

Hazards identified	Who might be harmed and how?	Current controls	Current Risk Rating	Any further controls required	New Risk Rating
Spread of coronavirus (person-to-person)	Employees Visitors Cleaners Contractors	<p><b>ENHANCED HYGIENE &amp; SIGNAGE</b></p> <ul style="list-style-type: none"> <li>- hand sanitiser to be used upon entry of the building &amp; readily available throughout</li> <li>- appropriate hand washing facilities provided with soap, water &amp; disposable paper towels</li> <li>- frequent handwashing every 30 minutes or after touching face</li> <li>- stay 2m apart, frequent handwashing, NHS handwashing guidance &amp; on site rules signage</li> </ul> <p><b>SOCIAL DISTANCING</b></p> <ul style="list-style-type: none"> <li>- 2m distance to be maintained of 1m with risk mitigation where 2m is not viable</li> <li>- maximum numbers of people on premises, in meeting rooms and common areas</li> <li>- cohorting and staggered arrival/departure times where possible</li> <li>- no sitting face-to-face (members of different households)</li> <li>- socially distant meetings using Microsoft Teams/Skype/phone calls where possible</li> </ul> <p><b>EMPLOYEES</b></p> <ul style="list-style-type: none"> <li>- employees to support/ remind each other not to touch their face</li> <li>- catch coughs/sneezes in a tissue or crook of their elbow</li> <li>- all employees to complete 'coronavirus: staying safe' online training module</li> </ul> <p>- encouraged to walk, cycle or drive to/from work; face masks available to those using public transport</p> <ul style="list-style-type: none"> <li>- Employees to read all COVID-19 specific updates shared via the Hive</li> </ul> <p><b>PPE</b></p> <p>- ALL PERSONS TO WEAR A FACE COVERING WHEN ENTERING OR WORKING IN A CUSTOMER FACING AREA OF THE BUSINESS UNLESS SEATED AT A TABLE TO EAT OR DRINK</p> <ul style="list-style-type: none"> <li>- used hand towels &amp; PPE to be disposed of in foot-operated lidded bins in bathrooms</li> <li>- gloves &amp; face masks available with guidance on how to use effectively</li> </ul> <p><b>DELIVERIES</b></p> <ul style="list-style-type: none"> <li>- agreed drop-off point a with contactless delivery options wherever possible</li> <li>- fewer personal deliveries where possible &amp; minimum number of people to put away deliveries</li> </ul> <p><b>OTHER</b></p> <ul style="list-style-type: none"> <li>- increased ventilation; windows opened, non-fire doors to be left open</li> <li>- Details of employees and visitors on premises to be kept securely for 21 days</li> </ul>	Medium (8)		Medium (8)
Spread of coronavirus (surface-to-person)	Employees Visitors Cleaners Contractors	<p><b>ENHANCED HYGIENE</b></p> <ul style="list-style-type: none"> <li>- daily cleaning with focus on high frequency touch points</li> <li>- D10 readily available to clean before and after touching shared equipment/surfaces</li> <li>- employees to report inadequate cleaning to site manager</li> <li>- frequent handwashing every 30 minutes or before &amp; after touching shared equipment &amp; surfaces</li> </ul> <p><b>SIGNAGE</b></p> <ul style="list-style-type: none"> <li>- frequent handwashing &amp; NHS handwashing guidance</li> </ul> <p><b>STAFF KITCHENS</b></p> <ul style="list-style-type: none"> <li>- all used items immediately cleaned or dishwasher, not left in the sink or on the counter</li> <li>- no open or shared food (with exception of food in wipe-clean containers, e.g. cereals)</li> <li>- employees encouraged to prepare food at home wherever possible</li> </ul> <p><b>DELIVERIES</b></p> <ul style="list-style-type: none"> <li>- all packaging disposed of immediately</li> </ul>	Medium (8)		Medium (8)
Spread of coronavirus (symptomatic people)	Employees Visitors Cleaners Contractors	<p><b>ENHANCED HYGIENE</b></p> <ul style="list-style-type: none"> <li>- areas where employee/visitor came into contact cleaned with disinfectant</li> </ul> <p><b>SIGNAGE</b></p> <ul style="list-style-type: none"> <li>- poster telling staff to stay at home &amp; report symptoms</li> </ul> <p><b>EMPLOYEES</b></p> <ul style="list-style-type: none"> <li>- employees not to attend work and immediately report high temperature, cough or loss/change to sense of smell/taste</li> <li>- if employee comes in with symptoms, manager to send them home immediately</li> <li>- symptomatic employee to immediately begin 10 days self-isolation &amp; contact NHS/111 to request test</li> <li>- coronavirus capture form part 1 to be completed on day 1 of symptoms and part 2 to be completed before employee returns to work</li> <li>- employee can return to work upon provision of negative test results</li> <li>- 14 days self-isolation if household member has symptoms (following government guidance)</li> </ul> <p><b>GUESTS/VISITORS</b></p> <ul style="list-style-type: none"> <li>- refused entry / asked to leave immediately</li> </ul>	Medium (8)		Medium (8)
Spread of coronavirus (confirmed case of COVID-19 in the workplace)	Employees Visitors Cleaners Contractors	<p><b>ENHANCED HYGIENE</b></p> <ul style="list-style-type: none"> <li>- public areas should be cleaned thoroughly as normal</li> <li>- areas where the employee/visitor came into contact is disinfected with T025</li> <li>- person cleaning must wear PPE (disposable gloves and apron)</li> <li>- items used during cleaning must be placed in a bin bag for 72 hours before being disposed of</li> </ul> <p><b>PROCEDURE</b></p> <ul style="list-style-type: none"> <li>- infected person must follow the most up to date advice from the government on self-isolation from the Test&amp;Trace guidance</li> <li>- employees working in close proximity with the infected person must self-isolate if instructed to do so by NHS Test &amp; Trace</li> </ul>	Medium (8)	- in the event of more than one confirmed case in one location, manager to contact Public Health Authority to discuss next steps (contact tracing)	Medium (8)
Spread of coronavirus (vulnerable individuals)	Employees	<ul style="list-style-type: none"> <li>- Follow up-to-date guidance from government on shielding recommendations</li> </ul>	Low (4)		Low (4)
Mental wellbeing	Employees	<ul style="list-style-type: none"> <li>- mental health champions available for talks and support</li> <li>- resources and guidance available for managers on how to support their teams</li> <li>- management to promote mental health and wellbeing to their teams</li> <li>- regular line manager catch-ups</li> <li>- PPE (masks and gloves) available for employees who are anxious about contracting coronavirus</li> <li>- Monthly Be Well feature in the newsletter focusing on wellbeing</li> </ul>	Medium (6)		Medium (6)
Appropriate workstation for employees part working from home	Employees part working from home	<ul style="list-style-type: none"> <li>- DSE assessment available for employees on the Intranet</li> <li>- advice from IT on how to set up a safe workspace at home</li> <li>- regular breaks encouraged</li> <li>- regular catch-ups with line manager to raise concerns</li> <li>- individual assessments to provide reasonable adjustments to workstations</li> </ul>	Medium (6)		Medium (6)
Skin irritation caused by frequent handwashing	Employees Visitors Cleaners Contractors	<ul style="list-style-type: none"> <li>- hand lotion available in all bathrooms</li> </ul>	Low (2)		Low (2)

		SEVERITY				
		Nil 1	Minor 2	3-day 3	Major 4	Fatal 5
LIKELIHOOD	Very likely - 5	5	10	15	20	25
	Probably - 4	4	8	12	16	20
	Possible - 3	3	6	9	12	15
	Remote - 2	2	4	6	8	10
	Improbable - 1	1	2	3	4	5

LEVEL OF RISK	ACTION AND TIMESCALE
High	You should not start work until the risk has been reduced. You may have to set aside considerable resources to reduce the risk. If the risk involves work in progress, you should take urgent action. If it is not possible to reduce the risk even with unlimited resources, you must stop all work.
Medium	You must try to reduce the risk but should carefully measure the cost of prevention. You should use measures to reduce the risk within a defined time period. If the medium risk is associated with extremely harmful consequences, you may need to carry out another assessment to identify more precisely the likelihood of harm. This will help you decide whether you need to use improved control measures.
Low	You don't need to take action at this time. Monitoring is necessary to make sure that the controls are still effective and being used by those involved.