

The current COVID-19 ‘coronavirus’ outbreak poses a serious risk to individuals and businesses. For further information please contact your Health and Safety department and additional guidance can be located at <https://www.gov.uk/coronavirus>

Site: Old Mission House, Bury St Edmunds	Activity: Managing the workplace during COVID-19 pandemic (as per gov.uk advice)	Additional Site-Specific Information: Please also refer to the Head Office COVID-19 Procedures and Key Points Documents			
Risk Assessment No. COVID-19 OFFICE 1	Review Date: 14 th April 2021	Revision No. 0001	Name Phil Norman	Signature	Date 14 th January 2021
Person Supervising Work on site: N/A		Persons Exposed : <i>Employees</i> <input checked="" type="checkbox"/> <i>Other Contracted workers</i> <input checked="" type="checkbox"/> <i>Public/Visitors</i> <input checked="" type="checkbox"/> <i>Other: Please state.</i> (Tick all that apply):			

<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr><td></td><td>5</td><td>5</td><td>10</td><td>15</td><td>20</td><td>25</td></tr> <tr><td></td><td>4</td><td>4</td><td>8</td><td>12</td><td>16</td><td>20</td></tr> <tr><td></td><td>3</td><td>3</td><td>6</td><td>9</td><td>12</td><td>15</td></tr> <tr><td></td><td>2</td><td>2</td><td>4</td><td>6</td><td>8</td><td>10</td></tr> <tr><td></td><td>1</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td style="writing-mode: vertical-rl; transform: rotate(180deg);">Severity</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td></td></tr> </table> <p style="text-align: center;">Likelihood</p> <p style="text-align: center;">Risk = Likelihood x Severity</p>		5	5	10	15	20	25		4	4	8	12	16	20		3	3	6	9	12	15		2	2	4	6	8	10		1	1	2	3	4	5	Severity								1	2	3	4	5		<p style="text-align: center;"><u>Likelihood</u></p> <p>Rating 1 = Very unlikely Rating 2 = Unlikely Rating 3 = Likely Rating 4 = Very likely Rating 5 = Almost certain</p>	<p style="text-align: center;"><u>Severity</u></p> <p>Rating 1 = No injury Rating 2 = Minor injury or illness Rating 3 = “7 day” injury or illness Rating 4 = Major injury or illness Rating 5 = Fatality, disabling injury, etc</p>
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Hazard	Factors of Harm		Risk Rating	Control Measures	Factors of Harm		Residual risk	Control measures implemented by (name)	Check frequency
	Likelihood	Severity			Likelihood	Severity			
Access / Egress to office - Possible contamination and spread of the virus	4	4	16	All extremely clinically vulnerable persons do not attend site Stop of all non-essential visitors, if visit required, log all visitors to site Staggered start and finish times to reduce congestion and contact at all times. Site access points are monitored to enable social distancing All workers to wash or clean their hands before entering or leaving the site	1		4	Phil Norman & Board of Directors	Monthly

Hazard	Factors of Harm		Risk Rating	Control Measures	Factors of Harm		Residual risk	Control measures implemented by (name)	Check frequency
	Likelihood	Severity			Likelihood	Severity			
Movements between Offices and work sites – Possible contraction of the virus	4	4	16	<p>Follow guidance in COVID-19 Procedures</p> <p>Do no travel on public transport. Speak with your line manager and arrange for alternative means of transport.</p> <p>Only essential visits between offices and sites will occur</p> <p>Utilise Microsoft Teams or a similar platform for meetings.</p> <p>Ensure desk spaces and IT equipment are kept clean</p> <p>If someone falls ill, displaying COVID-19 symptoms, they should return home immediately</p> <p>Always wash your hands prior to eating and or smoking</p> <p>Wash hands after using the toilet, blowing your nose, sneezing or coughing - Wash your hands for 20 seconds, each time using soap and water, or use hand sanitiser.</p> <p>When sharing an office or office space with others a mask or face covering should be worn.</p>	1	3	4	Phil Norman & Board of Directors	Monthly
Kitchen / Canteen area – spread of virus from congregation of people	4	4	16	<p>Break times staggered to reduce congestion and contact at all times</p> <p>Hand cleaning facilities or hand sanitiser available at the entrance of any room where people eat and used when entering and leaving the area</p> <p>Maintain 2 metres apart from each other whilst eating and avoid all contact</p> <p>Tables should be cleaned between each use</p> <p>All areas used for eating must be thoroughly cleaned</p> <p>Enhanced cleaning measures of the tap mechanism introduced for drinking water / kettle usage</p> <p>All rubbish put straight in the bin and not left for someone else to clear up</p>	1	4	4	Phil Norman & Board of Directors	Monthly

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Office provisions / facilities – Possible contamination and spread of the virus	3	4	12	<p>wherever possible office crockery, eating utensils, cups etc. are not be used – Employees encouraged to bring packed lunches</p> <p>Circulating coronavirus policies and safety procedures to all employees and managers; these set out employee's precautions If someone falls ill, displaying COVID-19 symptoms, they should return home immediately Available clean toilet and washing facilities. Provide paper towels near hand washing facilities Use hand sanitiser after using toilets, washrooms and canteen areas Employees to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Stay away from vulnerable individuals, such as the elderly or those with underlying health conditions as much as possible Stay a safe distance from individuals by following safe distancing guidelines Try and avoid contact with your face unless your hands are freshly washed Taking steps to review work schedules including start & finish times/shift patterns, working from home etc. to reduce number of workers on site at any one time. Also relocating workers to other tasks. Redesigning processes to ensure social distancing in place - Follow local rules as indicated by floor and wall signage.</p>	1	3	4	Phil Norman & Board of Directors	Monthly

				Clean common touch parts of equipment such as printers, photocopiers before and after use using the wipes provided					
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Use of toilet facilities, changing facilities, showers etc. – Infection control	4	4	16	<p>The number of people using toilet facilities at any one time is restricted</p> <p>Wash hands before and after using the facilities.</p> <p>Enhance the cleaning regimes for toilet facilities particularly door handles, locks and the toilet flush</p> <p>Suitable and sufficient rubbish bins for hand towels with regular removal and disposal</p> <p>Avoidance of touching face/eyes/nose/mouth with unwashed hands and cover coughs or sneezes with a tissue then throw it in the bin.</p>	1	4	4	Phil Norman & Board of Directors	Monthly
First Aid – including mental health	4	4	16	<p>First aid and cover arrangements reviewed -</p> <p>First aid contents to be monitored to ensure adequate supplies remain</p> <p>Emergency plans on site and communicated so all employees understand action to be take in the event of a suspected/confirmed case of COVID 19</p> <p>amended practices in regard to attending a casualty during COVID (such as revised CPR methodology)</p> <p>Communication of occupational health service available, including the employee assistance programme</p> <p>Line management to regularly communicate with their team(s) to support mental health</p>	1	4	4	Phil Norman, Lesley Skingle & Board of Directors	Monthly
Personnel reporting diagnosis of the virus or suffering symptoms – spreading the infection	4	4	16	<p>Persons displaying COVID-19 symptoms to self-isolate – see COVID-19 Procedures</p> <p>Following Government advice– see gov.uk website for latest guidance</p> <p>Stay at home and only attend hospital in an emergency. Do not attend GP surgery and</p>	1	4	4	Phil Norman & Board of Directors	Monthly

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			16	<p>phone NHS line (111) if further advice is required</p> <p>Follow good NHS hygiene measures at all times</p> <p>The work area will receive deep cleaning and social distancing maintained</p>			4		
Handling letters and post – Infection control	4	4	16	<p>Where possible, post should be left for 72 hours prior to opening. When opening post wear a face covering.</p> <p>Wash hands prior to wearing nitrile gloves and handling letters and post.</p> <p>Wear the appropriate and correct sized gloves. Once a letter is open read it and either dispose into a bin immediately if not needed or file accordingly as required.</p> <p>If post is for another person consider scanning and emailing instead of leaving it in the tray for them, then safely file the letter.</p> <p>Do not leave letters or post lying around and take extra care not to allow it to come into contact with other surfaces.</p> <p>Clean the surfaces that the post has come in contact with.</p> <p>Try and avoid contact with your face until your hands are freshly washed</p> <p>Dispose of your gloves as soon as you have finished handling the letters and post</p> <p>Once the letters are sorted wash your hands for the recommended 20 seconds and follow all the usual precautions</p>	1	4	4	Phil Norman & Board of Directors	Monthly
Handling of deliveries - Infection control	4	4	16	<p>Delivery Driver to wait outside of property and must maintain a distance of two metres at all times, or one metre with risk mitigation (i.e., a face covering) The Delivery driver must not enter the property, all deliveries should be left outside the main entrance and brought in by a Claret CE employee.</p>	1	4	4	Phil Norman & Board of Directors	Monthly

				<p>Wear face protection and nitrile gloves when meeting the delivery driver. The touching/handling of the outside of bags/boxes should be kept to a minimal. Leave delivery in a safe place in the reception area. Remove gloves and dispose immediately wash your hands for the recommended 20 seconds and follow all the usual precautions Contact the individual who the deliver is for and advise them of location. Where possible, deliveries should be left for 72 hours prior to opening.</p>					
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