



		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	5	10	15	20	25

Risk matrix used in risk assessment below  
RR = residual risk

## Coronavirus (COVID-19) risk assessment

**Assessment date:** 18/05/2021

**Next review date:** 30<sup>th</sup> November 2021

**Version:** 2.0

Cheddar Office

Hazard	Risk	Control measures	RR	Persons at risk
Exposure from others due to: 1) Living with someone with a confirmed case of COVID-19. 2) Have come into close contact (within 2 metres for 15 minutes or more) with a confirmed case of COVID-19. 3) Being advised by a public health agency that contact with a diagnosed case has occurred.	4 x 3 = <b>12</b>	<ul style="list-style-type: none"> <li>To follow government action of self isolation when required as per Government Guidelines</li> <li>Any existing individual risk assessments (disability, young persons or new / expectant mothers) to be reviewed</li> <li>Maintain contact with line management and Human Resources (HR) and to follow company policy / guidance.</li> <li>Travel required for essential travel; reduce the amount of time using public transport and to implement social distancing where possible (2m clearance from persons. Use a face mask and face covering when using public transport.</li> <li>To continue following ongoing government guidance</li> <li>Company to ensure extremely vulnerable persons (Solid organ transplant recipients; people with specific cancers: people with cancer who are undergoing active chemotherapy or radical radiotherapy for lung cancer; people with cancers of the blood or bone marrow such as</li> </ul>	4 x 1 = <b>4</b>	Individual workers

		<p>leukemia, 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"> <li>• Follow good NHS hygiene measures at all times</li> <li>• Delivery staff to be encouraged to leave parcels etc in the reception area.</li> <li>• Do not take any antibiotics as they do not work against viruses.</li> </ul>		
Confirmed case of Covid-19 whilst working in the office	$4 \times 4 = 16$	<p>If an employee has a confirmed case of Covid-19 then:</p> <ol style="list-style-type: none"> <li>1) The affected person has to self-isolate for 10 days from when the first symptoms started, as per Government guidelines.</li> <li>2) All employees who have been in close contact with a confirmed case of Covid or contacted by Track and Trace to self-isolate for 10 days following government guidelines</li> <li>3) The office should be deep cleaned before any employees are asked to return to the office.</li> </ol>	$4 \times 1 = 4$	All employees working in the office
Suspected case whilst working in the office	$4 \times 4 = 16$	<p>If a worker develops a high temperature or a persistent cough while at work, they should:</p> <ol style="list-style-type: none"> <li>1) Return home immediately</li> <li>2) Avoid touching anything</li> <li>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.</li> </ol>	$4 \times 1 = 4$	Individual workers

		<p>4) They must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed.</p> <p>5) Employees to arrange a Covid Test asap and self-isolate until test results are back.</p> <p>6) Workstation must be thoroughly sanitized &amp; removed from use for 72hrs minimum.</p>		
General travel including foreign travel	<p>4 x 4 = <b>16</b></p>	<ul style="list-style-type: none"> <li>No foreign travel allowed to red or amber list countries unless discussed and agreed with line manager.</li> <li>Reduced customer site visits allowed but in line with Government guidelines and particular site's Covid safety procedures.</li> <li>Reduced visits to suppliers or manufacturers allowed, but in line with Government guidelines and site's Covid safety procedures.</li> <li>Meetings to be conducted via media links whenever possible.</li> <li>Please continue to follow any further national government advice provided.</li> <li>All persons to limit their use of public transport. Where travel is essential, please use private single occupancy where possible and use face masks/face coverings</li> </ul>	<p>4 x 1 = <b>4</b></p>	Individual workers
<p><b>Building Infrastructure:</b></p> <p><b>Main Entrance</b> Contact with another staff member Main handles – touch point Light switches</p> <p><b>Stairs:</b> Contact with another staff member Stair banisters – touch point Light switches</p> <p><b>Main Office Area:</b> Contact with another member of staff. Touch Points Main Fire Doors Printers.</p>	<p>4 x 4 = <b>16</b></p>	<ul style="list-style-type: none"> <li>Hand sanitization station in between doors</li> <li>Handles sanitized regularly</li> <li>Staff to use safe zones at top &amp; bottom of stairs when others are using stairs.</li> <li>Stairs to be segregated for use (going up or down).</li> <li>Banisters to be sanitized regularly</li> <li>Staff to only use designated desk, chair &amp; equipment</li> </ul> <ul style="list-style-type: none"> <li>Main Fire Doors – to be held open during office hours. To be closed only when locking up or in the event of a fire evacuation – by designated Fire Warden.</li> <li>Touch points to be sanitized</li> </ul>	<p>4 x 1 = <b>4</b></p>	Individual workers

<p>Water dispenser Light switches</p> <p><b>Server Room.</b> Main Office Area: Contact with another member of staff. Touch points Main Door Light switches</p> <p><b>Meeting Room 1: Hamblin</b> Contact with another member of staff. Touch Points: Door Handle Table Chairs TV Computer Leads.</p> <p><b>Meeting Room 2: Corbett</b> Contact with another member of staff. Touch Points: Door Handle Table Chairs TV Computer Leads.</p> <p><b>Meeting Room 3: Einstein</b> Contact with another member of staff. Touch Points: Door Handle Table Chairs TV Computer Leads.</p> <p><b>Meeting Room 4: Banksey</b> Contact with another member of staff. Touch Points: Door Handle Table Chairs TV Computer Leads.</p>		<p>regularly</p> <ul style="list-style-type: none"> <li>• Windows to be kept open to allow ventilation and air flow.</li> <li>• Max number of people allowed in the Server room is restricted to 1.</li> <li>• Only authorized persons to use.</li> <li>• Touch point to be sanitized regularly</li> <li>• Max. number of people allowed in meeting room is restricted to 4.</li> <li>• Using designated marked seating area.</li> <li>• After using meeting room – occupants to sanitize all touch point surfaces.</li> <li>• Max. number of people allowed in meeting room is restricted to 4.</li> <li>• Using designated marked seating area.</li> <li>• After using meeting room – occupants to sanitize all touch point surfaces.</li> <li>• Max. number of people allowed in meeting room is restricted to 4.</li> <li>• Using designated marked seating area.</li> <li>• After using meeting room – occupants to sanitize all touch point surfaces.</li> <li>• Max. number of people allowed in meeting room is restricted to 4.</li> <li>• Using designated marked seating area.</li> <li>• After using meeting room – occupants to sanitize all touch point surfaces.</li> </ul>		
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<p><b>Main Walkway Downstairs:</b> Contact with another member of staff. Touch point: Door handles Wall Signage Light switches</p> <p><b>Staff Canteen:</b> Contact with another member of staff Touch Points: Table Chairs Fridge Handle Taps Kettle / Hot Water Urn handle. Milk containers Light switches</p> <p><b>Toilet:</b> Contact with another member of staff. Touch points; Door handle Taps Cubical Door Toilet seat. Light switches</p> <p><b>Nyland:</b> Contact with another member of staff: Touch points Door handles – Kitchen doors &amp; Main door &amp; fire Doors Light switches</p>		<ul style="list-style-type: none"> <li>• Employees to follow directional arrows marked on the floor.</li> <li>• Sofa area is not to be used by no more than 2 people at any time.</li> <li>• All touch points to be sanitized regularly</li> </ul> <ul style="list-style-type: none"> <li>• Only 3 members of staff to be allowed to use the seating area &amp; must sit in designated places &amp; chairs.</li> <li>• Staff to wash hands – in guidance to Gov. guidelines - before commencing with using equipment.</li> <li>• Staff to only use one personal mug.</li> <li>• Staff to wash with soap any cutlery or plate (etc) immediately after use or use dishwasher provided.</li> <li>• Staff to sanitize table &amp; chairs after use.</li> <li>• All touch points to be sanitized regularly</li> </ul> <ul style="list-style-type: none"> <li>• Only one employee to use the toilet at any one time.</li> <li>• Employees to indicate the toilet is in use by moving signage before &amp; after use.</li> <li>• Employees to observe hygiene standards &amp; Gov guidelines on hand washing after use.</li> <li>• Toilet seat to be sanitized after use &amp; wipe disposed of.</li> </ul> <ul style="list-style-type: none"> <li>• Employees to observe one-way walkway into &amp; out of Nyland.</li> <li>• Only 6 employees allowed Nyland to use at any time.</li> <li>• Employees to use designated desk, chair &amp; equipment.</li> <li>• Fire doors to be held open during office hours only - To be closed only when locking up or in the event of a fire evacuation – by designated Fire Warden.</li> </ul>		
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<p><b>Brent Knoll</b> Contact with another member of staff. Touch Points: Door Handle Light switches</p> <p><b>Smoking Area:</b> Contact with another member of staff.</p> <p><b>Pool Cars</b> Contact with another member of staff.</p>		<ul style="list-style-type: none"> <li>• Touch points to be sanitized regularly</li> <li>• Windows to be kept open to provide adequate airflow.</li> <li>• Access to this room to be limited as currently used as storage room.</li> <li>• Smokers to use front entrance &amp; walk around the side of building to main smoking area. Smokers to observe 2 social distancing.</li> <li>• Smokers to re-enter the office using the main fire exit at the rear of the building.</li> <li>• Smokers to sanitize hands on return to office.</li> <li>• Only one Employees to use a Pool car at any one time.</li> <li>• Employees to sanitize steering wheel &amp; controls prior to use &amp; after use (including Keys)</li> <li>• Each employee to use supplied personal car seat cover.</li> <li>• Record the use of pool cars on the 'Pool car Track and Trace ' user list.</li> </ul>		
<p>Poor hygiene</p>	<p>4 x 4 = <b>16</b></p>	<ul style="list-style-type: none"> <li>• Wash your hands thoroughly and regularly. Use soap and water for at least 20 seconds. Use alcohol-based hand sanitizer if soap and water is not available and hand washing technique to be adopted as directed by NHS</li> <li>• 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.</li> <li>• Provide additional hand washing facilities to the usual welfare facilities if a large spread out site or significant numbers of personnel on site</li> <li>• Regularly clean the hand washing facilities and check soap and sanitiser levels</li> <li>• Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.</li> </ul>	<p>4 x 1 = <b>4</b></p>	<p>Individual workers</p>

		<ul style="list-style-type: none"> <li>• Sites will need extra supplies of soap, hand sanitiser and paper towels and these should be securely stored.</li> <li>• 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</li> </ul>		
Working whilst ensuring social distancing.	<p>4 x 4 = <b>16</b></p>	<p>All Employees have access to returning to the work place video. (Source: Video, Covid 'Back to the office' information pack)</p> <p>Always consider if the task can be performed differently without having to breach the social distancing rules</p> <p>3 new meeting rooms allows for private meetings whilst still maintaining appropriate distance and ventilation.</p> <p>Employees are to limit face to face working and work facing away from each other when possible</p> <p>Limit the frequency of working within 2m to an absolute minimum and ensure it is for strictly low intensity, sporadic work where exposure to this distance is less than 15 mins</p> <p>All equipment to be thoroughly cleaned prior and after using it.</p> <p>Consideration given to disposable gloves and eyewear to prevent and reduce potential contamination</p> <p>Reusable PPE should be thoroughly cleaned after use and not shared between workers. These should be stored in suitable places</p> <p>Single use PPE should be disposed of so that it cannot be reused and to control potential contamination is controlled</p>	<p>4 x 2 = <b>8</b></p>	Individual workers

## Training

Please ensure a manager's brief has been completed alerting to company specific process / procedures

## Management

- Please 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 isolating for 10 days can return to work when they are symptom free, or have not had a temperature in the last 48 hours as in line with Government guidelines.
- Assessments to be reviewed every 6 months or where significant change has occurred
- Please remind staff that in order to minimise the risk of spread of infection, we rely on everyone in the industry taking responsibility for their actions and behaviours.
- Please encourage an open and collaborative approach between your teams on site where any issues can be openly discussed and addressed.
- Staff are encouraged to order lateral flow tests through the NHS website.

If in England call **NHS on 111**, if in Scotland call your **GP or NHS 24**, If in Wales call **0845 46 47 or 111** or if in Northern Ireland contact **0300 200 7885** where you will be assessed by an appropriate specialist. NHS guidance is that you do not go directly to your GP surgery, community pharmacy or hospital unless an emergency occurs