

# Site Specific Risk Assessment – Coronavirus (COVID-19) Secure



QUENSH Management System

Client: All Clients	Site: All Sites	Date of Assessment: 1 <sup>st</sup> June 2020	Risk Assessment Ref: Use in HSP060
Assessor Name: Mark Appleton		Assessors Signature:	Task: Return To Work should employees need to work at IWS offices during the Coronavirus (Covid-19) outbreak.

The competent person will undertake this risk assessment to ensure that all the significant risks are adequately controlled before commencement of work

If, with all measures in place, the work is still considered to be unsafe, the competent person should seek advice from their Line Manager.

Level of Likelihood	Severity of Hazard
1. Extremely unlikely	1. Minor injury no lost time or damage
2. Unlikely	2. Minor injury, non-reportable minor damage
3. Likely	3. Reportable injury, 7+ days lost time, disruption to operation
4. Very Likely	4. Major injury, amputation, damage
5. Certain	5. Fatality, major damage.

Risk Rating		
Low Risk:		Not significant
Medium Risk:		Needs controls to reduce risk.
High Risk:		Eliminate, avoid or introduce controls to reduce risk.

X		Severity (S)				
		1	2	3	4	5
Likelihood (L)	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

**Formula:** *Likelihood x Severity = Risk Rating*

**Who is at Risk:** E = Employee / C = Contractor / V = Visitor / P = Public (Tick all that are relevant)

# Site Specific Risk Assessment – Coronavirus (COVID-19) Secure



QUENSH Management System

Hazards	Who is at risk?				Risks	Initial risk			Control measures	Risk rating			Safe to work Y/N
	E	C	V	P		L	S	R		L	S	R	
<p><b>COVID-19</b></p> <p><b>Catching the virus from colleagues in the office environment.</b></p>	Y	Y	Y	Y	<ul style="list-style-type: none"> <li>Respiratory Infection</li> <li>Flu like symptoms, illness, potential fatality or more severe symptoms in people with weakened immune systems, older people, and those with long-term conditions (e.g. asthma, diabetes, cancer and chronic lung disease).</li> </ul>	4	5	20	<ul style="list-style-type: none"> <li>All staff are to be aware of the main symptoms of Covid-19 which include a new persistent cough, high temperature and loss or change to your sense of smell or taste.</li> <li>At start of the shift, each employee if they are displaying any of the symptoms of Covid-19 above must not attend works and inform their line manager immediately to confirm isolation period.</li> <li>Observe and maintain the 2 metre social distancing when moving throughout all facilities.</li> <li>Hand wash facilities MUST be available (alternative alcohol hand wipes can be used (over 60% in volume)).</li> <li>Clean your hands on entry/exit to the facility.</li> <li>Observe good hygiene standards at all times. Wash your hands for 20 seconds with soap and water, especially before eating, drinking or smoking as well as the use of hand sanitisers / hand wipes whilst working (where available). Avoid touching eyes, nose or mouth with unwashed hands / contaminated gloves. Clean objects with alcohol based liquid / wipes (60-95%) that may have been contaminated whilst working – e.g. left on canteen tables.</li> <li>Bring in your own food avoiding contamination risk in kitchens etc.</li> <li>Avoid contact with others where possible – e.g. refrain from shaking hands. Report immediately to your Supervisor / Manager if you and / or others that live with you show any signs of the above flu-like symptoms.</li> <li>All surfaces are to be wiped down with anti-bacterial wipes where deemed necessary (including desks, common use equipment i.e. printers and the inside of cabs in vehicles) and that bins are emptied daily.</li> <li>Anti-bacterial gels available at all building entry points and at strategic points around the office.</li> <li>Air dryer or only single use disposal hand-towels are used in washrooms and kitchens.</li> <li>Anti-bacterial surface sprays, disposable wipes and disposable gloves are provided in washrooms, kitchen areas and strategic points around the office.</li> <li>Hot-desking is prohibited. Individuals to use only one desk and must not be within two metres of any other person.</li> <li>Where possible create one-way systems for pedestrian circulation or display warning signs to check routes before proceeding</li> <li>Installing screens to reduce aerosol transfer where social distancing can not be maintained.</li> <li>Provide disposable drinking cups for hot and cold drinks or person are to use and wash there own.</li> <li>Additional bins / bin emptying to be provided on site.</li> <li>Consider installing to smaller W/C's that contain more than one toilet "Occupied" sign which is displayed when in use or restrict use if social distances can not be maintained</li> <li>NHS Covid-19 instructional signage is displayed at entry points and strategically in offices.</li> <li>Consider staff rotation so that only a limited number of staff are in office each day if social distances can not be maintained.</li> <li>Stagger start times to reduce congestion at entry points.</li> <li>Prohibit face-to-face meetings and other gatherings. Use video or tele-conferencing. If a face-to-face meeting is required, if possible hold it outside (air flow reduces risk), maintain 2m metre rule, do not face directly towards each other, limit to less than 15 minutes.</li> <li>Touchpoints (keypad entry systems etc) should be disabled where possible, if this cannot be achieved then additional cleaning via anti-bac spray MUST be introduced</li> </ul>	2	5	10	Y