

## COVID-19 RISK ASSESSMENT

Assessment Reference No.	COVID-19	Area or Activity Assessed:	<b>Company-Wide (All Services)</b> 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	<b>Workplaces</b>  Edsential are staying abreast of the very latest COVID-19 guidance and requirements, including the latest national lockdown, Stay at Home:- <a href="https://www.gov.uk/guidance/national-lockdown-stay-at-home">https://www.gov.uk/guidance/national-lockdown-stay-at-home</a>  We will continue to take all necessary steps to comply with government, PHE, NHS, DFE and HSE guidance and requirements to	1 x 3 = 3

				<p>ensure that all of our workers, customers, visitors and communities remain as safe as possible.</p> <p>We are also staying abreast of all relevant industry-specific guidance, good practice and requirements to ensure all of our working practices are compliant.</p> <p>We are displaying &amp;/or making available completed 'Staying COVID-19 Secure in 2020' posters in all of our workplaces:-  <a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/903464/staying-covid-19-secure-2020-230720.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/903464/staying-covid-19-secure-2020-230720.pdf</a></p> <p>Our workers all follow the latest government requirements on work outside the home – they are working from home unless they 'cannot reasonably do so'. Where we, in consultation with our employees, judge an employee cannot reasonably carry out their duties from home they will attend the workplace. Our workers in essential services, including education settings, will continue to work where necessary.</p> <p>We are promoting the COVID-19 vaccine program to all our workers. Staff can take time off work to attend a vaccination appointment (subject to their line manager's approval) if they are not able to get an appointment out of work hours.</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 severe illness e.g. over 60's, clinically vulnerable, pregnant. We will work with these employees in line with the latest government guidance, including:- <a href="https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19">https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-</a></p>	
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				<p>19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19.</p> <p>Those who are clinically extremely vulnerable should not attend work and are expected to work from home, where this is reasonably possible.</p> <p>Those who are clinically vulnerable are able to continue attending work and are being advised to be particularly vigilant about hand and respiratory hygiene, and social distancing in line with the latest requirements.</p> <p>Our Managers and new and expectant mothers are signposted to the latest RCOG and NHS guidance including:-  <a href="https://www.rcog.org.uk/globalassets/documents/guidelines/2020-09-10-occupational-health-statement-rcog-rcm-fom.pdf">https://www.rcog.org.uk/globalassets/documents/guidelines/2020-09-10-occupational-health-statement-rcog-rcm-fom.pdf</a>  and  <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>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 get tested and stay at home in line with latest government 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 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> </ul>	
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				<ul style="list-style-type: none"> <li>• be advised to avoid touching anything</li> <li>• use a separate toilet from others, where possible.</li> </ul> <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:-  <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> <p>Our workers are directed to follow the latest local public health or PHE NW Schools Resource pack (v.4) to ensure they are 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:- <a href="https://www.hse.gov.uk/coronavirus/riddor/riddor-reporting-further-guidance.htm#disease-law">https://www.hse.gov.uk/coronavirus/riddor/riddor-reporting-further-guidance.htm#disease-law</a></p> <p>We fully support the NHS Test and Trace system:-  <a href="https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance?utm_source=3ad1e505-7776-4963-b366-f718239cf904&amp;utm_medium=email&amp;utm_campaign=govuk-notifications&amp;utm_content=immediate">https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance?utm_source=3ad1e505-7776-4963-b366-f718239cf904&amp;utm_medium=email&amp;utm_campaign=govuk-notifications&amp;utm_content=immediate</a>.</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:- <a href="https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace?utm_source=e159c002-348d-40e9-892a-">https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace?utm_source=e159c002-348d-40e9-892a-</a></p>	
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				<a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19">656cc5916a0f&amp;utm_medium=email&amp;utm_campaign=govuk-notifications&amp;utm_content=daily</a>	
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><b><u>Work in our Workplaces</u></b></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"> <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 <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a> <a href="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/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</a></li> <li>3. Other Customers Premises e.g. Extra-Care Home Restaurants <a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery</a></li> </ol> <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>	1 x 3 = 3

<p>Spread of COVID-19</p>	<p>Workers Customers Contractors Drivers (in &amp; out of sites) Visitors</p>	<p>Contracting or spreading Covid-19 through contact with other people or contaminated surfaces</p>	<p>3 x 3 = 9</p>	<p><b><u>Cleaning, Hygiene &amp; Hand Washing</u></b></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:- <a href="https://coronavirusresources.phe.gov.uk/">https://coronavirusresources.phe.gov.uk/</a></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> <p><b><u>Respiratory Hygiene</u></b></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 their elbow.</p> <p><b><u>Cleaning</u></b></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:- <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>	<p>1 x 3 = 3</p>
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				<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>	
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	<p><b>Social Distancing</b></p> <p>Our workers follow all appropriate social distancing requirements in all work settings to minimise the opportunity for the transmission of COVID-19 as provided by the Government and HSE:-  <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>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 meeting with others):-  <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-meeting-with-others-safely-social-distancing/coronavirus-covid-19-meeting-with-others-safely-social-distancing">https://www.gov.uk/government/publications/coronavirus-covid-19-meeting-with-others-safely-social-distancing/coronavirus-covid-19-meeting-with-others-safely-social-distancing</a>  <a href="https://www.gov.uk/guidance/national-lockdown-stay-at-home">https://www.gov.uk/guidance/national-lockdown-stay-at-home</a></p>	1 x 3 = 3

				<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:-  <a href="https://www.hse.gov.uk/coronavirus/social-distancing/index.htm">https://www.hse.gov.uk/coronavirus/social-distancing/index.htm</a></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>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.  <a href="https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm">https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm</a></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:-  <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a></p>	
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				<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 &amp; 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> <p><b><u>Peripatetic and contract workers who move between workplaces</u></b></p> <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.</p> <p>Edsential workers will follow Edsential risk assessments and local establishment protocols and safe practices to ensure all of our workers are kept safe. In line with the latest government guidance our workers will minimise contact and maintain as much distance as possible from other staff. We monitor these activities on a regular and individual establishment basis to ensure the safety of all involved.</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/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><b><u>Welfare Facilities</u></b> 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 this is possible.</p> <p>Welfare areas are subject to an enhanced (more frequent and deeper) cleaning regime.</p>	
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><b><u>Face Coverings &amp; Personal Protective Equipment (PPE)</u></b></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:-  <a href="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.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</a>  <a href="https://www.hse.gov.uk/coronavirus/ppe-face-masks/non-healthcare/index.htm">https://www.hse.gov.uk/coronavirus/ppe-face-masks/non-healthcare/index.htm</a></p>	1 x 3 = 3

				<p>We recognise current government and local Public Health guidance on face coverings in educational establishments including:-  <a href="https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education">https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education</a></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 by government and local requirements.</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 <a href="#">how to put on, remove, store and dispose of face coverings</a> in all of the circumstances above, to avoid inadvertently increasing the risks of transmission.</p> <p>Where face coverings are mandatory required for our staff, we will provide these as part of our health and safety obligations. However, in-line with 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:-  <a href="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.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</a></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>	
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Non-compliance with statutory Regulations.	Workers Customers Contractors Drivers (in & out of sites) Visitors	Loss or personal injury	2 x 3 = 6	<p><b><u>Statutory Compliance Checks</u></b></p> <p>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>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><b><u>First Aid</u></b></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:-  <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>	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	<p><b><u>Travel to/from work and work-related Travel</u></b></p> <p>Workers are encouraged to walk or cycle to work where possible in line with government guidance:-  <a href="https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers">https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</a></p> <p>We are aware of, and understand, the latest government advice regarding work-related travel:-  <a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/vehicles">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/vehicles</a></p>	1 x 3 = 3

				<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>	
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><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. This includes the exchange of our COVID-19 risk assessments and any related policies and procedures.</p> <p>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.</p> <p>Our workers have been made aware of the rapid (asymptomatic) testing program that is being rolled out in some schools:-  <a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/947799/schools_and_colleges_testing_handbook.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/947799/schools_and_colleges_testing_handbook.pdf</a>  We support our workers attending a test where they are offered one but acknowledge that attendance is a personal choice and staff should make their own, informed decision on participation.</p>	1 x 3 =3
Spread of COVID-19	All workers	Musculo-skeletal dis-	2 x 3 = 6	<b><u>Working from Home</u></b>	1 x 3 =3

		orders as a result of using DSE at home for a long period of time		<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>	
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><b><u>Stress and Mental Health</u></b></p> <p>Edsential actively promote mental health &amp; 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:-  <a href="https://www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing">https://www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing</a></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	<p><b><u>National and/or Local Restrictions</u></b></p> <p>Where increased national and/or 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.</p>	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.**

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 of issue:** 8<sup>th</sup> January 2021

**Date for review:** On-going

#### 4. Document Control - Amendments

Date	Amendments	Agreed by
27.5.20	<ol style="list-style-type: none"> <li>1.Update GOV.UK link for vulnerable persons</li> <li>2.Addition of NHS link for advice for New &amp; Expectant Mothers</li> <li>3.Addition of GOV.UK link for Interim Guidance for First Responders</li> <li>4.Clarification on the requirement for face shields where a young person becomes unwell</li> </ol>	Tracy Moore & Helen Tomassen
29.5.20	<ol style="list-style-type: none"> <li>1.Addition of GOV.UK link for Test and Trace system</li> <li>2.Addition of comment on of DIY cleaning</li> </ol>	Tracy Moore & Helen Tomassen
7.7.20	<ol style="list-style-type: none"> <li>1. Addition of new link for pregnant women</li> <li>2. Addition of collection &amp; temporary storage of lead visitor information for Track &amp; Trace</li> <li>3. Addition of link to advice and actions for schools for full opening in September 2020</li> <li>4. Addition of Extra Care Home restaurants (and industry sector link)</li> <li>5. Addition of electronic paperwork for meetings</li> <li>6. Addition of measures for where workers work in more than 1 premises per day</li> <li>7. Addition of HSE link to face masks &amp; coverings guidance</li> <li>8. Addition of new section on local lockdowns</li> </ol>	Tracy Moore & Helen Tomassen
5.8.20	<ol style="list-style-type: none"> <li>1.Update of classes of persons at risk (&amp; terminology) to reflect HSE template risk assessment</li> <li>2. Addition of new link to latest COVID-Secure in 2020 poster</li> <li>3. Update work from home guidance 'workers may go to work as long as the workplace is <b>Covid-Secure</b>, but should carry on working from home wherever possible'</li> <li>4.Update measures regarding workers who are in a clinically extremely vulnerable group (and have been shielding) to reflect the pause in these guidelines</li> </ol>	Tracy Moore & Helen Tomassen



	<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 &amp; local lockdowns</p>	
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 &amp; 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> <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>	Tracy Moore, Helen Manger, Alison Wolden, Natasha Powell, Helen Tomassen
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

13.11.20	<ol style="list-style-type: none"> <li>1. Amendments to reflect the additional measures required due to national restrictions in place until 2 December 2020.</li> <li>2. Addition of over 60's as a group identified at higher risk of severe outcomes.</li> </ol>	Tracy Moore, Helen Manger, Alison Wolden, Natasha Powell, Helen Tomassen
2.12.20	<ol style="list-style-type: none"> <li>1. Removal of reference to the national restrictions that came to an end on 2 December.</li> <li>2. Addition of reference and link to Guidance for the Christmas period.</li> </ol>	Tracy Moore, Helen Manger, Alison Wolden, Natasha Powell, Helen Tomassen
6.1.21	<ol style="list-style-type: none"> <li>1. The latest government Stay at Home lockdown requirements (plus reference to the link to GOV.UK)</li> <li>2. 'Workers to work from home unless they cannot reasonably do so'.</li> <li>3. Requirements added for clinically extremely vulnerable (CEV) and vulnerable workers.</li> <li>4. Attendance for a COVID-19 vaccination</li> <li>5. Update of reference to PHE NW Schools Resource Pack (version 4)</li> <li>6. Workers have been made aware of the rapid (asymptomatic) testing program that is being rolled out in some schools</li> </ol>	Tracy Moore, Helen Manger, Helen Tomassen