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| Date Conducted: |  | Review by Date: |  | Date Reviewed |  |
| Assessment Team  |  |
| Information | The following symptoms may develop after exposure to someone who has COVID-19 infection:* cough
* difficulty in breathing
* fever
* anosmia – a loss or change in your sense of smell, it can also affect your sense of taste as the two are closely linked

For most people COVID-19 will be a mild infectionGenerally, 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 diseaseCoronavirus: How does the Covid-19 alert level system work? - BBC NewsChildren with COVID-19 appear to be less severely affected. It is nevertheless important to do your best to follow this guidanceIt’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

The content of this risk assessment was produced when the UK was at **COVID Alert Level 4**. This assessment should be reviewed following any changes to the UK government COVID Alert Level, or when new guidance is published.**Wherever possible employees are to work remotely. Employees should only travel to work if this cannot be done from home** |
| **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 who are symptomatic of COVID-19Fever, flu like symptoms | A | **5** | **4** | **20** | * **Wherever possible employees are to work remotely. Employees should only travel to work if this cannot be done from home**
* 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 **a high temperature** or a **new continuous cough** or **anosmia** should self-isolate at home. If you live alone stay at home for **10 days** or until they are no longer symptomatic and have tested negative for COVID19
* 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
* Employees who have been contacted by the NHS track and trace system are to self isolate following guidance that will be issued during the track and trace process
* If you live with others and you or one of them have symptoms of coronavirus or someone in your ‘support bubble’ has symptoms of, then all household members must stay at home and not leave the house for **10 days** or until they are no longer symptomatic and have all tested negative for COVID19. The 10-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 10 days from when the symptoms appeared, regardless of what day they are on in the original 10-day isolation period
* You should remain at home until 10 days after the onset of your symptoms. After 10 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
 | **5** | **1** | **5** |
| Transfer of disease from being in close proximity to those infected with COVID-19 who are asymptomatic or presymptomaticFever, flu like symptoms | A | **5** | **3** | **15** | * **Wherever possible employees are to work remotely. Employees should only travel to work if this cannot be done from home**.
* Operatives to maintain 2m distance from others wherever possible

(3 steps, 9 hard hats or 1 chapter 8 barrier). Work can take place within 2m if further controls are put in place to mitigate risk, see relevant section below* Where possible operatives will bring pre-prepared food and refillable drinking bottles. Operatives will not be permitted to visit local shops and should remain on site for the day.
* Operatives to avoid stopping on walkways and should not congregate on site.
* Where applicable, stairs are preferable to lifts/hoist
* If someone becomes unwell in the workplace with a new, continuous cough or a high temperature, they should be sent home
* Avoid all non-essential foreign travel
 | **5** | **1** | **5** |
| Cleaning areas where a symptomatic individual has left or passed throughFever, flu like symptoms | A | **5** | **3** | **15** | * 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.
 | **5** | **1** | **5** |
| Poor hygiene practices leading to transfer of viral infection. Fever, flu like symptoms, possible death | A | **5** | **3** | **15** | * 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 2m 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
 | **5** | **1** | **5** |
| People who are at increased risk of severe illness from coronavirus COVID-19)  | A | **5** | **4** | **20** | **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*** **Wherever possible employees are to work remotely. Employees should only travel to work if this cannot be done from home**
* 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** |
| Travel to Site | A | **5** | **3** | **15** | Wherever possible workers should travel to site alone on foot or by bicycle, if this is not practical they should travel in a vehicle on their own If workers have no option but to share transport;* Journeys should be shared with the same individuals and with the minimum number of people at any one time.
* Good ventilation (i.e. keeping the windows open) and facing away from each other may help to reduce the risk of transmission.
* The vehicle should be cleaned regularly using gloves and standard cleaning products, with particular emphasis on handles and other areas where passengers may touch surfaces.

If employees must use public transport;* They should wash thoroughly before and after using public transport
* Maintain a 2m distance from other users to the best of their ability
* Wear a face-covering
* Avoid eating, drinking or touching their face/face covering until they have washed their hands
 | **5** | **1** | **5** |
| Working in close proximity to other workers when this cannot be avoided | A | **5** | **4** | **20** | * Where tasks require close working they should be subject to dynamic risk assessment which will aim to reduce the frequency, time scale and operatives involved.
* Minimise the frequency and time operatives work within 2m as far as practicable, minimise the number of workers involved with these tasks
* Close working is preferable where operatives are side to side or back to back, face to face working is only permitted if absolutely necessary.
* Where practicable, the same operatives are to carry out close working with one another.
* Encourage the use of face coverings to prevent transmission
 | **5** | **2** | **10** |
| **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 workEmployers 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 patientsIf 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/>

Guidance on eligibility and arranging for testing can be found here;* <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>
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| **Additional Comments** | **Guidance for first aid**Try to assist at a safe distance from the casualty as much as you can and minimise the time you share a breathing zone. If they are capable, tell them to do things for you, but treating the casualty properly should be your first concern. Remember the 3P model – preserve life, prevent worsening, promote recovery.**Preserve life: CPR:**1. Call 999 immediately – tell call handler if the patient has any COVID-19 symptoms1. Ask for help. If a portable defibrillator is available, ask for it2. Before starting CPR, to minimise transmission risk, use a cloth or towel to cover the patient’s mouth and nose, while still permitting breathing to restart following successful resuscitation3. If available, use: a. a fluid-repellent surgical maskb. disposable glovesc. eye protectiond. apron or other suitable covering4. Only deliver CPR by chest compressions; use a defibrillator (if available) **DON’T** use rescue breaths.**Prevent worsening, promote recovery: all other injuries or illnesses:**1. If you suspect a serious illness or injury, call 999 immediately – tell the call handler if the patient has any COVID-19 symptoms 1. If giving first aid to someone, you should use the recommended equipment listed above if it is available 2. You should minimise the time you share a breathing zone with the casualty and direct them to do things for you where possible **After delivering any first aid**1. Ensure you safely discard disposable items and clean reusable ones thoroughly2. Wash your hands thoroughly with soap and water or/and hand sanitiser as soon as possibleHSE Guidance: https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm#non-healthcare |  |
| **Authorised by The Responsible Manager** |  | **Dated:** |