



Risk Assessment

Date: 17 May 2020	Ref. No: 048	Review Date: 19 Jul 2021 (v5)	Assessor/s: Lloydeth Newell Health, Safety & Environmental Manager
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Description of task to be assessed: COVID-19 Risk Assessment	Persons Exposed (e.g. employee, contractor, public etc) All
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Section A - Hazard Identification and Initial and Risk Assessment
Review how the task is, or is going to be, undertaken. Consider each step in the task. If possible, observe how the task is undertaken. When conducting this review, ensure you consult personnel who are involved and consider any existing documentation that may have a bearing on your assessment (e.g. documented procedures and policies, equipment used for task, chemicals, substances employed, services used (electricity, gas, compressed air etc) or maintenance procedures.

Section B - Additional Risk Control Measures
Identify any hazard which has a risk rating greater than five (5). If no hazards are rated greater than five (5) then the risk assessment is complete. If there are hazards with a risk rating of greater than five (5) then additional risk control measures need to be considered. For each hazard identified as requiring an additional risk control measure, review the hazard and decide what additional controls can be introduced to sufficiently reduce the risk to an acceptable level. Re-calculate the revised risk rating taking into account the proposed additional controls.

Ref	Hazard	Potential Harm	Existing Risk Control Measures	Level of Risk			Additional control measures	Residual risk			Person responsible	Date to Complete
				Probability	Severity	Risk Score		Probability	Severity	Risk Score		
01	COVID-19 UK government update		Current Government guidance to be followed. Further information is available at: https://www.gov.uk/guidance/covid-19-coronavirus-restrictions-what-you-can-and-cannot-do#england-has-moved-to-step-4				While cases are high and rising, everyone needs to continue to act carefully and remain cautious. At Argyll we are retaining key measures to protect the health, safety and welfare of everyone on our premises subject to ongoing monitoring and review, such as: - Self-isolation when tested positive or exposed to someone who has been tested positive. Self-isolation when contacted by NHS Test and Trace - Wearing of face coverings in communal areas and frequent handwashing and sanitising - Minimising the proximity and duration of social contacts to 1metre Working Safely guidance sets out a range of mitigations that we continue to follow: - cleaning surfaces that people touch regularly - ensuring that staff and customers who are unwell do not attend the workplace - communicating to staff and customers the measures we have put in place. - Using the NHS COVID-19 app to help stop the spread of the virus, to protect your self and others - Encouraging everyone to get vaccinated as per the government advice					
02	Exposure to contaminated person(s) and/or surfaces.	Infection with COVID-19	All staff who can work from home are provided with suitable arrangements for homeworking. Increased cleaning regime and sterilization in place of high contact areas such as lift buttons, door handles etc. Suitable face coverings to be worn within common areas and when travelling for work purposes on public transport to reduce the risk of transmission and in line with organisations requirements e.g. Transport for London.	3	4	9		2	3	6		
03	Colleague developing symptoms (cough / fever/shortness of breath) prior to attending work	Infection with COVID-19	Individual(s) with any symptoms should practice self-isolation Current Government guidance to be followed: https://www.gov.uk/guidance/covid-19-coronavirus-restrictions-what-you-can-and-cannot-do#get-tested-and-self-isolate If you develop COVID-19 symptoms, you must self-isolate immediately and get a PCR test, even if your symptoms are mild. You should self-isolate at home and Get tested for COVID-19 and wait for the results. You must self-isolate if you test positive.	3	3	9	Line manager to review areas visited and persons with whom the infected individual may have come into contact in the last 14 days.	2	2	4		
04	Individual developing symptoms (cough / fever/shortness of breath) at work	Infection with COVID-19	If anyone develops symptoms in the workplace the individual should remove themselves away from other individuals and call 999. They should inform their line manager and the HR Team. The individual must go home and follow the guidance provided by the NHS All potentially contaminated areas to be cleaned and disinfected Restrictions are easing however following the move we must continue to exercise caution and follow the guidance at: https://www.gov.uk/guidance/covid-19-coronavirus-restrictions-what-you-can-and-cannot-do#keeping-yourself-and-others-safe	4	4	16	Line manager to review areas visited and persons with whom the infected individual may have come into contact in with Ensure arrangements are in place to clean potentially affected areas.	2	3	6		
05	Social distancing		As of the 19th July, the UK government has announced that most legal restrictions will end, removing social distancing and social contact restrictions and enabling remaining businesses to reopen. All adults have now been offered a first dose of the vaccine On 16 August, the rules on self-isolating as a contact will change for people who are fully vaccinated and for under 18s. Those not fully vaccinated will still need to isolate if they are contacts, and everyone will still have to isolate if they test positive, to protect themselves and others. In September, the Government will undertake a review to assess the country's preparedness for autumn and winter, which will consider whether to continue or strengthen public and business guidance as we approach the winter, including on face coverings and test, trace and isolate, and will review the remaining regulations	3	3	9		2	2	4		
05	Working from home	DSE related – musculoskeletal	Mandatory E-learning completed by all staff. = DSE Interactive = H&S for Homeworkers	3	3	9	Provision of DSE or alterations to work patterns arising from a one-2-one DSE assessment Additional support via HR and the Health, Safety & Environmental Manager					

Section C - Additional Comments
Add any other comments that are relevant to the risk assessment. Meeting others for work
You can gather in a group larger than six people or two households indoors or in a group larger than 30 people outdoors where it is necessary for your work. When working, you should remain 2 metres from anyone you do not live with, or at least 1m with additional mitigations.
<https://www.gov.uk/guidance/covid-19-coronavirus-restrictions-what-you-can-and-cannot-do#keeping-yourself-and-others-safe>

		Severity				
		Trivial 1	Minor 2	7-day 3	Major 4	Fatal 5
Probability	Very likely 5	5	10	15	20	25
	Probably 4	4	8	12	16	20
	Possible 3	3	6	9	12	15
	Remote 2	2	4	6	8	10
	Improbable 1	1	2	3	4	5

Level of risk	Action and timescale
High	You should not start work until the risk has been reduced. You may have to set aside considerable resources to reduce the risk. If the risk involves work in progress, you should take urgent action. If it is not possible to reduce the risk even with unlimited resources, you must stop all work.
Medium	You must try to reduce the risk, but should carefully measure the cost of prevention. You should use measures to reduce the risk within a defined time period. If the medium risk is associated with extremely harmful consequences, you may need to carry out another assessment to identify more precisely the likelihood of harm. This will help you decide whether you need to use improved control measures.
Low	You don't need to take action or keep documentary records. Monitoring is necessary to make sure that the controls are still effective.

Resources

This Risk Assessment has been collated using information available in the public domain from the following bodies and organisations:

- The United Kingdom National Health Service (UK NHS)
- The World Health Organisation (WHO)
- The Chartered Institute of Personnel and Development (CIPD)
- The United Kingdom Foreign and Commonwealth Office (UK FCO)
- GOV.UK

Additional Information

The below list of contact details and links is not exhaustive; however, it has been included to provide a route to gathering more information on COVID-19 including any changes in Government policy.

- NHS 111 Online Service - <https://www.nhs.uk/using-the-nhs/nhs-services/urgent-and-emergency-care/nhs-111/>
- NHS Telephone Service - 111 or 19001 111 on a textphone
- NHS Coronavirus Guidance - <https://www.nhs.uk/conditions/coronavirus-covid-19/>
- WHO - <https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public>
- UK Government - <https://www.gov.uk/guidance/covid-19-coronavirus-restrictions-what-you-can-and-cannot-do#keeping-yourself-and-others-safe>
- Institution of Occupational Safety & Health - <https://iosh.com/more/news-listing/coronavirus-guidance-from-iosh-and-the-world-health-organization/>