> <p>Use personal cars, bicycles or walk to clients premises where possible.</p> <p>Social distancing to be maintained at all times.</p> <p>Use of hand gels (sanitisers) with at least 60% alcohol for those mobile colleagues that do not have easy access to hand washing facilities.</p> <p>Specific risk assessments developed for UKHSE training and audits</p> <p>Training courses adapted to minimise the risk of transmission (see specific course information).</p>	2	4	8	Med	<p>All colleagues must comply with the site rules relating to COVID-19 and the CLC guidance if visiting construction sites http://www.constructionleadershipcouncil.co.uk/news/clc-site-operating-procedures-guidance-v5/</p> <p>Hand sanitiser is supplied by the client at the site entrances and various locations around the site.</p> <p>Colleagues should establish the welfare facilities available to them to maintain social distancing.</p> <p>Only one person to use the toilets at a time due to limitation of the facilities.</p> <p>Records of visits and persons met to be retained.</p> <p>Training courses registers retained to enable track and trace if required.</p>

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4. Confirmed case of Covid-19 Identified in the workplace.	<ul style="list-style-type: none"> All colleagues coming in to direct contact with the infected person and contaminated surfaces. 	4	4	16	High	<p>All controls previously identified in hazards 1-3.</p> <p>Employee to be sent home immediately and instructed to follow the 'stay at home' advice. https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</p> <p>Identify those potentially exposed and limit any further exposure by denying entry to the premises to personnel not exposed.</p>	2	4	8	Med	<p>Colleagues will be told to isolate because they:</p> <ul style="list-style-type: none"> have coronavirus symptoms and are awaiting a test result have tested positive for coronavirus are a member of the same household as someone who has symptoms or has tested positive for coronavirus have been in close recent contact with someone who has tested positive and received a notification to self-isolate from NHS test and trace. <p>The period of self-isolation will be for 14 days from the point of most recent contact with the person who has tested positive for coronavirus. (https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance#guidance-for-employers)</p> <p>Staff who have not had close contact with the confirmed case do not need to take any precautions and can continue to attend work.</p> <p>Guidance for decontaminating work areas is available from https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p>

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5. Workplace cleaning following a confirmed case of Covid-19 Identified in the workplace.	<ul style="list-style-type: none"> All colleagues coming in to direct contact with and contaminated surfaces. 	4	4	16	High	<p>All controls previously identified in hazards 1-4</p> <p>Landlord to arrange for the cleaning of the area with normal household disinfectant to reduce the risk of passing the infection on to other people</p> <p>Where practical if area can be kept closed and secure for 72 hours, wait until this time has passed for cleaning as the amount of virus living on surfaces will have reduced significantly by 72 hours.</p> <p>Wherever possible, wear disposable or washing-up gloves and aprons for cleaning. These should be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished</p> <p>For further details, refer to additional control measures</p>	2	4	8	Med	<p>Guidance for decontaminating work areas is available from https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p>
6. Provision of first aid and emergency response	<ul style="list-style-type: none"> First aider contracting virus First aider acting as a vehicle for transmission. 	2	4	8	Med	<p>Provision of suitable number of first aiders and first aid equipment.</p> <p>First aid to be provided by Maidstone Studios, if Group Services are not present.</p> <p>Should first aid be required, the first aider is to follow the latest guidance available at https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/</p>	1	4	4	Low	<p>Face shields to be provided to first aid personnel for use in the event of CPR being required.</p> <p>Ensure suitable PPE (e.g. transparent face visors, face masks gloves and gowns) is provided for and used appropriately by first aiders.</p>

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7. Travelling to and from work.	<ul style="list-style-type: none"> Coming in to contact with a carrier of the virus or contact with a contaminated surface. 	3	4	12	High	<p>Colleagues should not share vehicles unless this is a person they live with.</p> <p>It is recommended that vehicles are cleaned using suitable anti-viral cleaning agents before and after use, attention being paid to hand contact surfaces.</p> <p>Use of hand sanitiser points upon entry to the building.</p> <p>Face coverings must be worn on public transport with effect from the 15th June.</p>	2	4	8	Med	The use of public transport is discouraged, however if it is necessary colleagues will be encouraged to use hand sanitiser and/or gloves in addition to face coverings.
8. Use of welfare and toilet areas	<ul style="list-style-type: none"> Transmission person to person. All colleagues coming in to direct contact with contaminated surfaces. 	3	4	12	High	<p>All controls previously identified in hazards 1-2.</p> <p>Use of alcohol gels to clean hands prior to use of welfare facilities.</p> <p>Anti-bacterial hand soap has been provided to all toilet areas.</p> <p>The landlord has displayed signage promoting awareness of Covid-19 and required controls throughout the building.</p>	1	4	4	Low	<p>Colleagues not to make refreshments for each other or share food.</p> <p>Kitchen to be limited to one person at a time (signage display to confirm).</p> <p>Colleagues to be encouraged to bring their own food and avoid using local shops.</p>

Assessed By:	Steve Gerring	Reviewed by:		Reviewed by:	
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Signature:		Signature:		Signature:	
Date:	25/08/2020	Date:		Date:	