



### RISK OF CONTRACTING COVID-19 WHILE AT WORK

The Management of Health & Safety at Work Regulations 1999 places a legal duty on employers to carry out risk assessments, and to make a written record if there are more than 5 employees.

COVID-19 (for the purposes of this document, and others, COVID-19 refers to the current coronavirus and all variants) adds a set of new hazards and risks to employees and/or workers, especially when at work, and as a result a risk assessment needs to be carried out with the aim of identifying sensible controls to reduce the risk that employees and/or workers are exposed to.

For this assessment, we have adopted the following criteria:

<b>Likelihood: how likely is it that the harm presented by the hazard will actually occur?</b>	<b>Severity: what impact or damage could the harm presented by the hazard have on a person or persons?</b>
<b>High (3):</b> Harm is certain, or near certain, to occur	<b>High (3):</b> Death or major injury
<b>Medium (2):</b> Harm will often occur	<b>Medium (2):</b> 7-day injury or illness
<b>Low (1):</b> Harm will seldom occur	<b>Low (1):</b> All other injuries or illnesses

<b>Risk rating:</b> Once the likelihood and severity have been determined, the risk can be calculated as shown below:			
	<b>Likelihood</b>		
<b>Severity</b>	<b>3</b>	<b>2</b>	<b>1</b>
<b>3</b>	<b>High</b>	<b>High</b>	<b>Medium</b>
<b>2</b>	<b>High</b>	<b>High</b>	<b>Medium</b>
<b>1</b>	<b>Low</b>	<b>Low</b>	<b>Low</b>

Haz No	Significant Hazards Look only for hazards which you could reasonably expect to result in significant harm	People affected	Risk rating L x S = R			Control measures e.g. physical safeguards, training, PPE etc	Residual risk rating L x S = R		
			L	S	R		L	S	R
1	Spread of virus from co-workers.	Employees Clients Visitors Contractors	3	3	H	<ul style="list-style-type: none"> <li>o Senior Managers to regularly review working scheduling, working rota options and instruct all staff who can work from home to do so, to minimise staff numbers in the offices. Where personal circumstances dictate otherwise, Staff can use the offices as social distancing measures are in place within the offices.</li> <li>o Staff who cannot work from home, must maintain 2m social distancing at all times. Where this is not possible, we adopt the governments 1m+ (i.e. 1 metre, plus control measures)</li> <li>o The 1M+ 'rule' will be for exceptional circumstances (e.g. lifting of manholes) Where 2m social distancing is not possible, unless already addressed in the RAMS, work must stop and a specific RA must be carried out to identify relevant control measures.</li> <li>o Staff &amp; Visitors to the offices are to use hand sanitiser immediately on entering the building</li> <li>o Management to monitor and check to ensure the 2m rule (or 1m+ control) is adhered to.</li> <li>o Re-design' of internal office logistics: entrance protocols – limit access / exits to front door and rear (stores door) only. Isolation of offices / desks / walking areas /</li> </ul>	1	3	M

						<p>restricted use of meeting rooms (unless cleaned), within the building using visual aids (e.g. signs and floor markers) to help support the 2m rule and identify specific working desks to aid target cleaning.</p> <ul style="list-style-type: none"> <li>○ Desks in Operations and Data departments to have Perspex screen separation installed as additional controls (1m+ control)</li> <li>○ Antibacterial wipes to be made available in working locations for use by staff.</li> <li>○ Staff to be regularly reminded, during communications, of the importance of social distancing, frequently washing of hands and what to do if they, or a family member that they live with, contracts COVID-19 (including Government’s isolation and testing guidelines).</li> <li>○ Conference calls using Microsoft Teams should be used as the primary alternative to face-to-face meetings, unless unable to do so.</li> <li>○ Where ‘face-to-face’ meetings and/or discussions are required (e.g. specific meetings, site visits, collecting equipment from stores or for wellbeing / other reasons), 2m (or 1m+) Social distancing guidelines MUST be maintained and attempt to limit or minimise contact time below 15 minutes.</li> <li>○ Any employees who are identified as <b>‘extremely clinically vulnerable’</b> (those who received letters from their GP / NHS)</li> </ul>			
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					<p>will be identified, consulted and appropriate measures taken to ensure they either work from home, work in environments with less risk or not work at all. Employees who are identified as <b>‘clinically vulnerable people’</b> (over 70 or have underlying health conditions) will work from home where possible, but where this is not possible, appropriate support needs and control measures may be put in place to support the employee.</p> <ul style="list-style-type: none"> <li>○ Separation screens are to be fitted into vehicles carrying more than one person, or as a short term solution until screens are fitted into new vehicles, additional vehicles will be provided where social distancing within vehicles is not possible.</li> <li>○ Staff must limit travel on public transport unless it is essential. This must be for exceptions only and agreed, prior to travelling, with your Line Manager</li> <li>○ No car-sharing, other than with family members living at the same house.</li> <li>○ Workers are instructed not to come to work, isolate and book an immediate test if they show COVID-19 symptoms – a new continuous cough or high temperature or loss of or change in sense of taste or smell.</li> <li>○ Dynamic risk assessments are to include COVID-19 (contamination, contraction &amp; Social distancing) considerations</li> </ul>			
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						<ul style="list-style-type: none"> <li>○ SLT with advice from H&amp;S are to continue to assess any additional PPE requirements and order / issue as required as Government advice is updated or changes.</li> <li>○ Soap, disinfection wipes and sanitising gel at all washing stations and locations where goods, equipment or people will pass from one person to another;             <ul style="list-style-type: none"> <li>○ Stores counter (receiving / collection of goods)</li> <li>○ Equipment swap (stores)</li> <li>○ Shared keyboards (use should be avoided)</li> </ul> </li> <li>○ Stores area: Specific risk assessment to be carried out to review protocols for; standing / waiting area, process for site teams collecting or dropping off equipment, deliveries, sanitising etc</li> <li>○ Workshop: Work stations to have screens fitted to ensure 2m (minimum) safe working zones.             <ul style="list-style-type: none"> <li>○ Staggered breaks to be implemented to minimise contact time</li> <li>○ Upstairs canteen for 'Operational' office staff to use and encourage to eat at their desks where possible to free space in the downstairs canteen for prioritisation for the workshop staff who are</li> </ul> </li> </ul>			
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						unable to eat at their work stations..			
2	Contracting virus in the workplace e.g. from contact with infected surfaces, infected people or Staff later testing positive after isolating.	Employees Clients Visitors Employees' and/or employees' Families	3	3	H	<ul style="list-style-type: none"> <li>○ Workers provided with additional relevant PPE – masks / goggles as applicable e.g.2-man manhole lifting, or entering manholes (aerosolisation)</li> <li>○ Staff intending to work from an office are asked to follow NHS advice on lateral flow testing (every 3-4 days) and act accordingly depending on the result. This is not necessary for brief pick up/drop off visits (max. 15-minute duration), <i>provided</i> social distancing rules are maintained.</li> <li>○ Employees informed and updated of the Government guidelines relating to general hygiene practise, including hand washing process (20 second rule), social distancing, and what to do in the event of being infected by the COVID virus.</li> <li>○ Maintain regular reminders through communication and interaction meetings and monthly audio updates.</li> <li>○ Signage to be printed off and laminated and placed in toilet / hand washing areas re: hand washing, good practical tips for hygiene</li> <li>○ Provide vehicle drivers working remotely away from offices with appropriate hygiene products (e.g. soap, water, anti-bac wipes, tissues,</li> </ul>	1	3	M

						<p>sanitising gel, small bin-bags for disposal)</p> <ul style="list-style-type: none"> <li>○ Targeted cleaning and disinfecting of office surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, photocopiers, entrances, stores counter area using appropriate cleaning products and methods.</li> <li>○ Meeting room procedure introduced with used / clean room signs.</li> <li>○ Water dispensers / taps run each week to prevent legionella.</li> <li>○ Rubbish removed regularly.</li> <li>○ Limit use of Leeds canteen areas to ensure 2m social distancing is achieved. Only 1 person in the Sevenoaks canteen at any one time.</li> <li>○ Avoid 'tea-rounds' – everyone to make their own drinks</li> <li>○ Isolate unused offices using tape and signs and remove seats from canteen areas to prevent use</li> <li>○ Guidance issued on what staff are to do in the event of finding themselves, a family member or a colleague showing signs of COVID symptoms.</li> <li>○ All employees are instructed to stay at home for a period of 10 days from the onset of symptoms of new continuous cough or high temperature or loss of or change in sense of taste or smell.</li> </ul>			
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						<ul style="list-style-type: none"> <li>○ All employees are instructed to stay at home for a period of 10 days from the onset of symptoms of new continuous cough or high temperature or loss of or change in sense of taste or smell in a member of their household.</li> <li>○ All employees instructed to stay at home for a full 10 days in the event that they develop symptoms of a new continuous cough or high temperature, or loss of or change in sense of taste or smell, during the 10 day period of staying at home due to a member of their household being symptomatic – even if this takes the entire period beyond the initial 10 days.</li> <li>○ Workers who become ill at work with Covid symptoms are instructed to self-isolate immediately and inform Line Manager by phone.</li> <li>○ Established Emergency escalation response plan to confirm actions required in the event of a COVID case in the office or on site. Senior Managers to be made aware and share with Operational leads &amp; Project Managers</li> <li>○ Employees who have family members with underlying health conditions will be identified to discuss their personal support needs.</li> </ul>			
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						<ul style="list-style-type: none"> <li>○ A tracking / recording system to be put in place to monitor suspected cases, confirmed cases, isolation periods and when staff can return in line with the current Government guidelines on symptom-free isolation periods.</li> </ul>			
3	Shortage of PPE due to supply chain problems presents risk of increased likelihood of contracting the virus.	Employees and/or Workers  Clients  Visitors	3	3	H	<ul style="list-style-type: none"> <li>○ Approved supplier scheme in place</li> <li>○ Stock held in stores where possible</li> <li>○ Employees to follow 'we will work safely or not at all' philosophy and stop work if PPE is not available</li> <li>○ Directors / Heads of Operations will withdraw workers if situation cannot be resolved and therefore to high-risk</li> </ul>	1	2	M
4	Psychological well-being: Employees suffering from stress. Staff concerned about the future.	Employees and/or their family members	2	2	H	<ul style="list-style-type: none"> <li>○ Line Manager, HR, Senior Managers to maintain regular contact and communications with all workers including those on Furlough.</li> <li>○ Staff provided with key contacts and escalation process to highlight any concerns at any time</li> <li>○ Staff made aware of signs of stress to look out for and support mechanisms</li> <li>○ Staff updated with status reports / monthly audio updates from MD / Senior Managers</li> <li>○ Workloads monitored by line managers to ensure individuals are not overworking or struggling with remote working.</li> </ul>	1	2	M
5	Workers contracting virus during travel to and from work or staying away	Employees and/or Employees' Families	3	3	H	<ul style="list-style-type: none"> <li>○ Staff must limit travel on public transport unless it is essential. This must be for</li> </ul>	1	3	L

						<p>exceptions only and agreed, prior to travelling, with your Line Manager</p> <ul style="list-style-type: none"> <li>○ Install perspex / other screens in multi-occupant vehicles</li> <li>○ Minimise number of occupants within Vehicles (without screens) or issue teams with an additional vehicle.</li> <li>○ Where Staff are required to stay away from their home, this is to be managed centrally, logging the stay and making sure any overnight accommodation meets social distancing guidelines.</li> </ul>			
6	Lone workers at increased risk of stress, and of being without assistance if they fall ill at work.	Employees and/or Workers	3	3	H	<ul style="list-style-type: none"> <li>○ Lone workers always carry charged mobile phone to maintain contact / call for help if required.</li> <li>○ Skyguard lone worker devices issued to 'regular' loan workers - to be assessed by PM's</li> </ul>	1	3	M
	Poor communication. Lack of information can lead to raised stress levels, incorrect working practices, feeling of isolation	Employees and/or Workers	3	2	H	<ul style="list-style-type: none"> <li>○ HR Manager monitors government website and updates Directors if/when changes or updates are announced.</li> <li>○ Communication updates issued to employees as required</li> <li>○ MD to issue Monthly audio update</li> <li>○ Morning Operations Meetings to continue at set times to enable interaction and questions from Management team (all SLT to dial in to offer support as required)</li> <li>○ Microsoft Teams and Facebook groups created and in place for workers to exchange information, boost morale etc.</li> </ul>	1	1	L

