

COVID-19 RISK ASSESSMENT

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

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.	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	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 Many of our workplaces have re-opened and we are continuing to take all necessary steps to comply with government guidance and requirements to ensure that all of our workers, customers and visitors etc. remain safe in their work - either a COVID-19 Secure workplace or working from home.	1 x 3 = 3

				<p>We are continuing to stay abreast of all relevant national and industry-specific guidance and statutory requirements.</p> <p>We are displaying &/or making 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</p> <p>Our workers will follow the latest government guidance on work outside the home: office workers who can work effectively from home may do so over the winter. Where we, in consultation with our employees, judge an employee can carry out their duties from home they will do so. The opposite may also apply for those workers who wish to return to the workplace. Our workers in essential services, including education settings, will continue to work where necessary. Anyone else who cannot work from home will go to their place of work.</p> <p>Extra consideration is given to those at higher risk. We have put systems in place so that our workers know to notify us if they fall into a higher risk category including: clinically extremely vulnerable, 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 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.</p> <p>Our Managers and new and expectant mothers are signposted to the latest RCOG and NHS guidance including:- https://www.rcog.org.uk/globalassets/documents/guidelines/2020-09-10-occupational-health-statement-rcog-rcm-fom.pdf</p>	
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				<p>and https://www.nhs.uk/start4life/pregnancy/coronavirus-covid19-advice-during-pregnancy/</p> <p>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 government 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.</p> <p>If anyone develops symptoms of COVID-19 whilst working for us or whilst on any of our premises, they will:-</p> <ul style="list-style-type: none"> • 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. <p>If any person on our premises presents themselves with serious symptoms, we will call the emergency services.</p> <p>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</p> <p>Our workers will be directed to follow the latest local or PHE NW Schools resource pack & schools process maps to ensure they are</p>	
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				<p>tested and self-isolate as required. We expect our workers to keep their line manager fully informed during this time.</p> <p>Appropriate work-related incidents (required by the HSE) will be reported onto our Selima (HR) system and/or Prime (accident/incident) reporting system:- https://www.hse.gov.uk/coronavirus/riddor/riddor-reporting-further-guidance.htm#disease-law</p> <p>We fully support the NHS 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.</p> <p>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</p>	
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	<p><u>Work in our Workplaces</u></p> <p>Where our staff are at work and our workplaces are open we will follow all relevant government guidance regarding work in specific industry sectors to ensure the workplace is COVID-19 Secure:-</p> <ol style="list-style-type: none"> Edsential Sites https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19 School & Educational Premises 	1 x 3 = 3

				<p>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p> <p>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</p> <p>3. Other Customers Premises e.g. Extra-Care Home Restaurants</p> <p>https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery</p> <p>If anyone has any issues, concerns or comments about our COVID-19 secure arrangements they should notify the service/site manager, their line manager or use our BeSafe system (where it is available) in a timely manner. All matters will be dealt with confidentially and as a matter of priority.</p>	
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	<p><u>Cleaning, Hygiene & Hand Washing</u></p> <p>Hand cleaning facilities (water, soap and drying facilities) are provided in all of our workplaces.</p> <p>Gel hand sanitisers are provided in areas where hand washing facilities are not readily available.</p> <p>Regular (and more frequent) hand washing is promoted and posters and information that demonstrate good hand washing techniques are available in all our workplaces:-</p> <p>https://coronavirusresources.phe.gov.uk/</p> <p>We advise all workers to check their skin for dryness and cracking and to report to us if there is a problem.</p>	1 x 3 = 3

				<p><u>Respiratory Hygiene</u></p> <p>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.</p> <p><u>Cleaning</u></p> <p>An enhanced cleaning regime (increased frequency and level) is in place in all Edsential sites and workplaces – and this follows the latest government advice and HSE requirements:- https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p> <p>Frequent cleaning of equipment and surfaces that are touched regularly is taking 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.</p> <p>Checks/inspections are carried out to ensure all necessary cleaning procedures are being followed and these are documented where appropriate.</p> <p>Workers are encouraged to keep their work areas clear, undertake reasonable DIY cleaning and keep personal belongings in the workplace to a minimum.</p> <p>Workers are advised to keep their clothing and footwear clean and to wash their uniforms on a regular basis.</p>	
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<p>Spread of COVID-19 by not social distancing</p>	<p>Workers Customers Contractors Drivers (in & out of sites) Visitors</p>	<p>Contracting or spreading Covid-19 through contact with other people</p>	<p>3 x 3 = 9</p>	<p>Social Distancing</p> <p>Our workers follow all appropriate social distancing requirements in our work settings to minimise the opportunity for the transmission of COVID-19 as provided by the Government and HSE:-</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/guidance-for-employers-and-businesses-on-coronavirus-covid-19</p> <p>Workers are reminded about the importance of social distancing and are made aware of the latest government guidance on meeting with others (including the Hands. Face. Space. public information campaign and The Rule of 6):-</p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19-meeting-with-others-safely-social-distancing/coronavirus-covid-19-meeting-with-others-safely-social-distancing</p> <p>https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing-after-4-july</p> <p>In line with current government guidelines we will take 'reasonable measures to ensure compliance with the law' on our premises and we will ensure that workers and other people visiting our workplaces understand and comply with the measures we have put in place:-</p> <p>https://www.hse.gov.uk/coronavirus/social-distancing/index.htm</p> <p>We continue to review and where appropriate re-design our workplaces and our working practices to ensure social distancing can be maintained where it is practical for us to do so to ensure our sites remain compliant and our workers remain aware and diligent.</p>	<p>1 x 3 = 3</p>
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				<p>Where appropriate posters, signs, barriers, screens, floor markings as well as other physical/engineering controls are used to ensure that our social distancing arrangements are maintained.</p> <p>We have redesigned some layouts to reduce the number of desks in operation, introduced 1-way systems and entry and exit doors (where possible) to allow people to meet social distancing rules.</p> <p>All workspaces will be ventilated with windows and doors kept open to allow fresh air circulation, where possible. Public access doors and fire doors will not be kept open.</p> <p>In line with government guidance in educational establishments, we will continue to maintain close communication and cooperation with our customers about their control measures and ways of working, including:- https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p> <p>Non-essential visitors and workers are discouraged from coming into our workplaces.</p> <p>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 to ensure they to meet government requirements on meeting others outside the home.</p> <p>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.</p>	
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				<p>We regularly review the arrangements for our workers to move between establishments and 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.</p> <p><u>Sharing Work Equipment</u></p> <p>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.</p> <p>Our Site/Service specific arrangements cover these control measures and arrangements in more detail.</p> <p>Checks/inspections will be carried out to ensure our enhanced cleaning procedures are being followed and these are documented, where appropriate.</p> <p><u>Welfare Facilities</u></p> <p>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.</p> <p>Toilets will be stocked with appropriate hand washing facilities and will be ventilated where possible.</p>	
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				Welfare areas are subject to an enhanced (more frequent and deeper) cleaning regime.	
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	<p><u>Face Coverings & Personal Protective Equipment (PPE)</u></p> <p>All our workers will follow the latest Government/Public Health and HSE guidance on the use of PPE to protect against COVID-19 including:- 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 https://www.hse.gov.uk/coronavirus/ppe-face-masks/index.htm</p> <p>We recognise current government and local Public Health guidance on face coverings in educational establishments including:- https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education</p> <p>In line with this advice, Edsential workers will maintain a flexible and adaptable approach to the wearing of face coverings and will wear (and not wear) them as required.</p> <p>In other non-education settings will support workers if they choose to wear a face covering.</p> <p>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 in all of the circumstances above, to avoid inadvertently increasing the risks of transmission.</p> <p>Where face coverings are required for our staff, we will provide these as part of our health and safety obligations. However, in-line with</p>	1 x 3 = 3

				<p>government guidance, staff are welcome to use their own face coverings, if they choose.</p> <p>We remain mindful of people who are exempt from wearing a face covering, in line with the latest government requirements:- 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</p> <p>We will take reasonable steps to remind people to wear face coverings where they are mandated.</p> <p>We will constantly review all of our working practices to ensure the most up to date, safe PPE and face covering practices are being followed.</p>	
Non-compliance with statutory Regulations.	Workers Customers Contractors Drivers (in & out of sites) Visitors	Loss or personal injury	2 x 3 = 6	<p><u>Statutory Compliance Checks</u></p> <p>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.</p> <p>We will maintain a program of health surveillance and planned and unplanned preventative maintenance to ensure we continue to remain compliant with statutory requirements, including routine site checks, food hygiene inspections, fire safety checks, legionella checks, electrical checks and inspections etc.</p> <p><u>First Aid</u></p> <p>All of our first aiders will continue to administer first aid in line with our First Aid at Work policy and the latest guidance for first responders:- https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-</p>	1 x 3 = 3

				responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov.	
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	<p><u>Travel to/from work and work-related Travel</u></p> <p>Workers are encouraged to walk or cycle to work where possible in line with government guidance:- https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</p> <p>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</p> <p>We discourage the non-essential sharing of vehicles. Where Edsential vehicles need to be shared we will follow Government advice, including the wearing of face coverings, 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.</p> <p>The current checks/inspections of Edsential vehicles have been extended to ensure the above is in place.</p>	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	<p><u>Customers, Contractors and Suppliers</u></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. This includes the exchange of our COVID-19 risk assessments and any related policies and procedures.</p>	1 x 3 =3

				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.	
Spread of COVID-19	All workers	Musculo-skeletal disorders as a result of using DSE at home for a long period of time	2 x 3 = 6	<p><u>Working from Home</u></p> <p>We will continue to support our staff who are working from home on a temporary basis.</p> <p>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.</p>	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	<p><u>Stress and Mental Health</u></p> <p>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</p> <p>Our internal communication channels and the cascading of messages through line managers is undertaken regularly to reassure and support all workers and contractors.</p> <p>Access to our Employee Assistance Program continues and is available to all workers who have a need. The contact telephone number is 0808 1682143.</p>	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 Restrictions Where increased local COVID-19 restrictions are in place, we take all the required additional measures to reduce the spread of the virus. We will consider these in our contingency plans to ensure we follow all relevant requirements.	1 x 3 =3
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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	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.
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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 of review: 22nd October 2020

Date for review: On-going

4. Document Control - Amendments

Date	Amendments	Agreed by
27.5.20	<ol style="list-style-type: none"> 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	<ol style="list-style-type: none"> 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	<ol style="list-style-type: none"> 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 	Tracy Moore & Helen Tomassen

	<p>7. Addition of HSE link to face masks & coverings guidance</p> <p>8. Addition of new section on local lockdowns</p>	
5.8.20	<p>1.Update of classes of persons at risk (& terminology) to reflect HSE template risk assessment</p> <p>2. Addition of new link to latest COVID-Secure in 2020 poster</p> <p>3. Update work from home guidance ‘workers may go to work as long as the workplace is Covid-Secure, but should carry on working from home wherever possible’</p> <p>4.Update measures regarding workers who are in a clinically extremely vulnerable group (and have been shielding) to reflect the pause in these guidelines</p> <p>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’</p> <p>6.Addition of new measure for anyone with issues, concerns or comments to notify their line manager or site/service manager</p> <p>7.Update GOV.UK link to latest working in education, childcare and children’s social care guidance</p> <p>8.Re-evaluation (lowering) of risk rating for PPE, First Aid, DSE & local lockdowns</p>	Tracy Moore & Helen Tomassen
27.8.20	<p>1.Minor amendments to grammar</p> <p>2. In line with current government guidelines we will take ‘reasonable measures to ensure compliance with the law’ regarding our COVID-19 measures</p> <p>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.</p> <p>4.Amendment to reflect latest government guidance on the wearing of face masks in education settings.</p>	Tracy Moore, Helen Manger, Alison Wolden, Natasha Powell, Andrew Allmark, Helen Tomassen
17.9.20	<p>1.Replace/addition to reference ‘many of our workplaces are reopening’ and link to latest relevant GOV.UK guidance</p> <p>2. Addition of update link to latest RCOG advice for pregnant workers</p> <p>3.Addition of reference to CWC PHE NW Schools resource pack & CWC schools process map</p> <p>4. Addition of GOV.UK link to new statutory ‘Rule of 6’ requirements contained in ‘Meeting others outside the home’</p> <p>5.Addition of link to GOV.UK guidance ‘Safer travel guidance for passengers’</p>	Tracy Moore & Helen Tomassen
28.9.20	<p>1.Work from home guidance in line with latest government requirements</p> <p>2.Requirement for staff to keep managers informed of test arrangements and isolation requirements</p>	Tracy Moore, Helen Manger, Alison Wolden, Natasha Powell, Helen Tomassen

	<p>3.Requirement for face coverings - Employers requirements to provide and steps to take reasonable steps to remind people to wear face coverings where they are mandated.</p> <p>4. Requirement for face coverings - Exceptions</p> <p>5.Statutory checks - addition of health surveillance</p> <p>6.Addition of EAP telephone number</p>	
22.10.20	<p>1. Minor amendments in grammar</p> <p>2.Clarification of face coverings – to ensure it reflects latest requirements</p> <p>3.Clarification of vehicle requirements – Edsential vehicles.</p>	Tracy Moore, Helen Manger, Alison Wolden, Natasha Powell, Helen Tomassen