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| Title: | Coronavirus (COVID19) Risk Assessment | Version: | 3 |
| Ref No: | 02.02.100.RA001 | Dated: | 8.07.20 |
| Reviewed By: | Laura Morgan | Signature: | Laura Morgan |
| Owner: | Laura Morgan | Signature: | Laura Morgan |

| A | Significant Hazards: | Persons at Risk | Likelihood 0 to 6 | Severity 0 to 6 | Risk Rating 0 to 36 |
|---|---|-----------------|----------------------|--------------------|------------------------|
| 1 | Risk of infection through close contact with others. | Employees | 4 | 5 | 20 |
| 2 | Increased risk of coronavirus exposure due to dirty or contaminated surfaces. | Employees | 4 | 5 | 20 |
| 3 | Increased risk of coronavirus exposure associated with the use of vehicles. | Employees | 4 | 5 | 20 |

Behavioural Controls:

Only competent, qualified and experienced personnel are used with a positive attitude towards safe working. Give priority to hazards where the persons at risk, likelihood or severity are high. Include any controls that reduce the risks from the significant hazard in section A

| B | Control Measures | Likelihood 0 to 6 | Severity 0 to 6 | Risk Rating 0 to 36 |
|---|--|----------------------|--------------------|------------------------|
| 1 | <p>There are thought to be 2 ways that Covid-19 can pass from one host to another when in close contact</p> <ul style="list-style-type: none"> Aerosols – e.g. someone sneezing, or breathing heavily into the air Droplets – an infected person coughing (or other bodily fluid) and a droplet entering the nose, eyes, or mouth of another <p>To reduce risks to employees and residents work from home where you can, avoid physically attending site and always, consider the below before setting out</p> <p>Does the employee or anyone in their household:</p> <ul style="list-style-type: none"> Fall into one of the vulnerable groups and have been advised to shield Have a persistent cough that has developed recently? A high temperature? Self isolating? Suffering from loss of taste and smell Have been contacted by Test & Trace? | 1 | 5 | 5 |

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| | <ul style="list-style-type: none"> Returned from abroad and are quarantining in relation to government guidance? self isolating for any other reason? <p>If the answer is yes to any of these questions then a visit should not go ahead and the employee should be self isolating following government guidelines.</p> <ul style="list-style-type: none"> If the risk of coronavirus is suspected or known to be present, staff will avoid attend physically and the case will be referred to coronavirus incident team within 4 hours to enable co-ordinated approach by all teams. To mitigate risk of coronavirus: <ul style="list-style-type: none"> Home / face to face visits: <ul style="list-style-type: none"> If these can be done over the phone or by video call we should aim to do so. If a visit cannot be avoided then we should phone ahead and ask the following questions: Does the person or anyone in the household: <ul style="list-style-type: none"> Have a persistent cough that has developed recently? A high temperature? Suffering from loss of smell of taste Are self isolating? Are shielding? Have been contacted by Test & Trace? Returned from abroad and are quarantining in relation to government guidance? self isolating for any other reason? <p>If the answer is yes to any of these questions then a visit should not go ahead.</p> | | | |
| 1 cont | <p>If the answer is unknown but suspected the visit should be put on hold until further information is made available, assessed by line manager and approach co-ordinated across teams.</p> <p>If the visit has been assessed as unavoidable, ensure you have your lone worker device and lone working procedures are being followed in addition;</p> <ul style="list-style-type: none"> Staff will make a dynamic assessment on the doorstep and each case handled accordingly. Reconfirm no one in the property has symptoms. Avoid entering the property. Interactions should take place at a 2m distance on the doorstep or outside where possible. | | | |

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| | <ul style="list-style-type: none"> • Only enter a property if absolutely necessary e.g. to remedy a direct risk and sanitise your hands before doing so and again when leaving. • A distance of 2m between persons should be maintained as far as possible. • Remain in the property for as short a time as possible. • In cases of dirty or verminous properties but no known covid 19 risk staff will: <ul style="list-style-type: none"> ○ Wear appropriate PPE including wear long trousers, preferably tucked socks or boots and leave the property as soon as possible. ○ Stamp your feet several times once you have left the property and it is safe to do so and always before getting into your car or entering another property. ○ Remove clothes and footwear at doorway before entering office or house. ○ Wash clothes as soon as possible at a high temperature and shower. ○ If the problem is prolific, staff are advised not to enter the property and contact a manager. Flea repellent and bite treatment is available if required. • A UDC to be entered on the system to warn others of dirty and verminous property if required. | | | |
| 2 | <p>Covid-19 is thought live on hard surfaces for up to 72 hrs</p> <p>Wash or sanitise your hands <u>before</u> and <u>after</u> entering a property</p> <ul style="list-style-type: none"> • Never eat or drink in occupied premises where there is a risk of coming into to contact with a hazardous material. • Wear nitrile gloves when required and avoid leaving bags or belongings on surfaces that could be contaminated. Wipe down belongings that have come into contact with surfaces. • Always wash your hand thoroughly with warm water and soap as soon as possible and always after removing gloves and before eating and drinking. • Gloves should be removed following NHS guidelines and disposed of in household waste. <p>Staff with underlying health concerns to review visits with line managers.</p> <ul style="list-style-type: none"> • Wear appropriate clothing and safety footwear in dirty and verminous properties: <ol style="list-style-type: none"> a) Wear nitrile gloves as required. If the presence of animal waste is apparent, staff must avoid coming into contact with the waste. b) Avoid touching anything. c) Make sure all wounds are covered. d) Always wash hands with soap and warm water before eating and drinking. e) Avoid touching your nose, eyes or mouth f) Use anti-bacterial hand sanitizer 60% alcohol if soap and water unavailable. | 1 | 5 | 5 |

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| | g) Obtain advice as soon as possible. | | | |
| 3 | <p>Risk of infection associated with the use of vehicles.</p> <ul style="list-style-type: none"> • Officers should where possible travel to site in their own vehicle. • Sanitise your hands before entering the vehicle. • Vehicle sharing will only be permitted in exceptional circumstances • e.g. in an emergency and numbers must be limited to as few as possible. • If sharing a vehicle is necessary (and with approval from your head of service) officers must ensure it is well ventilated and that they do not face each other. • Maintain as much distance as possible e.g. passenger can sit in the back seat • Limit car sharers to small teams or partners and for as short a duration as possible • Ensure the vehicle and common touch points are cleaned regularly using regular cleaning products. These include keys, door handles and fuel caps. • Wear gloves when cleaning. • If using a pooled vehicle e.g. Caravelle– clean common touch points before and after use and record who has been in the vehicle, and that it has been cleaned after use. • Sanitise your hands before entering the vehicle. • Clear and remove your waste from the vehicle regularly and if not your vehicle remove personal belongings at the end of the working day. | 1 | 5 | 5 |
| Add | <ul style="list-style-type: none"> • Each team should evaluate the risks above to determine whether they apply and take appropriate measures to reduce those risks. • Check the following GOV.UK Websites: <ul style="list-style-type: none"> ○ GOV.UK - Government Response ○ GOV.UK - Stay at Home Guidance ○ GOV.UK - Guidance on Social Distancing and for Vulnerable People ○ GOV.UK - New Guidance for Households with Possible COVID-19 Infection | | | |

| Personal Protective Equipment (PPE) / Measures | | | |
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| Wear PPE as Advised Above. | Perform Dynamic Risk Assessments (Non-Documented of Given Situations) | Social Distancing | Clean/Sanitise as advised above |

Risk Matrix and Methodology

The rating given will be calculated following a chart score of severity of the hazard / impact and the likelihood of the risk / impact occurring. This is rated via the number scale as follows:

| Scale | Severity | Likelihood |
|-------|---|--------------|
| 1 | Negligible Injury / Impact | < 10% Chance |
| 2 | Minor Injury / Impact | < 25% Chance |
| 3 | Injury Requiring First Aid or Time Away from Duties | < 40% Chance |
| 4 | Low Lost Time Injury or Minor Medical Treatment | < 75% Chance |
| 5 | RIDDOR / Over Seven Day Injury | < 85% Chance |
| 6 | Multiple RIDDOR / Fatality | > 85% Chance |

The two ratings are plotted on the chart below and the subsequent rating shown in the chart. The items will be determined as follows:

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|------------|---|---|----|----|----|----|----|
| Severity | 6 | 6 | 12 | 18 | 24 | 30 | 36 |
| | 5 | 5 | 10 | 15 | 20 | 25 | 30 |
| | 4 | 4 | 8 | 12 | 16 | 20 | 24 |
| | 3 | 3 | 6 | 9 | 12 | 15 | 18 |
| | 2 | 2 | 4 | 6 | 8 | 10 | 12 |
| | 1 | 1 | 2 | 3 | 4 | 5 | 6 |
| | | 1 | 2 | 3 | 4 | 5 | 6 |
| Likelihood | | | | | | | |

GREEN = Low Risk / Impact
YELLOW = Medium Risk/ Impact - Control Measures Required
 (Such as written instructions / training / mechanical controls 'so far as is reasonably practicable'/ PPE)
RED = High Risk / Impact- Further Controls Required
 (Such as mechanical controls / PPE as a last resort)
 When recording the Risk Rating ensure that both the Likelihood and Severity scores are included.

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| High | Improve control measures; consider stopping work until further controls or methods can be put in place. Conducting work at this level of risk is to be reported up the Line Management / Command chain. |
| Medium | Review control measures and improve if reasonably practicable to do so, consider alternative ways of working. |
| Low | Maintain control measures and review if there are any changes. |

Record the residual Risk Rating to demonstrate that the risk has been reduced to an acceptable level, record Likelihood and Severity scores.

Risk Assessments are to be reviewed:

- Annually
- If there is reason to doubt the effectiveness of the assessment
- Following an accident or near miss

- Following significant changes to the task, process or procedure
- Following the introduction of more vulnerable personnel

It will be the duty of the responsible person to ensure the control measures above are in place and are being adhered to by all operatives at all times. Regular monitoring will be completed by the responsible person and any queries or concerns regarding the controls should be directed to a responsible person immediately. Operatives also have a responsibility in accordance with Section 2 (7) of the Health and Safety at Work Act to comply with their employer and work in a safe manner at all times not putting themselves or others at risk of injury through their actions.

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| Document Ref: 02.02.100.RA001 | | Uncontrolled Document When Printed | |
| Page: 6 | Coronavirus (COVID19) | Version: 03 | Issue: 01 |
| Date Created / Reviewed: 19/06/2020 | | Date to Review: 19/09/2020 | |