

RISK ASSESSMENT – CORONAVIRUS

Company Name:	ProAktive									
Location:	Doncaster & Sheffield									
Date of Assessment:	03/07/2020			Review Date:	03/08/2020			Revision No:	2	
Persons Exposed:	Employees:	✓	Other Workers:	✓	Public / Visitors:	✓	Young Persons:	✓	Estimated total number of persons at risk:	100
	New / Expectant Mothers:			✓	Vulnerable Persons:	✓	Other:			

Task Description:	Risk assessment for the possible transmission of Coronavirus / COVID-19.
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Hazard	Factors of Harm		Risk	Control Measures	Factors of Harm		Residual Risk	Further Actions	Acceptable Risk?	
	L	S			L	S			Yes	No
Lack of Information	3	5	15	<p>The company has subscribed to information and updates from approved sources. These include, but are not limited to:</p> <ul style="list-style-type: none"> The UK Government (UK Gov) (https://www.gov.uk/coronavirus), Public Health England (PHE) (https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19), National Health Service (NHS) (https://www.nhs.uk/conditions/coronavirus-covid-19/) Health and Safety Executive (HSE) (https://www.hse.gov.uk/news/coronavirus.htm) <p>Updates are passed to all staff members to ensure that they are kept informed regularly</p> <p>There are regular news broadcasts on terrestrial and satellite television and so it is likely that all employees are keeping up to date with updates on the virus.</p>	1	5	5	None required	✓	

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<p>Transmission of Virus / Hygiene</p>	4	5	20	<p>Our Employees are currently working from home in line with Government guidance on social distancing measures and will do so, whilst ever this is possible, and the Government advice remains as is.</p> <p>Where possible, client meetings should take place virtually. Only essential visits to client sites will be made. Anyone undertaking site visits must familiarise themselves with the Coronavirus Risk Assessment and ensure that they are strictly adhering to its requirements.</p> <p>Social distancing must be maintained at all times whilst on site and hygiene procedures (washing hands) will be followed upon arrival and when leaving the premises. If social distancing cannot be maintained the client visit should not go ahead. Any employee undertaking a client visit should ensure they contact the client to discuss their PPE requirements before attending site.</p> <p>It is not ProActive’s policy for employees to wear face masks or coverings when visiting client sites, unless this is required by the client themselves (we will keep this under review as official Governement guidance evolves)</p> <p>Social distancing is the best way to protect people from transmission and if this cannot be done safely then the visit should not go ahead. Face masks and coverings prevent symptoms being passed from somebody who has the virus and do not provide a barrier for a healthy person against catching the virus. As with all health and safety hazards, the control hierarchy must be followed, and social distancing must come before the use of PPE.</p> <p>Training will not be carried out with client’s employees where the 2m social distancing cannot be maintained between all in attendance.</p> <p>When visiting a client premises, it is important that work items are not shared, for example, pens.</p> <p>All employees are provided with information on good hygiene measure to include:</p> <ul style="list-style-type: none"> • washing hands with soap and water often – do this for at least 20 seconds. • washing hands when you get home or into work. • using hand sanitiser gel if soap and water are not available. • covering mouth and nose with a tissue or sleeve (not hands) when coughing or sneezing. • putting used tissues in the bin straight away and wash hands afterwards. • not touching eyes, nose or mouth if hands are not clean. 	2	5	10	<p>Ensure that notices are displayed in the office upon return requiring all persons arriving on site to use hand sanitiser, or similar, before entering the main building.</p>	✓	

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	L	S			L	S			Yes	No
			20	Once we have returned to the office the following measures will be in place: Supplies of soap and hand sanitiser available for use. Hand sanitiser, or similar, available in the reception and all visitors and staff instructed to use this on arrival to the building.			10			
Home working			20	Working from home risk assessments have been completed by all employees to ensure that their working environment for this period meets all health and safety requirements. Regular contact is made with all employees throughout the period of home working to ensure everyone is safe and healthy. We will ensure people working from home have all the equipment they need and understand the importance of setting up an adequate workspace. We regularly remind employees of the resources available via Westfield Health and encourage employees to talk if they are struggling with any aspect of working from home.			10	None required	✓	
Vulnerable Persons	4	5	20	The company is able to access the list of those persons classified as a 'vulnerable person' at any time from the UK Government. The company's policy on Vulnerable Persons will follow the official advice. The company does not currently have any employees who have been classed as 'high risk' and advised to shield for 12 weeks.	1	5	5	None Required	✓	
UPON RETURN TO THE OFFICE										
Housekeeping	3	5	15	Adequate supplies of cleaning materials are kept on site. Cleaning staff have been instructed to increase the frequency of cleaning wherever possible. Surfaces where regular contact is likely, such as door handles, tables etc. are being prioritised to ensure that they are cleaned. Housekeeping staff are trained in the correct use of cleaning equipment and chemicals. The building is subject to regular cleaning by trained and competent persons. If required a 'deep clean' is able to be requested.	2	5	10	A more regular inventory of the cleaning stock should be made to ensure that supplies remain adequate, especially if availability becomes restricted.	✓	
Emergency Procedures	3	5	15	The company has formulated an emergency plan to follow should closure be required. Employees have been made aware of the emergency plan in the event of an outbreak	1	5	5	None Required	✓	

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	L	S			L	S			Yes	No
Persons Becoming Unwell	4	5	20	The symptoms of the virus are being communicated extensively through media outlets and government information and so it is likely that persons are aware of the virus and it's symptoms. Employees are instructed to remain at home at the first onset of any symptom. Employees are instructed to follow official Government guidance on isolation and testing procedures and the time that they are to remain away from work. If employees develop symptoms on site, they should be sent home to self-isolate and seek advice from NHS 111 (seek urgent medical assistance if symptoms are severe).	2	5	10	Senior Leadership to remain vigilant for employees displaying the signs of symptoms of Coronavirus	✓	
Social Distancing	3	5	15	Employees are instructed to maintain social distancing where possible (defined by Government) Employees must ensure that personal hygiene standards are maintained to a high standard. Employees must ensure that handwashing facilities are available. Infection control techniques must be increased to include regular washing of surfaces using a sanitiser with an alcohol content >60%.	2	5	10	None Required	✓	
Visitors to the office	4	5	20	Only essential visitors should be permitted to attend the office All non-essential visitors, meetings or appointments should be postponed, or the use of teleconference or videoconference facilities should be considered. Visitors are instructed to wash hands on arrival at the site and when leaving. Visitors must follow the same infection control and hygiene rules as all other persons on site. If a visitor refuses to follow the company's policies in any way then they are to be removed from site immediately. Any visitors who display symptoms of the virus on arrival at the site will not be permitted access.	2	5	10	Ensure that information posters and notices are prominently displayed in reception areas. Use an alternative signing in method which does not require 'multi person' use of tablet	✓	
Air conditioning	4	5	20	The air conditioning system in the office is an open system that vents to the outside, so it doesn't recycle the air inside the office. The internal ducting is sprayed regularly with biocides. It is, therefore, safe to use once the office is reopened.	2	5	10	Ensure the last treatment of the air conditioning is in date. If not, arrange for this to be carried out before people return to the office.	✓	

Name of Assessor:	Rachel Cuff	Signature:	<i>RCuff</i>
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Action Plan

Hazard	Further Actions	Assigned To	Due Date	Priority

Severity	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
Likelihood						

Likelihood	Severity	Risk (Likelihood x Severity)
1 = Very Unlikely	1 = No injury	1 – 5 = Low
2 = Unlikely	2 = Minor Injury or Illness	6 – 12 = Medium
3 = Likely	3 = 7-day Injury or Illness	15 – 25 = High
4 = Very Likely	4 = Specified Injury or Illness	
5 = Almost Certain	5 = Fatality or disabling injury	

