

COVID-19 WORKPLACE RISK ASSESSMENT

Location: All sites	Assessed by: S. Lawrenson	Checked/Validated by T. Burr	Assessment ref no. COVID-19 BTW	Date: 11 th January 2021
Task/ Activity	Covid safe risk assessment during the coronavirus COVID-19 pandemic			

Overview

The UK released back to work guidance documents to help companies to complete a risk assessment their workplaces to make sure measures are taken to keep people safe at work. <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19>

Management of risk – Risk Control Plan

Facilities and welfare	
General advice and guidance	HR-POL-40 COVID 19 policy in place including social distancing and further PPE requirements. COVID-19 Secure poster displayed. Hand washing, hand sanitising and regular cleaning of areas.
General advice and guidance	Social distancing measures – keeping people 2 metres apart whenever possible, keep activity time involved as short as possible, use screens or barriers to separate people, back to back or side working, rather than face to face wherever possible, reducing the number of people each person has contact with by using fixed team or partnering (so each person works only with a few others) Where people can't be separated by 2 metres this should be risk assessed. Consider entrances and exits, break rooms and canteens and similar settings.
Protecting people at higher risk	Identify all those in one of the higher risk groups: 'clinically extremely higher risk' 'clinically vulnerable' and 'vulnerable' so different levels of protection can be put in place.
Coming to and leaving work	Staggering arrival and departure times at work to reduce crowding into and out of the workplace, taking account of the impact on those with protected characteristics.
Moving around buildings and worksites	Reducing movement by discouraging non-essential trips within buildings and sites, for example, restricting access to some areas, encouraging use of radios or telephones, where permitted, and cleaning them between use.
Signage	'Stay 2m apart' signage around building. Signs for outside office doors indicating that conversations should be had from outside the door (where possible). Hand washing/sanitising. Smoking area – stay 2m apart.

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General working – hygiene and cleanliness	COVID-19 (Associated health risks) [Government legislation COVID-19]	Staff and visitors	Resources: Additional soaps, hand sanitiser for workstations, key locations, and individuals. Disinfectant wipes. COVID-19 Secure in 2020 poster. Management controls: Additional assessments for employees in vulnerable risk groups and additional measures.	4x1 4	None	4x1 4
General working – social distancing	COVID-19 (Associated health risks) [Government legislation COVID-19]	Staff and visitors	Home working were possible, attending site when and where required. Resources: floor signs, one-way signs, crosses where people should stand, floor tape. Screens and barriers where necessary. Signs for maximum no of people for areas. People advised to stay 2 metres apart. Screens & barriers where necessary. Back to back/side working. Fixed team or partner working.	4x1 4	None	4x1 4
Arriving and leaving work	COVID-19 (Associated health risks) [Government legislation COVID-19]	Staff and visitors	Thermometers for staff to check temperatures. This is optional. Resources: Hand sanitiser on entry. Signage – maximum amount of people in changing, toilets, locker rooms. Procedural: stagger arrival and departure to avoid overcrowding, additional considerations for those in higher vulnerable risk groups. Designated entry/exit routes for areas.	4x1 4	None	4x1 4
Moving around the building	COVID-19 (Associated health risks) [Government legislation COVID-19]	Staff and visitors	Resources: Lift signage, hand sanitiser, floor tape/signage for inside lift and sign for maximum occupancy for lift. Floor signs for one-way systems and signage. Procedural: Non-essential trips in the building and between sites restricted. Areas and access restricted where possible. Reduced job rotation. One-way systems	4x1 4	None	4x1 4

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			where necessary. Maximum occupancy for lifts. Regulated high traffic areas – corridors.			
Workstations	COVID-19 (Associated health risks) [Government legislation COVID-19]	Staff and visitors	Hand sanitiser, floor tape, floor signs, maximum occupancy signs for areas. Workstations set up for social distancing. Limit number of people using desks/areas. Utilised other areas to set up workstations to reduce maximum occupancy in main offices. Layout review completed, side by side, and facing away from each other, 2 metres apart, Perspex screens where required, one way systems. Removed hot desks, disinfectant wipes in prominent locations and staff instruction for regular cleaning. Other areas utilised to set up workstations to reduce maximum occupancy in main offices. One-way system in more compact working areas such as labs. Limit of high touch equipment in labs, where items or equipment is passed to others such as job sheets, tools, lab equipment, these have been identified and limited where possible.	4x1 4		4x1 4
Meetings	COVID-19 (Associated health risks) [Government legislation COVID-19]	Staff and visitors	Resources: Hand sanitiser. Floor tape and marking for social distancing. Procedural: Remote working tools to avoid in-person meetings where possible. If meeting in place, 2 metres distancing, no sharing of pens & equipment, areas kept well ventilated.	4x1 4		4x1 4
Common areas	COVID-19 (Associated health risks) [Government legislation COVID-19]	Staff and visitors	Social distancing, additional soap, hand sanitiser stations, paper towels and disinfectant wipes. Increased bins and collections. Additional signage. Rules not	4x1 4		4x1 4

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			to loiter around canteen areas such as kettle, microwave, sinks. Regular cleaning routine and additional disinfectant wipes. Stagger break times. Additional outside benches to encourage taking breaks outside. Lunch times split into groups. One-way system up and down stairs. Rearrange seating to maintain distancing and avoid face to face. Regulate lockers and changing rooms.			
Emergency situations	COVID-19 (Associated health risks) [Government legislation COVID-19]	Staff and visitors	In emergency situations, people do not have to stick to social distancing rules if it would be unsafe. Practice sanitation measures immediately afterwards.	4x1 4	None	4x1 4
Customers, visitors, and contractors	COVID-19 (Associated health risks) [Government legislation COVID-19]	Staff and visitors	Contractor procedures and induction. Essential visits only. All visits supervised. Signage: entry and exit routes. Hand sanitiser, signage, site rules.	4x1 4	None	4x1 4
Cleaning the workplace	COVID-19 (Associated health risks) [Government legislation COVID-19]	Staff and visitors	Resources: Hand sanitiser and extra bins. Procedural: Cleaning procedures. Frequent cleaning of communal areas, workstations, and equipment, including door handles. Clear workspaces and regular removal of waste. Restricted high use items, additional items purchased.	4x1 4	None	4x1 4
Ventilation systems	COVID-19 (Associated health risks) [Government guidance and legislation COVID-19]	Staff and visitors	Ventilation systems serviced and maintained by qualified and competent contractors against legal and other guidelines. Windows and doors opened as much as possible to increase natural ventilation.	4x1 4	None	4x1 4
Hygiene – handwashing, sanitation, facilities, and toilets.	COVID-19 (Associated health risks) [Government	Staff and visitors	Resources: Signs and posters for awareness and hand washing. Signage for social distancing, maximum occupancy, and hygiene. Hand sanitiser in prominent	4x1 4	None	4x1 4

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	guidance and legislation COVID-19]		positions, including entry points to areas. Social distance marking and signs where toilets may be used regularly. Procedural: Cleaning guidance for toilets and guidance on maximum occupancy. Social distance marking and signs where toilets may be used regularly –social distancing queue.			
Changing rooms and showers	COVID-19 (Associated health risks) [Government guidance and legislation COVID-19]	Staff and visitors	use and cleaning guidance for showers, lockers and changing rooms to ensure they are kept clean and clear of personal items. Maximum occupancy and social distancing. Enhanced cleaning procedures.	4x1 4	None	4x1 4
Handling goods, merchandise, and other materials	COVID-19 (Associated health risks) [Government guidance / legislation]	Staff and visitors	Cleaning procedures for incoming goods. Non business deliveries restricted.	4x1 4	None	4x1 4
Onsite vehicles	COVID-19 (Associated health risks) [Government guidance and legislation COVID-19]	Staff and visitors	Sharing vehicles minimised. Disinfectant wipes, hand sanitiser and regular cleaning of vehicles. Procedures: Regular cleaning procedures, maximum occupancy in vehicles. FLT users limited or allocates in teams with strict cleaning measures in between. Single person refuelling, contactless fuelling. Side by side seating, increased ventilation – open windows. Fixed pairing systems. Vehicles kept clear of waste and personal belonging as much as possible. WARNING: DO NOT LEAVE SANITISER IN FRONT OF VEHICLES – FLAMMABLE RISK IN WARM WEATHER.	4x1 4		4x1 4

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PPE and face coverings	COVID-19 (Associated health risks) [Government legislation COVID-19]	Staff and visitors	Policy in place for face coverings to be worn. Surgical FFP2 masks, protective gloves, aprons, Tyvek coveralls and other necessary PPE provided where required.	4x1 4		4x1 4
Workforce management	COVID-19 (Associated health risks) [Government legislation COVID-19]	Staff and visitors	Fixed teams where necessary to limit contact. Minimised sharing of equipment drop off points and transfer zones in place. constant pairing system for if two people must work in closer proximity such as maintenance activities. Working in unnecessary areas avoided.	4x1 4	None	4x1 4
Work related travel	COVID-19 (Associated health risks) [Government guidance and legislation COVID-19]	Staff and visitors	Non-essential travel minimised, where unavoidable minimised people in one vehicle. Side by side seating, keep windows open. Single person refuelling, contactless payments. Vehicles allocated to one individual where possible. Where unavoidable fixed travel partners, face covering if social distancing less than 2 metres, hand sanitiser, disinfectant wipes. All overnight stay checked for COVID safe.	4x1 4	None	4x1 4

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Communications and training	COVID-19 (Associated health risks) [Government guidance and legislation COVID-19]	Staff and visitors	Regular consultation and communication. Health and safety meetings. Teams meetings. COVID risk assessment implemented by supervisors and managers, communicated and acknowledged by all in qpulse to ensure all employees receive this.	4x1 4	None.	4x1 4
Inbound and outbound goods	COVID-19 (Associated health risks) [Government legislation COVID-19]	Staff and visitors	Rochdale: Deliveries left inside door. Minimised access to building, drivers encouraged to stay in vehicles where possible. Electronic signatures to minimise contact. Disinfection of reusable items. Deliveries and collections scheduled to limit people visiting site. Clear designated pick up and drop off points with designated signage, procedures and markings.	4x1 4	None	4x1 4
Offsite working, including working oversees	COVID-19 (Associated health risks) [Government legislation COVID-19]	Staff and visitors	Field service engineers: On customer sites – Covid-19 requirements being established prior to visit, complete pre-visit questionnaires where required & comply with customer requirements. COVID safe arrangements and site rules. Customers are providing PPE; however, Rochdale have provided masks, gloves & overalls. Visits are arranged during quieter periods. Where individuals are unable to work together, fixed pairing/ small teams are used as a minimum. All engineers have thermometers and sanitiser. Engineers selected must be fit for work. Where working abroad, check current government guidelines and adhere to travel rules. Insurance and company arrangements in place for emergencies.	4x1 4	None	4x1 4

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Additional information for Cambridge	COVID-19 (Associated health risks) [Government legislation COVID-19]	Staff and visitors	<p>Hand sanitiser is provided by landlord in communal areas. Currently pedestal being used for gloves and sanitiser. Additional hand sanitiser where required. Gloves made available. Staggered start and finish times, staggered breaks in teams. Group spilt into teams.</p> <p>Additional space created by opening the top floor of the building to create an additional working area.</p>	4x1 4	None.	4x1 4
Additional information for Nottingham	COVID-19 (Associated health risks) [Government legislation COVID-19]	Staff and visitors	<p>Working from home where possible.</p> <p>Office lay out reviewed and improved to increase social distancing. Perspex screens to separate desks where necessary.</p> <p>Nottingham cell path: Team split into 'pods' to work together and do not mix with other pods. Rotate around in these pods. Breaks also taken in pods.</p> <p>Dissection – these two stations sit opposite each other and are less than 2m apart. Perspex screen not feasible as need to hear each other clearly. Microtomy/embedding – maximum of 3 people in this room (are 5 workstations). 2 people at start of the day.</p> <p>Utilise home working more – training portfolios & document work. Consider extending working day from 7am – 6pm.</p>	4x1 4	None.	4x1 4

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Guidance and supporting information: HM Government guidance document: Working safely during COVID-19 series

Risk Matrix	Rating System	1	2	3	4	5
	Hazard Severity	Negligible - No injury, or Injury not requiring first aid.	Slight - Minor injury requiring first aid treatment	Moderate - Injury leading to up to three days absence from work.	High - Serious injury/Fatality leading to more than seven days' work absence.	Very High - Catastrophic, involving one or more deaths.
	Likelihood of Occurrence	Very Unlikely - A freak combination would be required for an incident to result	Unlikely - A rare combination of factors would be required for an incident or illness to result	Possible - Could happen when additional factors are present but otherwise unlikely to occur.	Highly Likely high likelihood of accident, without any additional factor.	Very Likely - Almost inevitable that an incident would result e.g. still using broken ladders,

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

LOW RISK 1-5: No further action, but ensure controls are maintained. Look to improve at next review or if there is a significant change.

MEDIUM RISK 6-10: Action needed. Task will only continue with the authorisation of the Management. Where possible the task will be redefined to take account of the hazards involved or the risk will be reduced where possible before starting.

HIGH RISK 12-25: Task must not proceed. It should be redefined, or further control measures put in place to reduce risk. The controls should be re-assessed for adequacy prior to task commencement.