 **COVID-19 RISK ASSESSMENT**

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| Assessment Reference No. | **COVID-19** | Area or Activity Assessed: | **Company-Wide**  **(All Services)** |
| Original Assessment Date: | 20th May 2020 |  | To be read in conjunction with our |
| Person who may be affected by this activity | Workers, Customers, Contractors, Drivers (all types) and Visitors |  | service specific arrangements. |

**Section 1: Identify the Hazard**

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| 1. | Transmission of COVID-19 | ✓ | 2. | Transmission through contact with other people | ✓ | 3. | Transmission through contact with touch points | ✓ | 4. | Compliance with all other statutory H&S requirements e.g. fire, first aid etc | ✓ |

**Section 2: Risk Controls**

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| **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 | Workers  Customers  Contractors  Drivers (in & out of sites)  Visitors | Contracting or spreading Covid-19 through contact with other people  or contaminated surfaces | 3 x 3 = 9 | **Workplaces**  We will continue to ensure that our workplaces are COVID-Secure and will stay abreast of all statutory requirements and related guidance. We will display &/or make available completed Staying COVID-19 Secure in 2020 posters in all of our workplaces:- <https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/903464/staying-covid-19-secure-2020-230720.pdf>  Our workers will follow the latest government guidance on work outside the home: ‘may go to work as long as the workplace is [Covid-secure](https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19), but should carry on working from home wherever possible.’  We will put systems in place so people know when to notify us if they fall into one of the following categories: clinically extremely vulnerable, people self-isolating, with symptoms or groups who may be at higher risk of poorer outcomes e.g. pregnant. We will discuss with these employees their personal risks and needs in line with government guidance.  Our new and/or expectant mothers will sign posted to the latest advice including:-  <https://www.rcog.org.uk/en/guidelines-research-services/guidelines/coronavirus-pregnancy/covid-19-virus-infection-and-pregnancy/>  <https://www.nhs.uk/start4life/pregnancy/coronavirus-covid19-advice-during-pregnancy/>  Our workers who are in a clinically extremely vulnerable group (and have been shielding) are now supported to come back to work as long as the workplace is [Covid-secure](https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19), but will carry on working from home wherever possible stay at home, in line with the latest government guidance:- <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>  If one of our workers develops any symptoms of COVID-19 (a new, continuous cough, loss of smell/taste and/or a high temperature) or 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:- <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>  If anyone develops symptoms of COVID-19 whilst working for us or whilst on any of our premises, they will:-  • be sent home to self-isolate immediately  • or, if they are unable to make their own way home be isolated in a ventilated room until they can be collected  • be advised to avoid touching anything  • use a separate toilet from others, where possible.  If any person on our premises presents themselves with serious symptoms, we will call the emergency services.  We will ensure that all areas that may have been contaminated are thoroughly cleaned and disinfected before re-use in line with latest government guidance:- <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>  Incidents will be reported onto our Selima (HR system) and/or Prime (accident/incident) reporting systems.  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.  We fully support the governments Test and Trace system:- <https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance?utm_source=3ad1e505-7776-4963-b366-f718239cf904&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate>.  We will capture all required visitor information and temporarily store it in a compliant manner (and deleted/disposed of securely) in line with the latest guidance:- <https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace?utm_source=e159c002-348d-40e9-892a-656cc5916a0f&utm_medium=email&utm_campaign=govuk-notifications&utm_content=daily> | 1 x 3 = 3 |
| Spread of COVID-19 | Workers  Customers  Contractors  Drivers (in & out of sites)  Visitors | Contracting or spreading Covid-19 through contact with other people  or contaminated surfaces in our workplaces | 3 x 3 = 9 | **Work in our Workplaces**  Where it is not possible for our workers to work from home we will follow all relevant government guidance regarding work in specific industry sectors to ensure the workplace is COVID-19 Secure:-   1. Edsential Sites   <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19>   1. School & Educational Premises   <https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>  <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>     1. Other Customers Premises e.g. Extra-Care Home Restaurants   <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery>  If anyone has any issues, concerns or comments about our COVID-19 secure arrangements they should notify either their line manager or the service/site manager directly or via our BeSafe system (where available) in a timely manner. All matters will be dealt with as a matter of priority. | 1 x 3 = 3 |
| Spread of COVID-19 | Workers  Customers  Contractors  Drivers (in & out of sites)  Visitors | Contracting or spreading Covid-19 through contact with other people  or contaminated surfaces | 3 x 3 = 9 | **Cleaning, Hygiene & Hand Washing**  Hand cleaning facilities (water, soap and drying facilities) are provided in all of our workplaces.  Gel hand sanitisers are provided in areas where hand washing facilities are not readily available.  Regular (and more frequent) hand washing is promoted and posters and information that demonstrate good hand washing techniques are available in all our workplaces:- <https://coronavirusresources.phe.gov.uk/>  We advise all workers to check their skin for dryness and cracking and to report to us if there is a problem.  **Respiratory Hygiene**  Workers are reminded (and posters displayed) 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 are advised to cough into crook of elbow. Handwashing guidance should be followed after sneezing.  **Cleaning**  An enhanced cleaning regime (increased frequency and level) is in place in all Edsential sites and workplaces – and this follows all government advice:- <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>  Frequent cleaning of equipment and surfaces that are touched regularly (that includes DIY cleaning) will take place, particularly in areas of high and communal use and pinch points - such as door handles, light switches, handrails, photocopier controls, telephones and reception/corridor/ stair areas etc. are in place, using appropriate cleaning products and methods.  Checks/inspections are carried out to ensure all necessary cleaning procedures are being followed and these are documented where deemed appropriate.  Workers are encouraged to keep their work areas clear to and to keep personal belongings in the workplace to a minimum.  Workers are advised to keep their clothing and footwear clean and to wash their uniforms on a regular basis. | 1 x 3 = 3 |
| Spread of COVID-19 by not social distancing | Workers  Customers  Contractors  Drivers (in & out of sites)  Visitors | Contracting or spreading Covid-19 through contact with other people | 3 x 3 = 9 | **Social Distancing**  Our workers follow all appropriate social distancing guidelines in our work settings to minimise the opportunity for the transmission of COVID-19 as provided by the Government and HSE:-  <https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/guidance-for-employers-and-businesses-on-coronavirus-covid-19>  Workers are reminded regularly about the importance of social distancing both in the workplace and outside of it.  In line with current government guidelines we will take ‘reasonable measures to ensure compliance with the law’.  We have reviewed and where appropriate re-designed our workplaces and our working practices to ensure social distancing can be maintained where it is practical for us to do so. We will continue to review and manage the arrangements on a regular basis to ensure our sites remain compliant and our workers remain aware and diligent.  Where appropriate posters, signs, barriers, screens, floor markings as well as other physical/engineering controls will be used to ensure that our social distancing arrangements are maintained.  We have redesigned some layouts to reduce the number of desks in operation, introduced 1-way systems, entry and exit doors (where possible) to allow people to meet social distancing rules.  All workspaces will be ventilated with windows and doors kept open to allow fresh air circulation where this is possible. Public access doors and fire doors will not be kept open.  Where discussed in advance, our workers will follow local rules, procedures and arrangements regarding social distancing and other related safe working practices in all of our customers premises.  We acknowledge Government guidance that the above social distancing measures are not ‘all or nothing’ and that even partially implemented they will offer some benefits.  Non-essential visitors and workers are discouraged from coming into our workplaces.  We have considered further controls that include a review of work schedules, start & finish times, shift patterns, limiting the number of people in a workspace, working from home and the use of on-line meetings etc. to reduce number of workers in our workplaces at any one time.  We have a system of fixed teams/cohorts/bubbles to reduce the number of close contacts between different employees in the workplace where this is possible.  We regularly review the arrangements for our workers to visit/work more than 1 establishment per day. This will only take place where both Edsential and School Managers agree it is safe to do so. Edsential workers will follow Edsential risk assessments and local establishment protocols and safe practices to ensure all of our workers are kept safe. We will monitor these activities on a regular and individual establishment basis to ensure the safety of all involved.  **Sharing Work Equipment**  The sharing of work equipment will be avoided, where possible. If equipment has to be shared it will be thoroughly cleaned / disinfected before and after use to prevent any possible cross contamination.  Our Site/Service specific arrangements cover these arrangements in more detail.  Checks/inspections will be carried out to ensure our enhanced cleaning procedures are being followed and these are documented, where appropriate.  **Welfare Facilities**  We aim to ensure that only 1 person uses our welfare facilities at any one time (including changing rooms, toilets etc.). Signage will be used where appropriate.  Toilets will be stocked with appropriate hand washing facilities and will be ventilated where possible.  Welfare areas are subject to an enhanced (more frequent and deeper) cleaning regime. | 1 x 3 = 3 |
| Spread of COVID-19 | Workers  Customers  Contractors  Drivers (in & out of sites)  Visitors | Contracting or spreading Covid-19 through contact with other people | 2 x 3 = 6 | **Face Coverings & Personal Protective Equipment (PPE)**  All our workers will follow the latest Government/Public Health and HSE guidance on the use of PPE to protect against COVID-19:- <https://www.hse.gov.uk/coronavirus/ppe-face-masks/index.htm>  We understand that, with the exception of care settings, all other individuals are asked to observe social distancing measures and practice good hygiene practices in the workplace. 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 where it is formally identified in a formal risk assessment.  Single use PPE will be disposed of so it cannot be reused. We will follow all local arrangements and safe practices regarding the disposal of this equipment.  We will follow all government guidance on 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>  We recognise current government guidance on face coverings in educational establishments:- <https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education>  In line with this advice, Edsential workers will maintain a flexible and adaptable approach to the wearing of face coverings and will wear them where required by the education establishment. Workers may also choose to wear face coverings at other times in settings where children are in Years 7 and above and where social distancing cannot be safely managed.  In line with government guidance, we will ensure that face coverings are worn correctly and that clear instructions are provided to staff, children and young people on [how to put on, remove, store and dispose of face coverings](https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own) in all of the circumstances above, to avoid inadvertently increasing the risks of transmission.  In other settings will support workers if they choose to wear a face covering.  We will constantly review all of our working practices to ensure the most up to date and safe practices are being followed. | 1 x 3 = 3 |
| Non-compliance with statutory Regulations. | Workers  Customers  Contractors  Drivers (in & out of sites)  Visitors | Loss or personal injury | 2 x 3 = 6 | **Statutory Compliance Checks**  Edsential H&S policies and procedures remain valid and all of our risk assessments, checks and inspection records are transparent and are available on request.  We will maintain a program of both planned and unplanned preventative maintenance to ensure our workplaces continue to remain compliant with 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.  **First Aid**  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:-  <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>. | 1 x 3 = 3 |
| Spread of COVID-19 | Workers  Customers  Contractors  Drivers (in & out of sites)  Visitors | Contracting or spreading Covid-19 through contact with other people  or contaminated surfaces during travel to/from and for work | 3 x 3 = 9 | **Travel to/from work and Work-related Travel**  Workers are encouraged to walk or cycle to work where possible.  We are aware of, and understand, the latest government advice regarding work-related travel:-  <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/vehicles#vehicles-7-2>  Where possible, we will avoid the sharing of Edsential vehicles. Where vehicles do need to be shared we will follow all Government advice, including minimising the number of people travelling together in any one vehicle, using fixed travel partners, increasing ventilation (when possible) and avoiding sitting face-to-face.  All vehicles will be thoroughly cleaned / disinfected before and after use and we will provide suitable equipment for this purpose.  Our current vehicle checks/inspections will be extended to ensure the above is maintained. | 1 x 3 =3 |
| Spread of COVID-19 | Workers  Customers  Contractors  Drivers (in & out of sites)  Visitors | Contracting or spreading Covid-19 through contact with other people  or contaminated surfaces | 3 x 3 = 9 | **Customers, Contractors and Suppliers**  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. This includes the exchange of our COVID-19 risk assessments and any related policies and procedures.  Our workers will follow local rules, procedures and arrangements regarding hygiene, cleaning, social distancing and any other COVID-19 related working practices in all of our customers premises that we are made aware of. | 1 x 3 =3 |
| Spread of COVID-19 | All workers | Musculo-skeletal dis-orders as a result of using DSE at home for a long period of time | 2 x 3 = 6 | **Working from Home**  We will continue to support our staff who are working from home on a temporary basis.  We ensure all our statutory responsibilities are fulfilled regarding DSE use and provide information and training on how workers can protect themselves e.g. set their equipment up properly, take regular breaks, stretching exercises etc. | 1 x 3 =3 |
| Spread of COVID-19 | All workers | Mental health and well-being affected through isolation or anxiety about coronavirus and its implications | 3 x 3 = 9 | **Stress and Mental Health**  Edsential actively promote mental health & wellbeing awareness for all workers at all times and understand their importance during the Coronavirus outbreak. We stay in touch with all workers and keep them updated and involved and will offer all reasonable support including signpost to government guidance on mental health and well being during the crisis:- <https://www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing>  Our internal communication channels and the cascading of messages through line managers is undertaken regularly to reassure and support all workers and contractors in this fast-changing situation.  Access to our Employee Assistance Program (provided by our Occupational Health provider) continues and is available to all workers who have a need. | 1 x 3 =3 |
| Spread of COVID-19 | Workers  Customers  Contractors  Drivers (in & out of sites)  Visitors | Contracting or spreading CV-19 | 2 x 3 = 6 | **Local Lockdowns**  Where increased local transmission of COVID-19 is identified, we take all required additional measures to reduce the spread of the virus. We will consider these in our contingency plans to ensure we follow all relevant government advice. | 1 x 3 =3 |

**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.**

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|  |  |  |  | Risk | Matrix |  |
| LIKELIHOOD | SEVERITY |  | Degree of Risk | 1 | 2 | 3 |
| 1= Low | 1 = Slight |  | 1 | 1 | 2 | 3 |
| 2= Medium | 2 = Serious |  | 2 | 2 | 4 | 6 |
| 3 = High | 3 = Major |  | 3 | 3 | 6 | 9 |

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| --- | --- | --- |
| Risk Score | Risk Rating | Actions Required |
| 1 – 3 | **LOW** | 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 | **MEDIUM** | 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 | **HIGH** | 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**

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

**Signed:** Edsential Management Team

**Date of review:** 27th August 2020

**Date for review:** On-going

**4. Document Control - Amendments**

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| Date | Amendments | 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 |
| 29.5.20 | 1.Addition of GOV.UK link for Test and Trace system  2.Addition of comment on of DIY cleaning | Tracy Moore & Helen Tomassen |
| 7.7.20 | 1. Addition of new link for pregnant women  2. Addition of collection & temporary storage of lead visitor information for Track & Trace  3. Addition of link to advice and actions for schools for full opening in September 2020  4. Addition of Extra Care Home restaurants (and industry sector link)  5. Addition of electronic paperwork for meetings  6. Addition of measures for where workers work in more than 1 premises per day  7. Addition of HSE link to face masks & coverings guidance  8. Addition of new section on local lockdowns | Tracy Moore & Helen Tomassen |
| 5.8.20 | 1.Update of classes of persons at risk (& terminology) to reflect HSE template risk assessment  2. Addition of new link to latest COVID-Secure in 2020 poster  3. Update work from home guidance ‘workers may go to work as long as the workplace is [Covid-Secure](https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19), but should carry on working from home wherever possible’  4.Update measures regarding workers who are in a clinically extremely vulnerable group (and have been shielding) to reflect the pause in these guidelines  5.Addition of measure ‘to provide information to workers so they know to notify us when they fall into one of the special categories e.g. clinically extremely vulnerable, people self-isolating, with symptoms or groups who may be at higher risk of poorer outcomes e.g. pregnant’  6.Addition of new measure for anyone with issues, concerns or comments to notify their line manager or site/service manager  7.Update GOV.UK link to latest working in education, childcare and children’s social care guidance  8.Re-evaluation (lowering) of risk rating for PPE, First Aid, DSE & local lockdowns | Tracy Moore & Helen Tomassen |
| 27.8.20 | 1.Minor amendments to grammar  2. In line with current government guidelines we will take ‘reasonable measures to ensure compliance with the law’ regarding our COVID-19 measures  3. Statement added to acknowledge Government guidance that social distancing measures are not ‘all or nothing’ and that even partially implemented will offer some benefits.  4.Amendment to reflect latest government guidance on the wearing of face masks in education settings. | Tracy Moore, Helen Manger, Alison Wolden, Natasha Powell, Andrew Allmark, Helen Tomassen |