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| Date Conducted: | |  | | | | | | Review by Date: |  | Date Reviewed |  | | | |
| Assessment Team |  | | | | | | | | | | | | | |
| Information | A coronavirus is a type of virus. As a group, coronaviruses are common across the world. COVID-19 is a new strain of coronavirus first identified in Wuhan City, China in January 2020.  The incubation period of COVID-19 is between 2 to 14 days. This means that if a person remains well 14 days after contact with someone with confirmed coronavirus, they have not been infected.  The following symptoms may develop in the 14 days after exposure to someone who has COVID-19 infection:   * cough * difficulty in breathing * fever   For most people COVID-19 will be a mild infection  Generally, these infections can cause more severe symptoms in people with weakened immune systems, older people, and those with long-term conditions like diabetes, cancer and chronic lung disease  Facemasks are not recommended as an effective means of preventing the spread of infection. They play an important role in clinical settings, such as hospitals, but there’s very little evidence of benefit from their use outside of these settings.  Children with COVID-19 appear to be less severely affected. It is nevertheless important to do your best to follow this guidance  At present, there is no evidence that companion animals or pets such as dogs and cats, can be infected with coronavirus (COVID-19).  It’s good practice for employers to:   * keep everyone updated on actions being taken to reduce risks of exposure in the workplace * make sure everyone’s contact numbers and emergency contact details are up to date * make sure managers know how to spot symptoms of coronavirus (COVID-19) and are clear on any relevant processes, for example sickness reporting and sick pay, and procedures in case someone in the workplace develops the virus * make sure there are places to wash hands for 20 seconds with soap and water, and encourage everyone to do so regularly * provide hand sanitiser and tissues for staff, and encourage them to use them | | | | | | | | | | | | | |
| **1**  **Hazard**  (something with the potential to cause harm, how will it be realised and what is the potential injury?) | | | **2 At Risk** | **Risk** | | | **6**  **Control Measures** | | | | | **Risk** | | |
| **3 Severity** | **4 Probability** | **5 Risk** | **7 Severity** | **8 Probability** | **9 Risk** |
| Transfer of disease from being in close proximity to others infected  Fever, flu like symptoms | | | A | **4** | **3** | **12** | * Employees are to follow advice prescribed by Scientific Advisory Group for Emergencies (SAGE) and UK Chief Medical Officers via gov.uk website * Where practicable employees are to work remotely. * Employees are encouraged to use social distancing such as avoiding pubs, bars, restaurants and theatres * If someone becomes unwell in the workplace with a new, continuous cough or a high temperature, they should be sent home * Any employee displaying symptoms of either **a high temperature** or a **new continuous cough** should self-isolate at home. If you live alone stay at home for **7 days**. * Do not go to a GP surgery, pharmacy or hospital. You do not need to contact 111 unless you feel you cannot cope with your symptoms, your condition gets worse or if you do not get better after 7 days. For a medical emergency dial 999 * Stay at least 2m away from other people in your home whenever possible * Employees should not be encouraged to return to work during this time however remote working may be possible * If you live with others and you or one of them have symptoms of coronavirus, then all household members must stay at home and not leave the house for **14 days**. The 14-day period starts from the day when the first person in the house became ill. Anyone in the household who starts displaying symptoms, they need to stay at home for 7 days from when the symptoms appeared, regardless of what day they are on in the original 14-day isolation period * You should remain at home until 7 days after the onset of your symptoms. After 7 days, if you feel better and no longer have a high temperature, you can return to your normal routine. If you have not had any signs of improvement and have not already sought medical advice, contact NHS 111 online. If you have no internet access, call NHS 111 * Public Health England will contact workplaces where confirmed cases of Coronavirus have visited with further advice if required. * Visitors to work areas are to confirm they are not symptomatic, or live with anyone who is symptomatic * Once symptomatic, all surfaces that the person has come into contact with must be cleaned including; * all surfaces and objects which are visibly contaminated with body fluids * all potentially contaminated high-contact areas such as toilets, door handles, telephones * Avoid all non-essential foreign travel | | | | | **4** | **1** | **4** |
| Cleaning areas where a symptomatic individual has left or passed through  Fever, flu like symptoms | | | A | **4** | **3** | **12** | * Cleaning an area with normal household disinfectant after someone with suspected coronavirus (COVID-19) has left will reduce the risk of passing the infection on to other people * If an area can be kept closed and secure for 72 hours, wait until this time has passed for cleaning as the amount of virus living on surfaces will have reduced significantly by 72 hours * Wherever possible, wear disposable or washing-up gloves and aprons for cleaning. These should be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished * Using a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the cleaning products you normally use. Pay particular attention to frequently touched areas and surfaces, such as bathrooms, grab-rails in corridors and stairwells and door handles * If an area has been heavily contaminated, such as with visible bodily fluids, from a person with coronavirus (COVID-19), consider using protection for the eyes, mouth and nose, as well as wearing gloves and an apron * Wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning * Public areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids can be cleaned thoroughly as normal * All surfaces that the symptomatic person has come into contact with must be cleaned and disinfected, including: * objects which are visibly contaminated with body fluids * all potentially contaminated high-contact areas such as bathrooms, door handles, telephones, grab-rails in corridors and stairwells * Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings, following one of the options below: * use either a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine   or   * a household detergent followed by disinfection (1000 ppm av.cl.). Follow manufacturer’s instructions for dilution, application and contact times for all detergents and disinfectants   or   * if an alternative disinfectant is used within the organisation, this should be checked and ensure that it is effective against enveloped viruses * Avoid creating splashes and spray when cleaning. * Any cloths and mop heads used must be disposed of and should be put into waste bags as outlined below. * When items cannot be cleaned using detergents or laundered, for example, upholstered furniture and mattresses, steam cleaning should be used. * Any items that are heavily contaminated with body fluids and cannot be cleaned by washing should be disposed of. | | | | | **4** | **1** | **4** |
| Poor hygiene practices leading to transfer of viral infection.  Fever, flu like symptoms, possible death | | | A | **4** | **3** | **12** | * Employees are asked to wash hands more frequently than usual with soap and hot water for around 20 seconds particularly after coughing, sneezing and blowing your nose, or after being in public areas where people are doing so * Alcohol based hand rubs can also be used if convenient however hot water and soap are preferable * Employees are to practice good hygiene e.g. follow NHS ‘catch it, kill it, bin it’ guidelines * Used tissues should be disposed of immediately * Clean and disinfect regularly touched objects and surfaces using regular cleaning products * Hot water and cleaning products (not a bar of soap at it will harbour contamination) to be available at all times. * Bowl of sufficient size to fit the full forearm in, is to be available. * Disposable hand towels are to be available at all times * Operatives to wash thoroughly on a regular basis and prior eating, drinking and smoking. * Maintain social distancing- maintain at least 1 meter between yourself and anyone who is coughing or sneezing * Avoid touching eyes, mouth and nose * Stay informed and follow the advice given by health care providers * If feeling ill contact your doctor immediately and inform them of symptoms | | | | | **4** | **1** | **4** |
| People who are at increased risk of severe illness from coronavirus COVID-19) | | | A | **5** | **3** | **15** | **People who are at increased risk include;**   * aged 70 or older (regardless of medical conditions) * under 70 with an underlying health condition listed below (ie anyone instructed to get a flu jab as an adult each year on medical grounds):   + chronic (long-term) respiratory diseases, such as [asthma](https://www.nhs.uk/conditions/asthma/), [chronic obstructive pulmonary disease (COPD)](https://www.nhs.uk/conditions/chronic-obstructive-pulmonary-disease-copd/), emphysema or [bronchitis](https://www.nhs.uk/conditions/bronchitis/)   + chronic heart disease, such as [heart failure](https://www.nhs.uk/conditions/heart-failure/)   + [chronic kidney disease](https://www.nhs.uk/conditions/kidney-disease/)   + chronic liver disease, such as [hepatitis](https://www.nhs.uk/conditions/hepatitis/)   + chronic neurological conditions, such as [Parkinson’s disease](https://www.nhs.uk/conditions/parkinsons-disease/), [motor neurone disease](https://www.nhs.uk/conditions/motor-neurone-disease/), [multiple sclerosis (MS)](https://www.nhs.uk/conditions/multiple-sclerosis/), a learning disability or cerebral palsy   + [diabetes](https://www.nhs.uk/conditions/diabetes/)   + problems with your spleen – for example, [sickle cell](https://www.nhs.uk/conditions/sickle-cell-disease/) disease or if you have had your spleen removed   + a weakened immune system as the result of conditions such as [HIV and AIDS](https://www.nhs.uk/conditions/hiv-and-aids/), or medicines such as [steroid tablets](https://www.nhs.uk/conditions/steroids/) or [chemotherapy](https://www.nhs.uk/conditions/chemotherapy/)   + being seriously overweight (a body mass index (BMI) of 40 or above) * those who are pregnant   **Serious conditions including;**   * people who have received an organ transplant and remain on ongoing immunosuppression medication * people with cancer who are undergoing active chemotherapy or radiotherapy * people with cancers of the blood or bone marrow such as leukaemia who are at any stage of treatment * people with severe chest conditions such as cystic fibrosis or severe asthma (requiring hospital admissions or courses of steroid tablets) * people with severe diseases of body systems, such as severe kidney disease (dialysis)   **Control measures**   * Avoid contact with someone who is displaying symptoms of coronavirus (COVID-19). These symptoms include high temperature and/or new and continuous cough * Avoid non-essential use of public transport, varying your travel times to avoid rush hour, when possible * Work from home, where possible * Avoid large gatherings, and gatherings in smaller public spaces such as pubs, cinemas, restaurants, theatres, bars, clubs * Avoid gatherings with friends and family. Keep in touch using remote technology such as phone, internet, and social media * Use telephone or online services to contact your GP or other essential service | | | | | **5** | **1** | **5** |
| **Further Actions** | | | (Further control measures that could be implemented to improve safety)  Direct employees who follow advice to stay at home will be eligible for statutory sick pay (SSP) from the first day of their absence from work  Employers should use their discretion concerning the need for medical evidence for certification for employees who are unwell. This will allow GPs to focus on their patients  If evidence is required by an employer, those with symptoms of coronavirus can get an isolation note from [NHS 111 online](https://111.nhs.uk/covid-19), and those who live with someone that has symptoms can get a note from the [NHS website](https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-advice/)  Review of risk assessment to be carried out regularly as new information and guidance is made available through the following channels:   * <https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance> * <https://www.nhs.uk/conditions/coronavirus-covid-19/> | | | | | | | | | | | |
| **Additional Comments** | | |  | | | | | | | | |  | | |
| **Authorised by The Responsible Manager** | | |  | | | | | | | | | **Dated:** | | |