

## COVID-19 RISK ASSESSMENT

Assessment Reference No.	<b>COVID-19</b>	Area or Activity Assessed:	<b>Company-Wide (All Services)</b> Can be read in conjunction with our service specific arrangements
Assessment Date:	20th May 2020		
Person who may be affected by this activity	Staff, Visitors, Contractors, Service Users & Anyone else who physically comes into contact with the business		

### Section 1: Identify the Hazard

1.	Transmission of COVID-19	✓	2.	Transmission through contact with other people	✓	3.	Transmission through contact with touch points	✓	4.	Maintain compliance with all other statutory H&S requirements e.g. fire, first aid etc	✓
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### Section 2: Risk Controls

What are the hazards?	Who might be harmed	Risk	Pre-Control Risk Rating (Likelihood x Severity)	Controls Required	Post-Control Risk Rating (Likelihood x Severity)
Spread of COVID-19	All staff (inc. clinically vulnerable & clinically extremely vulnerable individuals). Visitors Contractors Drivers	Contracting or spreading Covid-19 through contact with other people	3 x 3 = 9	<b>Workplaces</b>  We will work to display/make available a completed Staying 'COVID-19 Secure in 2020' poster in all of our workplaces:- <a href="https://assets.publishing.service.gov.uk/media/5eb963fcd3bf7f5d39550303/staying-covid-19-secure.pdf">https://assets.publishing.service.gov.uk/media/5eb963fcd3bf7f5d39550303/staying-covid-19-secure.pdf</a>  All of our staff will work from home as the first option.	1 x 3 = 3

	<p>Anyone else who physically comes in contact with the business</p>	<p>Contracting or spreading Covid-19 through contact with touching points</p>		<p>All of our clinically vulnerable staff (but not clinically extremely vulnerable) will follow the latest government guidance on work outside the home.</p> <p>In addition to the above, all of our new and/or expectant mothers will follow the latest NHS advice:-  <a href="https://www.nhs.uk/start4life/pregnancy/coronavirus-covid19-advice-during-pregnancy/">https://www.nhs.uk/start4life/pregnancy/coronavirus-covid19-advice-during-pregnancy/</a></p> <p>Our employees who are in a clinically extremely vulnerable group (and are shielding) are supported to stay at home:- <a href="#">COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable</a></p> <p>If a member of our staff lives in a household where someone else is unwell with symptoms of COVID-19 we expect them to stay at home in line with latest guidance:-  <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</a></p> <p>If anyone develops symptoms of COVID-19 (a new, continuous cough, loss of smell/taste and/or a high temperature) whilst working for us or whilst on any of our premises, they will:-</p> <ul style="list-style-type: none"> <li>• be sent home to self-isolate immediately</li> <li>• or, if they are unable to make their own way home be isolated in a ventilated room until they can be collected</li> <li>• be advised to avoid touching anything</li> <li>• use a separate toilet from others, where possible.</li> </ul> <p>If any employee or any other person on our premises presents themselves with serious symptoms, we will call the emergency services.</p>	
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				<p>We will ensure that all areas that may have been contaminated are thoroughly sanitised before re-use.</p> <p>Incidents will be reported onto our Selima (HR system) and/or Prime (accident/incident) reporting systems.</p> <p>All of our staff are reminded to follow the latest advice regarding 'Staying safe outside your home: Annex A of the Our Plan to Rebuild Guidance':- <a href="https://www.gov.uk/government/publications/our-plan-to-rebuild-the-uk-governments-covid-19-recovery-strategy/our-plan-to-rebuild-the-uk-governments-covid-19-recovery-strategy">https://www.gov.uk/government/publications/our-plan-to-rebuild-the-uk-governments-covid-19-recovery-strategy/our-plan-to-rebuild-the-uk-governments-covid-19-recovery-strategy</a></p> <p>Testing arrangements are in place for our key workers (and their household members over the age of 18) who report symptoms consistent with the virus.</p> <p>Our Managers will continue to maintain regular contact with all of our staff members (by a variety of means) whilst they are at home during this time.</p>	
Spread of COVID-19	All staff (inc. clinically extremely vulnerable & clinically vulnerable individuals). Visitors Contractors Drivers Anyone else who physically comes in contact with the business	Contracting or spreading Covid-19 through contact with other people  Contracting or spreading Covid-19 through contact with	3 x 3 = 9	<p><b><u>Work in our Workplaces</u></b></p> <p>Where it is not possible for our staff to work from home we will follow all relevant government guidance regarding work in our workplaces:-</p> <ol style="list-style-type: none"> <li>1. Edsential Sites <a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19</a></li> <li>2. School &amp; Educational Premises</li> </ol>	1 x 3 = 3

		touching points		<a href="https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers/reopening-schools-and-other-educational-settings-from-1-june">https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers/reopening-schools-and-other-educational-settings-from-1-june</a>	
Spread of COVID-19	All staff (inc. clinically extremely vulnerable & clinically vulnerable individuals). Visitors Contractors Drivers Anyone else who physically comes in contact with the business	Contracting or spreading Covid-19 through contact with other people Contracting or spreading Covid-19 through contact with touching points	3 x 3 = 9	<b><u>Meetings</u></b>  We have reduced the need for in-person meetings and will use remote working tools to conduct them where they are required.  In-person meetings will only take place where they are absolutely necessary and will only include necessary participants.  Meetings will be held in well ventilated rooms or in the open air where this is possible and we will follow all government guidance on social distancing.	1 x 3 = 3
Spread of COVID-19	All staff (inc. clinically extremely vulnerable & clinically vulnerable individuals). Visitors Contractors Drivers Anyone else who physically comes in contact with the business	Contracting or spreading CV19 through contact with other people  Contracting or spreading CV19 through contact with touching points	3 x 3 = 9	<b><u>Hygiene &amp; Hand Washing</u></b>  We understand that hand washing is the most effective way of preventing the spread of the infection.  Stringent hand washing will take place and all staff will follow current NHS and Public Health advice:- <a href="https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/">https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</a>  We ensure that staff have the access to soap and warm running water where possible, as well as the provision of hand sanitisers where water is not available (e.g. in reception areas and offices).	1 x 3 = 3

				<p>Our staff understand that effective hand washing should take a minimum of 20 seconds and must cover all areas of the hands using lathered, soapy water.</p> <p>Employees are reminded on a regular basis about the importance of properly drying their hands with disposable towels where available.</p> <p>Posters and/or information that demonstrate hand washing techniques are available in all our workplace:-  <a href="https://coronavirusresources.phe.gov.uk/">https://coronavirusresources.phe.gov.uk/</a>  Gel sanitisers are provided in all areas where hand washing facilities are not readily available.</p> <p>We monitor our staff for signs of skin conditions and also actively encourage them to report any problems and carry out skin checks as part of a comprehensive skin surveillance programme that follows all HSE advice:-  <a href="https://www.hse.gov.uk/skin/professional/health-surveillance.htm">https://www.hse.gov.uk/skin/professional/health-surveillance.htm</a></p> <p>Also, staff are reminded to catch coughs and sneezes in tissues – following the Catch it, Bin it, Kill it - and to avoid touching their face, eyes, nose or mouth with unclean hands. Where tissues are not available they should cough into crook of elbow. Handwashing guidance should be followed after sneezing.</p> <p><b><u>Cleaning</u></b></p> <p>An enhanced cleaning regime is in place in all Edsential sites and workplaces – and this follows all government advice:-  <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></p>	
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				<p>Frequent cleaning and thorough sanitising of equipment and surfaces that are touched regularly particularly in areas of high use - such as door handles, light switches, reception area, hand rails, photocopier controls, telephones etc. are in place, using appropriate cleaning products and methods.</p> <p>Checks/inspections are carried out to ensure all necessary procedures are being followed and these are documented where appropriate.</p> <p>Staff are strongly advised to keep their clothing and footwear clean and to wash their uniforms on a regular basis.</p> <p><b><u>Social Distancing</u></b>  Our staff will follow all appropriate social distancing guidelines as provided by the Government:-  <a href="https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/guidance-for-employers-and-businesses-on-coronavirus-covid-19">https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/guidance-for-employers-and-businesses-on-coronavirus-covid-19</a></p> <p>Staff are reminded regularly about the importance of social distancing both in the workplace and outside of it.</p> <p>We have reviewed and where appropriate designed our workplaces and our working practices to ensure social distancing is in place where it is practical for us to do so. We will continue to review and manage our arrangements on a regular basis to ensure we remain compliant with government advice and our staff remain aware and diligent.</p> <p>We have considered further controls including the review of work schedules, start &amp; finish times, shift patterns, working from home etc. to reduce number of workers in our workplaces at any one time.</p>	
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				<p>We have a system of fixed teams/bubbles to reduce the number of close contacts between different employees in the workplace where this is possible.</p> <p>Where appropriate we use signs, barriers, screens, floor markings as well as other physical/engineering controls to ensure that our social distancing arrangements are maintained.</p> <p>We have redesigned some layouts to include 1-way systems, entry and exit doors to reduce our workers passing one another where this has been possible.</p> <p>We have redesigned the layout and removed surplus seating and other furniture to facilitate more space in our workspaces.</p> <p>Our workspaces have been extensively reviewed and have been allocated maximum capacity numbers that must not be exceeded.</p> <p>All workspaces will be ventilated with windows opened to allow fresh air circulation where this is possible. Public access doors and fire doors should not be kept open.</p> <p>Our staff will follow all local rules, procedures and arrangements regarding social distancing and other related safe working practices in all of our customers premises.</p> <p>Non-essential visitors and staff are discouraged to stop coming onto our workplaces.</p> <p><b><u>Sharing Work Equipment</u></b></p>	
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				<p>The sharing of work equipment will be avoided, where possible. If equipment has to be shared it will be thoroughly cleaned / wiped down before and after use.</p> <p>We will provide sanitising wipes/equipment for this purpose.</p> <p>Service specific arrangements will cover this in more detail.</p> <p>Checks/inspections will be carried out to ensure cleaning procedures are being followed and these are documented where appropriate.</p> <p><b><u>Welfare Facilities</u></b>  We aim to ensure that only 1 person uses our welfare facilities (including changing rooms, toilets etc.) at any one time. Signage will be used where appropriate.  Toilet facilities are provided with all appropriate hand washing facilities.</p> <p><b><u>First Aid</u></b>  All of our trained first aiders will continue to administer first aid in line with our First Aid at Work policy and the latest Government guidance:-  <a href="https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov">https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov</a></p> <p><b><u>Statutory Compliance Checks</u></b>  We will maintain our program of both planned and unplanned preventative maintenance to ensure our workplaces continue to remain compliant with all statutory requirements. This includes all routine site checks by both internal and external agencies, food hygiene inspections, fire safety checks, legionella checks, electrical checks and inspections etc.</p>	
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				<p>All Edsential H&amp;S policies and procedures remain valid and all of our risk assessments, checks and inspection records are transparent and are available on request.</p> <p><b><u>Personal Protective Equipment (PPE)</u></b></p> <p>All our staff will follow the very latest Government/Public Health guidance on the use of PPE (personal protective equipment) to protect against COVID-19:-  <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings">https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</a></p> <p>We understand that, with the exception of care settings, all other individuals are asked to observe social distancing measures and practice good hygiene practices. We appreciate that the wearing of PPE is not a substitute for the above and should only be used as a means of last resort – and where it is formally identified in a formal risk assessment.</p> <p>Single use PPE will be disposed of so it can't be reused. We will follow all local arrangements regarding the disposal of this equipment.</p> <p>We will follow all government guidance on implementing protective measures in education and childcare settings:-  <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings">https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</a></p> <p>We recognise current government guidance is that 'wearing a face covering or face mask in schools or other education settings is not recommended' except if a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A face shield</p>	
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				<p>will be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then gloves, an apron and a face mask should be worn by the supervising adult.</p> <p>In other settings, such on in our offices, will support our staff if they choose to wear a face covering.</p> <p>We will constantly review our working practices to ensure the most up to date practices are followed.</p>	
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Spread of COVID-19	All staff (inc. clinically extremely vulnerable & clinically vulnerable individuals). Visitors	Contracting or spreading CV19 through contact with other people	3 x 3 = 9	<p><b><u>Customers, Contractors and Suppliers</u></b></p> <p>We will co-operate with all of our customers, contractors and suppliers in an open and transparent manner to agree suitable joint working arrangements for the management of COVID-19.</p>	1 x 3 =3

	Contractors Drivers Anyone else who physically comes in contact with the business	Contracting or spreading CV19 through contact with touching points		<p>This includes the exchange of our COVID-19 risk assessments and any related policies and procedures.</p> <p>Our staff will follow all local rules, procedures and arrangements regarding hygiene, cleaning, social distancing and any other COVID-19 related working practices in all of our customers premises.</p>	
Spread of COVID-19	All staff (inc. clinically extremely vulnerable & clinically vulnerable individuals). Visitors Contractors Drivers Anyone else who physically comes in contact with the business	<p>Contracting or spreading CV19 through contact with other people</p> <p>Contracting or spreading CV19 through contact with touching points</p>	3 x 3 = 9	<p><b><u>Working from Home</u></b></p> <p>We will continue to support our staff who are working from home.</p> <p>We will ensure all of our statutory responsibilities are fulfilled, following all HSE requirements.</p>	1 x 3 =3
Spread of COVID-19	All staff (inc. clinically extremely vulnerable & clinically vulnerable individuals). Visitors Contractors Drivers Anyone else who physically comes in contact with the business	<p>Contracting or spreading CV19 through contact with other people</p> <p>Contracting or spreading CV19 through contact with</p>	3 x 3 = 9	<p><b><u>Mental Health</u></b></p> <p>Edsential actively promote mental health &amp; wellbeing awareness for all our staff at all times and we understand their importance during the Coronavirus outbreak. We will offer whatever reasonable support they can to help.</p> <p>Our internal communication channels and the cascading of messages through line managers is undertaken regularly to reassure and support all of our employees and contractors in this fast-changing situation.</p>	1 x 3 =3

		touching points		Access to our Employee Assistance Program (provided by our Occupational Health provider) continues and is available to all staff who have a need.	
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### Risk Rating

**S = SEVERITY**

**L = LIKELIHOOD**

**Degree of Risk (DR) = RISK x SEVERITY**

**\*\* Residual Risk (RR) = the level of risk that remains after suitable and sufficient control measures are introduced.**

LIKELIHOOD	SEVERITY
1= Low	1 = Slight
2= Medium	2 = Serious
3 = High	3 = Major

Risk Matrix			
Degree of Risk	1	2	3
1	1	2	3
2	2	4	6
3	3	6	9

Risk Score	Risk Rating	Actions Required
1 – 3	<b>LOW</b>	Continue to review working practises on a regular basis and implement any additional control measures required within the time scale given in the Risk Assessment.
4 – 6	<b>MEDIUM</b>	Implement control measures within time scale shown in risk assessment and review working practises on a regular basis. Review tooling and working practises used to reduce the probability of an accident to the lowest level possible. Employee consultation should be included in the review.
7 – 9	<b>HIGH</b>	DO NOT allow work to start and review working practises immediately. Implement all the additional control measures identified in the Risk Assessment within the given time scales. Continue to review and implement additional control measures until the probability of an accident is reduced to the lowest level possible. Employee consultation should be included in the review.

Additional control measures have been identified and are required: **NO**

### 3. Additional Control Measures Required

I.D.	Additional Assessments Required	Time Scale	Date Actioned	Reviewed	Personal Responsible

**Signed:** Edsential Management Team

**Date:** 20<sup>th</sup> May 2020

**Date for review:** On-going

### 4. Document Control - Amendments

Date	Additional Assessments Required	Agreed by
27.5.20	1.Update GOV.UK link for vulnerable persons 2.Addition of NHS link for advice for New & Expectant Mothers 3.Addition of GOV.UK link for Interim Guidance for First Responders 4.Clarification on the requirement for face shields where a young person becomes unwell.	Tracy Moore & Helen Tomassen