

### Risk Assessment Document

<b>Title: COVID-19 and Workplace exposure – Alpha Group</b>  <b>Version 5</b>	<b>Name of assessor(s)</b> <b>Assessment date:</b> <b>Review Date:</b>	<b>Shaun Jackaman</b> <b>8th April 2021</b> <b>8th October 2021</b>
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Risk Scoring = multiply severity by probability S X P = R		
Severity	Probability	Risk category
<b>5</b> Fatality or disaster Single or multiple deaths.	<b>5</b> Highly likely the event will occur in most circumstances.	
<b>4</b> Major injury, damage or loss Permanent or life changing injuries. RIDDOR major injuries. High environmental implications. Major financial loss or damage. Major loss of reputation. Major business interruption.	<b>4</b> Very likely the event could occur in most circumstances.	<b>High = 16-25</b>
<b>3</b> Reportable injury or occurrence Medical treatment required. RIDDOR over 7 day lost-time injuries. Moderate environmental implications. Moderate financial loss or damage. Moderate loss of reputation. Moderate business interruption.	<b>3</b> Likely the event will occur at some time.	<b>Medium = 9-15</b>
<b>2</b> Minor injury, Injury requiring first aider treatment causing inability to continue with current work activity for 3 days or less. Minimal financial loss or damage. Minor impact on equality & diversity.	<b>2</b> Unlikely The event could occur at some time.	<b>Low = 1-8</b>
<b>1</b> Minor injury, Minor local first aid treatment (e.g. minor cuts/abrasion) causing minimal work interruption. Negligible impact on equality & diversity.	<b>1</b> Very unlikely the event may occur only in exceptional circumstances.	

Hazard Description	Risk			People at Risk	Control Measures	Risk			Further Action required	By Who	Timescale	Signed Off Y/N
	S	P	R			S	P	R				
<b>SAFE PLACE</b>												
Coronavirus (COVID-19) (CV19)  <b>Someone entering the workplace with CV19</b>	5	3	15	<b>Employees</b>  The workplace remains open in line with Government guidance, but someone enters the workplace with CV19 and passes the virus on to employees, who in turn pass CV19 onto family members and those they come into contact with	We make regular announcements to remind staff and/or customers to follow social distancing advice and wash their hands regularly.  Encouraged the use of digital and remote transfers of material where possible rather than paper format, such as using e-forms, emails and e-banking.  Provided additional hand sanitiser stations to assist people to clean their hands on a regular basis.  Provide additional disinfectant, antibacterial wipes and cleaning agents to wipe down and clean high contact areas around the buildings on a regular basis.  Where it is possible to remain 2 metres apart, used floor markings to mark the distance, particularly in the most crowded areas (for example, where queues form).  Where it is not possible to remain 2 metres apart, staff should work side by side, or facing away from each other, rather than face to face if possible, alternatively use the 1m plus rule and wear a face covering.  Where face-to-face contact is essential, this should be kept to 15 minutes or less wherever possible.	5	2	10	Monitor and Review			

				<p>As much as possible, keep teams of workers together (cohorting), and keep teams as small as possible.</p> <p>Consider working from home, furlough and shift working or alternate working to reduce risk of infection at work.</p> <p>Where it is possible to remain 2 metres apart, using wall to facilitate compliance, particularly in the most crowded areas.</p> <p>This includes entry points to buildings, toilets and communal break areas where queues may form including the kitchen and some smaller rooms in the building.</p> <p>Employees will only be allowed to work from the office if they are fit and well and their household is fit and well and not self-isolating.</p> <p>Screens installed around office desks to reduce contact and spread of virus</p> <p>Floor markings to reduce close contact around offices and desk spaces etc.</p> <p>On arrival to the offices, all persons will have temperature checked using a non-invasive temperature monitor and if temperature is more than 37.8 0c they will be sent home and told to comply with Government guidelines. This information is recorded under GDPR rules.</p> <p>On arrival all persons will have their oxygen levels checked using a SPo2 monitor and if this reading is consistently less than 94% they will be sent home and asked to contact the NHS help line. If the reading is 95% saturation it will be monitored.</p>							
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					<p>Provide suitable information, training and instruction regarding COVID-19 procedures and compliance to all staff and visitors.</p> <p>Provide additional face masks for all persons entering or working in the buildings. These must be worn if not sitting at a desk.</p> <p>Work in line with Government guidance, Hands – Face – Space</p> <p>Face masks are not required outside when on-site but must be worn when in buildings. These can be removed when sat at a desk.</p> <p>Ensure that there is adequate ventilation in buildings such as doors and windows open in line with latest Government guidelines on ventilation in buildings to help reduce the spread of CV-19.</p>							
<p>Coronavirus (COVID-19) (CV19)</p> <p><b>Someone entering the workplace with CV19</b></p>	5	3	15	<p><b>Employees</b></p> <p>A visitor enters the workplace with CV19 and passes the virus on to employees.</p>	<p>A request has been sent to companies who regularly attend our premises or those we work alongside us to provide their health and safety policy/arrangements / or RAMS (risk assessment and method statement) regarding</p> <p>As a company we have spoken to the parts of our supply chain which could influence the spread of CV19 to discuss arrangements and control measures.</p> <p>An information poster/email is sent to regular visitors which highlights the risks of CV19 and states that symptomatic individuals will not be allowed entry or will be requested to leave. A sign is placed on the front entrance door saying that if they bare ill, not to enter the building.</p>	5	2	10	Monitor and Review			

			<p>Hygiene requirements (handwashing etc.) and symptoms of CV19 will be included in on-site induction.</p> <p>Where it is possible to remain 2 metres apart, using wall to facilitate compliance, particularly in the most crowded areas.</p> <p>This includes entry points to buildings, toilets and communal break areas where queues may form including the kitchen and some smaller rooms in the building.</p> <p>On arrival to the offices, all persons will have temperature checked using a non-invasive temperature monitor and if temperature is more than 37.8 0c they will be sent home and told to comply with Government guidelines. This information is recorded under GDPR rules.</p> <p>On arrival all persons will have their oxygen levels checked using a SPo2 monitor and if this reading is consistently less than 94% they will be sent home and asked to contact the NHS help line. If the reading is 95% saturation it will be monitored.</p> <p>Screens installed around office desks to reduce contact and spread of virus</p> <p>Floor markings to reduce close contact around offices and desk spaces etc.</p> <p>CV19 Information posters are placed in designated locations within the workplace (toilets, notice boards etc).</p> <p>Provide suitable information, training and instruction regarding COVID-19 procedures and compliance to all staff and visitors.</p>					
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					<p>Provide additional face masks for all persons entering or working in the buildings. These must be worn if not sitting at a desk.</p> <p>Work in line with Government guidance, Hands – Face – Space</p> <p>Face masks are not required outside when on-site but must be worn when in buildings. These can be removed when sat at a desk.</p> <p>Ensure that there is adequate ventilation in buildings such as doors and windows open in line with latest Government guidelines on ventilation in buildings to help reduce the spread of CV-19.</p>							
<p>Coronavirus (COVID-19) (CV19)</p> <p><b>Someone becomes ill within the workplace</b></p>	5	3	15	<p><b>Employees, visitors</b></p> <p>Contracted CV19 by any means.</p>	<p>Person will be removed to a designated area which is at least 2 metres away from other people.</p> <p>The individual will be sent home and advised to follow NHS guidance online. If the person is a visitor, their organisation will also be contacted.</p> <p>The workplace will be fully decontaminated following Governmental guidance</p> <p>Self-isolation and test and trace will be followed as per Government guidelines</p>	5	2	10	Monitor and Review			

<p>Coronavirus (COVID-19) (CV19)</p> <p><b>Contaminated workplace</b></p>	5	3	15	<p><b>Employees, visitors</b></p> <p>A person catches CV19 due to contaminated surfaces.</p>	<p>An increased formal cleaning regime is underway. Employees are cleaning equipment more often (keyboards, work surfaces, door handles etc.).</p> <p>Work from home where possible to reduce risk of contamination</p> <p>Hand sanitisers have been placed around the workplace.</p> <p>Extra hygiene requirements (hand washing etc.) are enforced.</p> <p>Multi-use handtowels are not used to dry hands – blue roll is used.</p> <p>Screens installed around office desks to reduce contact and spread of virus</p> <p>Floor markings to reduce close contact around offices and desk spaces etc.</p> <p>Provide suitable information, training and instruction regarding COVID-19 procedures and compliance to all staff and visitors</p> <p>Face masks are not required outside when on-site but must be worn when in buildings. These can be removed when sat at a desk.</p> <p>Ensure that there is adequate ventilation in buildings such as doors and windows open in line with latest Government guidelines on ventilation in buildings to help reduce the spread of CV-19.</p>	5	2	10	<p>Monitor and Review</p>			
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<p>Coronavirus (COVID-19) (CV19)</p> <p><b>Proximity, workplace gatherings</b></p>	5	3	15	<p><b>Employees</b></p> <p>A person catches CV19 due to working closely with an infected person.</p>	<p>A social distancing policy is in place. All work areas and activities have been evaluated against the possibility to implement social distancing (no handshaking, 2m rule, deferring large meetings etc.).</p> <p>Meetings will be held outside where possible.</p> <p>Reduce number of people and use larger rooms if not able to have meeting outside due to weather.</p> <p>Introduced 1 way system where possible in main buildings. People to use nearest doors for entry and egress and reduce foot traffic through offices and other buildings.</p> <p>Screens installed around office desks to reduce contact and spread of virus</p> <p>Floor markings to reduce close contact around offices and desk spaces etc.</p> <p>1 person only in kitchen and stationary room at a time.</p> <p>Provide suitable information, training and instruction regarding COVID-19 procedures and compliance to all staff and visitors.</p> <p>Face masks are not required outside when on-site but must be worn when in buildings. These can be removed when sat at a desk.</p> <p>Ensure that there is adequate ventilation in buildings such as doors and windows open in line with latest Government guidelines on</p>	5	2	10	<p>Monitor and Review</p>			
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					ventilation in buildings to help reduce the spread of CV-19.							
<b>SAFE PERSON</b>												
Coronavirus (COVID-19) (CV19)  <b>General</b>	5	3	15	<b>Employees (including those considered at increased risk)</b>  Employees are not aware of the risks from CV19 and become infected due to lack of awareness of control measures.	NHS provides advice on what CV19 is, what the risks are, the symptoms, how CV19 is spread, and how to avoid catching or spreading germs (simple Do's and Don'ts).  The WHO (World Health Organisation) provides information and a free 5-minute video on which has been provided to our employees.  Government guidance on hand washing is provided in line with the 20 second rule, social distancing and wearing a face covering at work unless sat at a desk. Hands – Face - Space  Additional consideration will be given to those employees who may be deemed to be at increased risk (clinically vulnerable).  Advice on risks, symptoms and control measures has been passed onto employees. A formal training program has been implemented which considers Safe Place, Safe Person, Sound Information.	5	2	10	Monitor and Review			
Coronavirus (COVID-19) (CV19)  <b>Self-isolation</b>	5	3	15	<b>Employees</b>  Employees are not aware of the need to self-isolate or how to self-isolate.	NHS 111 online provides advice on when to self-isolate and access to an online interactive and personal checklist:  The need to provide an isolation certificate has been passed to employees.	5	2	10	Monitor and Review			

					Advice on how to self-isolate has been passed onto employees as per Government guidelines including track and trace guidance.						
Coronavirus (COVID-19) (CV19)  <b>Travel (Travelling abroad)</b>	3	3	9	<b>Employees</b>  Travelling abroad for work to any area.	All international travel is currently restricted unless there is a legally permitted reason such as work. The Alpha group will monitor this situation and update staff as necessary.  Advice and guidance on travelling has been passed onto employees.	3	2	6	Monitor and Review		
Coronavirus (COVID-19) (CV19)  <b>Travel (Returning from travelling abroad)</b>	3	3	9	<b>Employees</b>  Returning to the UK after travelling abroad for work (or otherwise) to an area with a higher risk of CV19.	All international travel is currently restricted unless there is a legally permitted reason such as work. The Alpha group will monitor this situation and update staff as necessary.  Advice and guidance on travelling has been passed onto employees.	3	2	6	Monitor and Review		
Coronavirus (COVID-19) (CV19)  <b>Booked annual leave</b>	3	3	9	<b>Employees</b>  Employee(s) may become affected due to travelling to an affected area as part of booked annual leave.	Employee(s) are granted permission to cancel at short notice any pre-booked annual leave to an affected area.  <i>(A failure to allow short notice cancellation could pressure employees to travel to affected destinations).</i>  Employee(s) are now able to book annual leave as per company policy.	3	2	6			

<p>Coronavirus (COVID-19) (CV19)</p> <p><b>Symptomatic or exposed employee(s)</b></p> <p><b>Presenteeism</b></p>	5	3	15	<p><b>Employees, general public, family members</b></p> <p>Employee(s) is/are symptomatic of CV19 or has been in close contact with someone with CV19.</p> <p>A person catches CV19 due to another employee continuing to work despite being unwell.</p>	<p>Employee(s) is/are advised to follow NHS online guidance:</p> <p>If NHS 111 or a GP determines the employee is symptomatic and unfit for work, they will be treated as off sick as per normal policy and track and trace guidelines will be followed for all affected staff.</p> <p>Symptomatic employees will be sent home and test and trace will be followed as per government guidelines.</p> <p>If a member of staff has helped someone who was taken unwell with a new, continuous cough or a high temperature, they will be asked to self-isolate and take a COVID-19 test. If they test negative they can return to work but if they test positive they will need to self-isolate in accordance with government guidelines.</p> <p>Working from home has been considered. A specific homeworking risk assessment will be conducted if needed.</p> <p>Provide suitable information, training and instruction regarding COVID-19 procedures and compliance to all staff and visitors</p>	5	2	10	<p>Monitor and Review</p>			
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<p>Coronavirus (COVID-19) (CV19)</p> <p><b>Employee(s) who have contracted CV19</b></p>	5	3	15	<p><b>Employees, general public, family members</b></p> <p>Contracted CV19 by any means.</p>	<p>Employee(s) is/are advised to follow NHS online guidance:</p> <p>If NHS 111 or a GP determines the employee is symptomatic and unfit for work, they will be treated as off sick as per normal policy and track and trace guidelines will be followed for all affected staff.</p> <p>Symptomatic employees will be sent home and test and trace will be followed as per government guidelines.</p> <p>If a member of staff has helped someone who was taken unwell with a new, continuous cough or a high temperature, they will be asked to self-isolate and take a COVID-19 test. If they test negative they can return to work but if they test positive they will need to self-isolate in accordance with government guidelines.</p> <p>Provide suitable information, training and instruction regarding COVID-19 procedures and compliance to all staff and visitors.</p>	5	2	10	Monitor and Review			
<p>Coronavirus (COVID-19) (CV19)</p> <p><b>First Aid and CPR</b></p>	5	2	10	<p><b>Employees</b></p> <p>Employees are exposed to risks from CV19 due to providing First Aid in the workplace,</p>	<p>Advice on CPR and resuscitation in the workplace is taken from the UK Resuscitation Council guidelines.</p> <p>Specific COVID-19 CPR guidelines (no rescue breaths and mouth/nose covered) will be followed – if suspected COVID-19 casualty</p>	5	1	5	Monitor and Review			

## SOUND INFORMATION

<p>Coronavirus (COVID-19) (CV19)</p> <p><b>Lack of accurate information / a failure to disseminate information</b></p>	3	2	6	<p><b>Employees (including those considered at increased risk)</b></p> <p>Employees are not aware of the risks from CV19 and become infected due to lack of awareness of control measures.</p>	<p>Monitoring. We have designated a CV19 Appointed Person (Shaun Jackaman, MD) Responsibilities include:</p> <ul style="list-style-type: none"> <li>a) Signing up to the UK Gov CV19 immediate updates</li> <li>b) Monitoring relevant Websites and News outlets.</li> </ul> <p>Reporting. An internal and external risk communication plan has been developed to ensure timely updating/ sharing of information with all stakeholders (meetings, circulars, emails etc.).</p> <p>Provide suitable information, training and instruction regarding COVID-19 procedures and compliance to all staff and visitors.</p> <p>Additional signage is placed around the site and in buildings giving up to date information on the management of safe COVID-19 procedures and compliance</p> <p>Regular updates on the weekly company dashboard communication to all staff.</p>	3	1	3	<p>Monitor and Review</p>			
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## RA Document Review Guidance

