



		Likelihood				
		Very Unlikely	Unlikely	Possible	Likely	Very Likely
		1	2	3	4	5
Negligible	1	1	2	3	4	5
Minor	2	2	4	6	8	10
Moderate	3	3	6	9	12	15
Major	4	4	8	12	16	20
Severity	Extreme	5	10	15	20	25

*Risk matrix used in risk assessment below
RR = residual risk*

Use guidance from World Health Organization and NHS to ensure the risk assessment is following the latest advice.

Coronavirus (COVID-19) risk assessment

Assessor: Ian Rogers Compliance Manager.

Approved by: Richard O'Neill Managing Director

Assessment date: 2nd April 2020

Review date: 4th May 2020

Version: 1.5

Hazard	Risk	Control measures	Residual Risk	Persons at risk
<p>Exposure from others due to:</p> <p>1) Living with someone with a confirmed case of COVID-19.</p> <p>2) Have come into close contact (within 2 metres for 15 minutes or more) with a confirmed case of COVID-19.</p> <p>3) Being advised by a public health agency that contact with a diagnosed case has occurred.</p>	<p>4x3 = 12</p>	<ul style="list-style-type: none"> To follow HMG guidance of self isolation and only to leave house on the following circumstances: for medical reason; to shop for necessary food supplies; for exercise once per day; and for essential works including those deemed 'key workers' Any existing individual risk assessments (disability, young persons or new / expectant mothers) to be reviewed Maintain contact with line management and Human Resources (HR) and to follow company policy / guidance. Travel is only required for essential travel; reduce the amount of time using public transport and to implement social distancing where possible (2m clearance from persons and not to travel in groups of more than 2 unless it is immediate family) To continue following ongoing government guidance Stay at home and only attend hospital in an emergency. Do not attend GP surgery and phone NHS line (111) if further advice is required Company to ensure extremely vulnerable persons (Solid organ transplant recipients; people with specific cancers: people with 	<p>4x1 = 4</p>	<p>Individual workers</p>

		<p>cancer who are undergoing active chemotherapy or radical radiotherapy for lung cancer; people with cancers of the blood or bone marrow such as leukaemia, lymphoma or myeloma who are at any stage of treatment; people having immunotherapy or other continuing antibody treatments for cancer; people having other targeted cancer treatments which can affect the immune system, such as protein kinase inhibitors or PARP inhibitors; people who have had bone marrow or stem cell transplants in the last 6 months, or who are still taking immunosuppressive drugs; People with severe respiratory conditions including all cystic fibrosis, severe asthma and severe COPD; People with rare diseases and inborn errors of metabolism that significantly increase the risk of infections (such as SCID, homozygous sickle cell); People on immunosuppression therapies sufficient to significantly increase risk of infection; Women who are pregnant with significant heart disease, congenital or acquired.) are shielding themselves and following their specific medical advice issued to them.</p> <ul style="list-style-type: none"> • Follow good NHS hygiene measures at all times • Avoid all visitors to your home unless they are providing a medical requirement • Do not approach delivery staff, allow packages to be left on the doorstep • Do not take any antibiotics as they do not work against viruses. • All client schools & academies are requested to notify Schools Offices Services Ltd of any suspected cases of infected persons having attended the site & rooms used. This is to enable specialised cleaning team with appropriate PPE to attend and decontaminate affected areas. 		
Suspected case whilst working on site	4x4= 16	<p>If a worker develops a high temperature or a persistent cough while at work, they should:</p> <ol style="list-style-type: none"> 1) Return home immediately 2) Avoid touching anything 3) Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow. 4) They must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed. Have someone inform the company immediately. 	4x1 = 4	Individual workers

General travel	4x4=16	<ul style="list-style-type: none"> Do not travel unless you cannot work from home or deemed a key worker – implement teleconferencing for meetings Please continue to follow any further national government advice provided Where an occupational health (OH) service provider has been appointed, please seek additional advice or concerns through this service All persons to limit their use of public transport. Where travel is essential, please use private single occupancy where possible 	4x1=4	Individual workers
Access / egress to site	4x4 =16	<p>Where possible, please consider and implement the following practices:</p> <ol style="list-style-type: none"> 1) Stop all non-essential visitors 2) Maintain social distancing of 2 metres while waiting to enter premises or cleaning stores and maintain social distancing and avoid contact at all times 3) Monitor site access points to enable social distancing – there may be a need to change the number of access points, either increase to reduce congestion or decrease to enable monitoring 4) Remove or disable entry systems that require skin contact e.g. fingerprint scanners 5) Require all workers to wash or clean their hands before entering & on leaving the site 6) Allow plenty of space (two metres) between people waiting to enter site 7) Regularly clean common contact surfaces in Classrooms, Corridors, Reception, Offices, access control and delivery areas e.g. scanners, turnstiles, screens, telephone handsets, desks & seats. 8) Reduce the number of people in attendance at site inductions and consider holding them outdoors wherever possible 9) Drivers should remain in their vehicles if the load will allow it and must wash or clean their hands before unloading goods and materials. 	4x1 =4	Individual workers
Inclement weather – cold temperature allows disease to survive	2x2 = 4	<ul style="list-style-type: none"> All persons to dress appropriately for the weather Welfare facilities provided to shelter from the elements Maintain good hygiene measures at all times Appropriate respiratory protective equipment (RPE) masks to be considered 	2x1 =2	Individual workers

		as last resort however face fit test (FFT) must be completed to ensure mask effectiveness. It is advised to speak to your H&S competent person on these matters and supplies should be reserved for medical staff as it has been documented that supplies have been difficult to procure		
Poor hygiene	4x4 = 16	<ul style="list-style-type: none"> Wash your hands thoroughly and regularly. Use soap and water for at least 20 seconds. Use alcohol-based hand sanitiser if soap and water is not available and hand washing technique to be adopted as directed by NHS Avoid touching your face/eyes/nose/mouth with unwashed hands and cover your cough or sneeze with a tissue then throw it in the bin. Provide additional hand washing facilities to the usual welfare facilities if a large spread out site or significant numbers of personnel on site Regularly clean the hand washing facilities and check soap and sanitiser levels Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal. Sites will need extra supplies of soap, hand sanitiser and paper towels and these should be securely stored. Restrict the number of people using toilet facilities at any one time e.g. use a welfare attendant Wash hands before and after using the facilities Enhance the cleaning regimes for toilet facilities particularly door handles, locks and the toilet flush Portable toilets should be avoided wherever possible, but where in use these should be cleaned and emptied more frequently 	4x1 = 4	Individual workers
Use of Changing facilities, showers and drying rooms	4x4 = 16	<ol style="list-style-type: none"> Introduce staggered use to reduce congestion and contact at all times Introduce enhanced cleaning of all facilities throughout the day and at the end of each day Consider increasing the number or size of facilities available on site if possible Based on the size of each facility, determine how many people can use it at any one time to maintain a distance of two metres Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal. 	4x1 = 4	Individual workers

Training:

<https://www.nhs.uk/conditions/coronavirus-covid-19/>

<https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-advice/>

<https://www.nhs.uk/conditions/coronavirus-covid-19/advice-for-travellers/>

<https://www.gov.uk/government/publications/coronavirus-action-plan>

Management notes:

- Ensure all staff are aware of reporting requirements and that all confirmed cases are escalated to your H&S competent person.
- Information notes are to be sent out and any updates communicated in a timely manner to the workforce.
- This must include letting staff know about symptoms and actions the medical professionals are advising people to take.
- A colleague who has been isolated for 14 days cannot return to work until the appropriate 'fit note' documentation is provided by their GP/healthcare provider to demonstrate they are now fit to return to work.
- **All client schools & academies are to be requested to notify Schools Offices Services Ltd of any suspected cases of infected persons having attended the site & details of rooms used. This is to enable specialised cleaning team with appropriate PPE to attend and decontaminate affected areas & to further support and advise our cleaning staff.**
- Assessments to be reviewed monthly until further notice or where significant change has occurred

If in England call **NHS on 111**, NHS guidance is that you do not go directly to your GP surgery, community pharmacy or hospital unless an emergency occurs