



CORONAVIRUS (COVID-19) RISK ASSESSMENT - V4.1

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CORONAVIRUS (COVID-19) RISK ASSESSMENT FORM

Reference/ Risk Assessment Title: General

Location: 34 Wellington Road

Event Date: (ongoing)

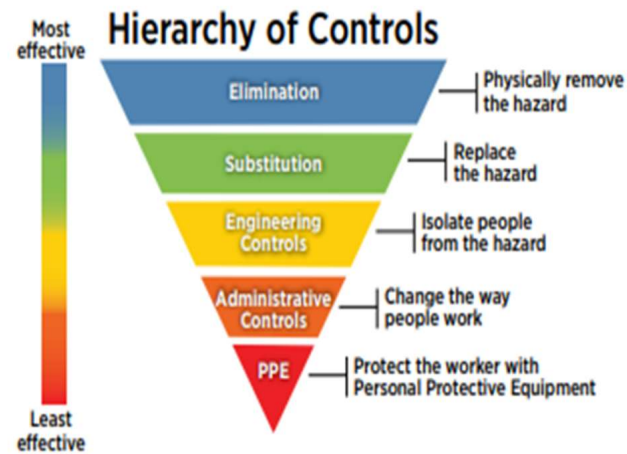
L= Likelihood

S= Severity

RV= Risk value

RL= Risk Level, see Risk Assessment – Risk Matrix Below

		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	10	15	20	25



PERSON AT RISK	HAZARDS	EXISTING RISK CONTROLS	RISK			ADDITIONAL RISK CONTROLS	RESIDUAL RISK		
			L	S	RL		L	S	RL
All Staff Visitors	Spread of Coronavirus (Covid-	Employees to be reminded on a regular	4	4	16	To help reduce the spread of coronavirus (COVID-19) inform regularly all staff of the Governments current	3	4	12

<p>Cleaners Contractors</p>	<p>19) within the workplace</p>	<p>basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. (weekly team meetings)</p> <p>Social distancing at all times.</p> <p>Remind staff at weekly meetings to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands.</p> <p>A regular supply of tissues is made available throughout the workplace.</p> <p>Staff encourage to report any problems and carry out skin checks as part of a skin surveillance programme.</p>			<p>public health advice alongside WCVA guidance.</p> <p>Posters, leaflets and other materials are available online and on display throughout premises.</p> <p>Provided additional hand washing facilities with soap and water also suitable disposable hand towels for drying.</p> <p>Provided additional bins to collect waste hand towels and ensure they bins are frequently emptied.</p> <p>Provided additional hand sanitisers in any areas where high contact takes place.</p> <p>Ensured additional cleaning and disinfecting is carried out by cleaning staff and staff at workstations and communal areas.</p> <p>Reviewed workplace operations to reduce numbers required at work by continuing home working where possible, Introduced new project times, Windows opened through sessions, mechanical 3 stage filtration in main rooms. , redesigned work areas, introduced on way system.</p> <p>Provided addition PPE/RPE equipment and supply stations. Ensured requirement to wear RPE if applicable (exclusion for health reasons agreed)</p> <p>Covid-19 awareness training arranged and completed</p>			
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PERSON AT RISK	HAZARDS	EXISTING RISK CONTROLS	RISK			ADDITIONAL RISK CONTROLS	RESIDUAL RISK		
			L	S	RL		L	S	RL
All staff	Suspect Covid-19 case at work	<p>If an employee develops or reports a high temperature or persistent cough while at work, colleagues, supervisors/managers are to isolate the employee immediately.</p> <p>Arrange the return to home to isolate.</p> <p>Ensure area is cleaned down with a bleach solution (1-part bleach to 9 parts water).</p>	4	4	16	<p>Ensure employee is advised to follow Government guidelines on home isolation.</p> <p>HR to keep in regular contact with employee and ensure they do not return to work until their isolation has been completed.</p> <p>Have employee undertake a Covid-19 test before returning if possible.</p> <p>Where Occupational Health service is in operation, seek advice and ensure staff have access to a help line.</p>	3	4	12
All staff	Exposure to Covid-19 on public transport	<p>Ensure social distance is maintained.</p> <p>Wear suitable disposable gloves.</p> <p>Consider wearing a suitable disposable face mask.</p>	4	4	16	<p>Where Occupational Health service is in operation, seek advice and ensure staff have access to a help line.</p> <p>Ensure staff are kept informed of Government advice as it is updated.</p>	3	4	12

PERSON AT RISK	HAZARDS	EXISTING RISK CONTROLS	RISK			ADDITIONAL RISK CONTROLS	RESIDUAL RISK		
			L	S	RL		L	S	RL
All staff	General business travel at work or between site locations.	<p>Where possible employees should travel alone.</p> <p>If not possible to travel alone the following should be considered: Share with the person and only have the minimum number in the vehicle.</p> <p>Where possible maintain social distancing.</p> <p>Wash hands for 20 secs regularly.</p> <p>Wear appropriate PPE.</p> <p>Clean vehicle regularly paying attention to handles and touched surfaces.</p>	4	4	16	<p>Create business travel guidance</p> <p>Ensure parking bays comply to social distance requirements.</p> <p>Where an Occupational Health service is in operation, seek advice and ensure staff have access to a help line.</p> <p>Ensure staff are kept informed of Government advice as it is updated.</p>	3	4	12

PERSON AT RISK	HAZARDS	EXISTING RISK CONTROLS	RISK			ADDITIONAL RISK CONTROLS	RESIDUAL RISK		
			L	S	RL		L	S	RL
All staff Visitors Contractors	General use of toilets, canteens/rest areas, changing facilities, showers, drying rooms	<p>Restrict the number of people using toilet facilities at any one time.</p> <p>Ensure all staff wash or sanitise their hands before and after the use of toilets.</p> <p>In canteens and rest areas numbers should be restricted to ensure social distancing is maintained.</p> <p>Break times to be staggered to reduce numbers in areas.</p>	4	4	16	<p>Increase cleaning regimes for toilets, canteens/rest areas, changing facilities, showers & drying rooms, paying attention to door handles, locks, flushes.</p> <p>Provide additional rubbish bins for hand towels and regularly empty them.</p> <p>If using canteens, consider providing only take away food, providing pre-prepared and wrapped food only.</p> <p>Increase the cleaning regime for canteens and eating areas, particularly before and after each use.</p> <p>Dedicated eating areas should be identified to ensure social distancing can be maintained.</p> <p>If changing areas, showers and drying rooms are required, consider increasing the number and size by providing temporary facilities.</p> <p>Restrict numbers allowed in changing areas, showers and drying rooms at any time.</p> <p>Where possible employees should be asked to bring pre-prepared meals and refillable drinking bottles from home.</p>	3	4	12

PERSON AT RISK	HAZARDS	EXISTING RISK CONTROLS	RISK			ADDITIONAL RISK CONTROLS	RESIDUAL RISK		
			L	S	RL		L	S	RL
All staff Visitors Contractors	Site access and egress points	<p>Stop all non-essential visitors and contractors.</p> <p>Consider staggering start and finish times to reduce congestion and contact time.</p> <p>Ensure social distancing is maintained at all times.</p> <p>Use signage such as floor markings and remind employees about hand washing.</p> <p>Remove/disable entry systems that require skin contact unless a suitable cleansing program is adopted.</p> <p>Ensure all employees, visitors & contractor wash their hands for 20secs when entering and leaving.</p> <p>Delivery drivers should be required to wash their hands before handling materials.</p>	4	4	16	<p>Increase common area surfaces cleaning – reception, access control etc.</p> <p>Where loading and unloading arrangements allow, drivers should remain in their vehicle.</p> <p>Provide separate entry and exit points for employees through side gate where possible.</p>	3	4	12

PERSON AT RISK	HAZARDS	EXISTING RISK CONTROLS	RISK			ADDITIONAL RISK CONTROLS	RESIDUAL RISK		
			L	S	RL		L	S	RL
All staff	First Aid and Fire	<p>First aid and fire procedures are to be reviewed to ensure that sufficient cover can be maintained.</p> <p>Managers are to ensure that sufficient fire aiders and fire wardens (if used) are available at all times during operations. FRA regulary completed</p>	3	4	12	<p>Additional first aiders and fire warden will be to be considered to ensure sufficient cover.</p> <p>Additional first aid equipment may be required therefore first aider must ensure sufficient kits are available.</p> <p>All first aiders are to ensure they are up to date with the current NHS, HSE & Resuscitation Council guidance on providing emergency care under the current pandemic.</p>	2	4	8
All staff Cleaners	Cleaning of facilities	Enhanced cleaning procedures are to be adopted to ensure that communal areas and touch points remain safe.	4	4	16	<p>Company to engage with cleaners/cleaning contractors to increase cleaning regime and ensure that additional cleaning of the following areas is carried out more frequently:</p> <ul style="list-style-type: none"> • Taps and washing facilities • Toilet flush and seats • Door handles and push plates • Handrails on staircases and corridors • Lift and hoist controls • Machinery and equipment controls • All areas used for eating • Telephone equipment • Keyboards, photocopiers and other office equipment • Rubbish collection and storage points to be increased 	2	4	8

PERSON AT RISK	HAZARDS	EXISTING RISK CONTROLS	RISK			ADDITIONAL RISK CONTROLS	RESIDUAL RISK		
			L	S	RL		L	S	RL
All staff Visitors Contractors	Exposure from others due to: An employee confirmed living with someone with a confirmed case of COVID-19. Aware that the employee has come into close contact (within 2 metres for 15 minutes or more) with a confirmed case of COVID-19. An employee being case of COVID-19. An employee being advised by a public health agency that contact with a diagnosed case has occurred.	First aid and fire procedures are to be reviewed to ensure that sufficient cover can be maintained. Managers are to ensure that sufficient fire aiders and fire wardens (if used) are available at all times during operations. FRA regulary completed Clear policy and procedure to deal with preventing exposure to Covid-19 to include current Welsh government guidance for community facilities. Ensured all staff, supervisors & managers are trained on content of policy and procedures and that they are followed. Charity to review any existing individual risk assessment (disability, young person, new or expectant mother)) to	4	4	16	Line managers and supervisors to ensure internal communication channels and cascading of information is to be carried regularly to reassure and support staff. To include WCVA community facility guidance. Line managers and supervisors are to ensure that staff members are supported and that their wellbeing and mental health is supported at all times. All staff are trained, informed and instructed on the contents of this risk assessment and any associated procedures, checks that arise from it. Addition things to consider are: <ul style="list-style-type: none"> • Continue with homeworking when possible • Create one-way system throughout • Office use is 2 max at a time • Hand sanitiser in all rooms • Create shift patterns to reduce workforce 	3	4	12

ensure they are not at
greater risk.

Charity to create safe
working distancing
(maintaining 2 mtrs
between staff).

Reviewed staff
medical declarations to
ensure potentially
vulnerable staff are
identified and a personal
risk assessment is put in
place.

Charity to ensure
NHS guidelines for good
hygiene are adopted
throughout the premises.
Suitable PPE has been
issued to all staff to
provide respiratory and
hand protection.

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Assessors details:

Signed:

Print Name.....

Date Completed.....

Date for next Review.....