

# Risk Assessment Form



<b>Department</b>	Quality, Health & Safety				
<b>Activity:</b>	Health and Safety at Work – Coronavirus (Covid-19) – Working Safely During the Coronavirus Outbreak (Project Awakening) Iss 2				
<b>Author/s:</b>	K Fitzpatrick			<b>Ref Number:</b>	PRS/HS/MS/8001
<b>Date:</b>	15/06/2020	<b>Authorised By:</b>	D Lawrenson	<b>Next Review Date:</b>	22/06/2020

Hazard	Risk Description	People Exposed	Control Measures Adopted	Risk Score L x S	Comments / Additional Control Measures Required	By Whom	By When
Coronavirus (COVID-19) <b>Virus transmission</b>	Potential spread of infectious disease.	Staff Contractors Visitors Other workers	KeTech regularly refers to official advice from the UK Government 10 Downing Street press conferences, DHSC and PHE. KeTech has created a working method statement included in its emergency measures plan and distributed to all staff. All visitors and site visits must have been validated. Visitors must be made aware of site H&S requirements by the host.	N/A	Adapt to government guidelines.  This method statement relates to KeTech COVID-19 Business Recovery Plan – Project Awakening – Gradual return to office section. This is not a full return to the office of all staff; some are still working remotely.		
Coronavirus (COVID-19) <b>Vulnerable &amp; extremely vulnerable staff</b>	Virus transmission – Becoming seriously ill from the effects of Corona virus, potential to be life threatening	Staff Contractors Other workers Family members	Clinically highly vulnerable people should remain isolated. Any staff classified as clinically extremely vulnerable due to pre-existing medical conditions and who have been advised to shield will not be expected to attend workplaces and will continue to be supported at home.	N/A	Identified by an official letter from the NHS.		
Coronavirus (COVID-19)  Virus transmission –	Potential spread of infectious disease.  Virus transmission via airborne particles -	Staff Contractors	People are advised to travel alone in their own transport where possible and to maintain 2m social distance. Avoid public transport if possible.	1x5	Proximity and surface contact are considered the main transmission routes. It is also possible that coronavirus can also be transported through the air in		

# Risk Assessment Form



<p><b>Getting into and leaving work</b></p>	<p>coughing, sneezing and transmission via hard surfaces.</p>		<p>Arrival and leaving times are naturally staggered by flexible working hours. Staff have been requested not to socialise at lunch times</p> <p>All staff are required to use the hand sanitiser at the point of entry.</p>		<p>tiny particles called aerosols.</p> <p>Face masks / coverings are compulsory on public transport.</p> <p>KeTech has provided face coverings for staff should they want to use one.</p> <p>Staff are strongly advised to bring their own food / drinks and not to leave the building to visit local takeaways.</p>		
<p>Coronavirus (COVID-19)</p> <p>Virus transmission –</p> <p><b>Place of work</b></p>	<p>Potential spread of infectious disease.</p> <p>Virus transmission via airborne particles - coughing, sneezing and transmission via hard surfaces.</p>	<p>Staff Contractors Family members</p>	<p>The work place has been adapted to accommodate a 2m distance between workspaces and common areas. Reminder posters and hand sanitiser are provided at building entry points and work spaces.</p>	<p>1x5</p>	<p>A staff rota will be provided</p> <p>Initially teams will be formed to create bubbles. Meetings limited to 2 people maximum. Meeting tables wiped after meetings</p>		
<p>Coronavirus (COVID-19)</p> <p>Virus transmission –</p> <p><b>Potentially contagious persons</b></p>	<p>Corona viruses can be transmitted from person to person, usually after close contact, for example in a household, workplace or health care centre.</p>	<p>Staff Contractors Family members Other workers</p>	<p>Self-isolation – People may not leave home if they or someone they live with has symptoms – a high temperature, a new continuous cough or are waiting for the results of a test.</p> <ul style="list-style-type: none"> <li>• Self-isolate</li> <li>• Order a test to find out (if not already taken)</li> <li>• Report to NHS test and trace service if you test positive</li> <li>• If they have had recent close contact with someone who has Coronavirus, they must self-</li> </ul>	<p>N/A</p>	<p>See government guidance for households with possible Corona virus infection.</p> <p>HR will inform will inform staff who have been in the same office if someone develops symptoms or tests positive. NHS Test and Trace will inform someone if they need to isolate.</p> <p>The work places will be cleaned regularly.</p>		

# Risk Assessment Form



			<p>isolate if the NHS test and trace service advises them to do so.</p> <ul style="list-style-type: none"> <li>• Please inform HR.</li> </ul>		Office doors and windows should be open during hours of work.		
<p>Coronavirus (COVID-19) Virus transmission via hard surfaces –</p> <p><b>Door handles and push plates</b></p>	<p>Virus transmission via hard surfaces. The virus that causes COVID-19 remains for several hours to days on surfaces and in aerosols</p>	<p>Staff Contractors Visitors</p>	<p>The office doors will be opened and remain open during working hours. Hand sanitiser will be available adjacent to the entrance door.</p> <p>If a member of staff needs to touch the door to open or close it, the hand sanitiser will be available and the handle should be cleaned regularly. Signage to remind staff to be placed by doors. Staff to hold own sanitiser to use on leaving the building.</p>	1x5	Hand sanitiser will be used.		
<p>Coronavirus (COVID-19) Virus Transmission via hard surfaces –</p> <p><b>Light switches</b></p>	<p>Virus transmission via hard surfaces. The virus that causes COVID-19 remains for several hours to days on surfaces</p>	<p>Staff Contractors</p>	<p>If a member of staff is required to operate the light switches (usually only first thing and on locking up). They should wash hands or use hand sanitiser after touching the switches.</p>	1x5	Signage to remind staff is placed around the offices and antibacterial and sanitiser wipes are available throughout the offices.		
<p>Coronavirus (COVID-19) Virus Transmission via hard surfaces –</p> <p><b>HVAC or Alarm Controls</b></p>	<p>Virus transmission via hard surfaces. The virus that causes COVID-19 remains for several hours to days on surfaces</p>	<p>Staff Contractors</p>	<p>The majority of staff have been clearly advised not to change the heating controls. If it is necessary to adjust the controls, wash hands or use hand sanitiser after touching the controls.</p> <p>The alarm relies on key fobs for the setting and un-setting so usually it is not necessary to directly touch the alarm panel. If the alarm keypad needs to be operated, hands should be washed or sanitised before and after.</p>	1x5	Signage is placed around the offices and anti-bacterial sanitiser wipes are available for use.		

# Risk Assessment Form



<p>Coronavirus (COVID-19)</p> <p>Virus transmission via hard surfaces –</p> <p><b>Work area</b></p>	<p>Virus transmission via hard surfaces. The virus that causes COVID-19 remains for several hours to days on surfaces and in aerosols</p>	<p>Staff Contractors</p>	<p>The offices and labs have been physically arranged so that people can keep 2m apart.</p> <p>Desks and work areas are to be kept as clear as possible to enable surfaces to be kept sanitised.</p> <p>Signage will be installed to remind people of the rules.</p> <p>2m floor markings will be placed to remind people to keep 2m apart in common areas of the Preston site (shared with other tenants).</p> <p>Hand sanitiser will be provided at every desk.</p>	<p>1x5</p>	<p>Cleaners sanitising desks with antibacterial cleaner</p> <p>No sharing of computers, phones or hot desks</p> <p>Keyboard, mice and phones to be regularly cleaned with antibacterial wipes.</p> <p>The cleaning companies have issued a Covid-19 statement outlining their enhanced regime in response to government guidelines.</p> <p>Cleaning cycles will be recorded on a log form.</p>		
<p>Coronavirus (COVID-19)</p> <p>Virus Transmission via hard surfaces –</p> <p><b>Deliveries from cardboard and plastic</b></p>	<p>Virus transmission via hard surfaces. The virus that causes <b>COVID-19 remains on cardboard up to 24 hours and up to 3 days on plastic.</b></p>	<p>Staff Contractors</p>	<p>Equipment and stationary deliveries as well as post are mainly packaged in cardboard and plastic packaging.</p> <p>PPE Gloves should be used while unpacking deliveries and the packaging disposed of</p> <p>After unpacking deliveries, staff should wash hands and/or use hand sanitiser.</p>	<p>1x5</p>			
<p>Coronavirus (COVID-19)</p> <p>Transmission via hard surfaces –</p> <p><b>Common areas</b></p>	<p>Virus transmission is main thought to occur via respiratory droplets generated by coughing and sneezing and though contact with contaminated</p>	<p>Staff Contractors</p>	<p>Kitchen doors to be kept open. A one-person limit in the kitchen at the one time.</p> <p>Signage to remind staff of distancing rules.</p>	<p>1x5</p>	<p>No tea rounds.</p> <p>No sharing of food e.g., plates of biscuits and buffets.</p>		

# Risk Assessment Form



	<p>surfaces.</p> <p>The virus that causes COVID-19 remains on cardboard up to 24 hours and up to 3 days on plastic.</p> <p>Common areas such as kitchens and toilets and washroom areas.</p>		<p>Wash hands or use hand sanitiser before and after using kitchen (sink, cupboards, kettle, microwave oven, fridge).</p> <p>Clean all equipment such as kettles and taps that are touched, after use.</p> <p>Toilets / Washroom.</p> <p>Surfaces - Wash hands, use hand sanitiser.</p>				
<p>Coronavirus (COVID-19)</p> <p>Virus transmission via hard surfaces –</p> <p><b>Company vehicles</b></p>	<p>Virus transmission via hard surfaces.</p> <p>A study has shown that the virus that causes COVID-19 remains for several hours to days on surfaces and in aerosols.</p>	Staff	<p>Use of company vehicles should be limited to essential journeys.</p> <p>Use of company vehicles should be limited to a driver – no passengers</p> <p>Hand sanitiser and surface cleaning products will be provided in company vehicles.</p> <p>Vehicle cab surfaces must be sanitised and recorded on the cleaning log before use.</p> <p>PPE gloves and masks are available to staff.</p> <p>If a member of staff has to attend site, deliver or collect goods, they should clean their hands at site and will have personal hand sanitiser available.</p>	1x5	<p>Vehicle breakdowns may also increase risk, observe social distancing (face masks where this is not possible) cleansing hands and gloves.</p>		
Coronavirus (COVID-19)	Potential spread of infectious disease.	Staff Other workers	All site visits must have been validated.	1x5			

# Risk Assessment Form



Virus transmission			RAMS must be produced for each site visit incorporating specific Coronavirus (COVID-19) risks.				
<b>Site visits</b>							
Impact of reduced staffing levels on H&S roles	Potential spread of infectious disease, stress, injury or harm from accidents+/incidents	Staff Contractors	<p>Inform about first aid and H&amp;S reporting.</p> <p>First aiders H&amp;S posters.</p> <p>During this period, first aid cover is provided where possible.</p> <p>First aiders should verbally assist with self-administration of first aid for minor injuries while maintaining a 2m distance.</p> <p>If there is a significant injury that requires essential 'hands-on' first aid. The first aiders will wear disposable gloves, face mask and face shield while administering essential first aid. The emergency services will be called for significant injuries.</p> <p>Accidents must still be reported and investigated where required. injuries.</p>	1x3			

## Risk Calculation:

**L = Likelihood of the hazard causing harm**

**S = Severity of injury should it occur (worst case)**

**Risk Score = L x S**

Very likely	5
Likely	4
Possible	3
Unlikely	2
Remote	1

Death(s)	5
Serious injury with disability	4
Reportable injury	3
Minor injury	2
Slight harm	1

In calculating the risk score, account is taken of the control measures specified.

Score 1 to 5 = Low Risk  
 Score 6 to 12 = Medium Risk  
 Score 13 to 25 = High Risk