
















Risk assessment name	Exposure To Suspected/Diagnosed Coronavirus	Assessment type	General
Assessment date	16/03/2020	Review period	Weekly
Approved by		Review date	16/03/2020
Approved date		Reference	RA1325









Description
<p>The assessment considers the alert of suspected Coronavirus, diagnosed Coronavirus and/or contact with those who may be subsequently affected. Common symptoms would include headache, shortness of breath, muscle pain, fever and tiredness.</p> <p>For further information on named areas and specific zones, refer to 'Returning Travellers' section > https://www.gov.uk/government/publications/coronavirus-action-plan</p>






Overall risk rating : 8 (Medium)






Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 <p>Contact with non-sanitised surfaces. Carriers may cough or sneeze over surfaces and/or touch it with uncovered hands with no follow up cleaning of the surfaces</p>	<p>All staff, visitors</p> <p>How? Those coming in to secondary contact with the surface could develop symptoms of the virus.</p>	<div>  <p>Hand hygiene. Individuals must not touch eyes, mouth or nose with unwashed hands, particularly after coughing or sneezing. Hands should be washed with adequate soap or sanitiser immediately.</p> </div> <div>  <p>Hygiene monitoring. Written cleaning schedules are enforced internally and where visiting clients, unclean areas are avoided.</p> </div> <div>  <p>Infection Control Procedures In Place Infection control procedures in place and communicated to all employees. Procedure should include early warning signs and symptoms and should be reviewed on declaration of newly affected areas etc. Controls such as the issue of PPE (Masks) to the workforce should be considered dynamically as the spread of the virus increases.</p> </div> <div>  <p>Soap/hand wash provided and contained waste disposal available. Soap and washing facilities available and correct contained waste disposal bins where applicable.</p> </div> <div>  <p>Work surfaces cleaned and disinfected daily. (Internally) All work surfaces are appropriately cleaned in line with company cleaning and hygiene policies.</p> </div>	<p>2 x 3</p>  <p>Medium</p>
 <p>Coughing / sneezing individuals.</p>	<p>All staff, Members of the public, visitors</p> <p>How? Contact with cough droplets could lead to</p>		<p>2 x 3</p> 






Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
Coronavirus reportedly spread through exposure to or contact with cough droplets. Suspected contact may bring on related symptoms.	Coronavirus symptoms, such as shortness of breath, coughing or high temperature.	<div data-bbox="256 1283 363 1384"> </div> <p>Communication. Should individuals display or witness anyone with potential symptoms they should come forward and make the correct person(s) aware immediately.</p> <div data-bbox="256 801 363 902"> </div> <p>Hand hygiene. Individuals must not touch eyes, mouth or nose with unwashed hands, particularly after coughing or sneezing. Hands should be washed with adequate soap or sanitiser immediately.</p> <div data-bbox="584 1283 691 1384"> </div> <p>Infection control procedures in place. Infection control procedures in place and communicated to all employees. Focus around coughing and sneezing in to tissues that are disposed of in closed lid bins. and avoiding close contact with the unwell.</p> <div data-bbox="780 1283 887 1384"> </div> <p>Information on Coronavirus communicated amongst all staff. Those who have a continues cough or new cough should stay at home in isolation for 14 days whilst the virus becomes non-infectious.</p> <div data-bbox="780 801 887 902"> </div> <p>Isolate (14 Days) Those who have a continues cough or new cough should stay at home in isolation for 14 days whilst the virus becomes non-infectious.</p> <div data-bbox="1106 1283 1212 1384"> </div> <p>Masks issued (post medical guidance) Masks may be required to be issued to both visitors and staff to reduce spread of cough droplets. Masks should be provided proactively. Masks should meet a minimum standard - FFP2 rated respirator mask to EN149:2001 (N95). Masks should be disposed of correctly.</p>	Medium

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
		<div data-bbox="252 1279 359 1384">  </div> <p>PPE provided worn. Any PPE provided should be worn as stated within the procedure and disposed of correctly.</p> <div data-bbox="252 801 359 907">  </div> <p>Restricted access. Restrict access to members of the public or those displaying related symptoms where possible. Contact should be restricted to within 3ft (1 meter) of the affected person.</p> <div data-bbox="608 1279 715 1384">  </div> <p>Soap/hand wash provided and contained waste disposal available. Soap and washing facilities available and correct contained waste disposal bins where applicable.</p> <div data-bbox="903 1279 1010 1384">  </div> <p>Temporary Isolation Those who become unwell during employed ours should be temporarily isolated in a room with a closeable door, a minimum of 2 meters away from other where possible. Ensure in transit that the individual does not come in to contact with other people, surfaces or objects and their mouth and nose are covered by a tissue or crook of their elbow.</p>	

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 <p>Employees visiting clients. Those individuals whose work would constitute potential exposure to those carrying the virus as part of their job role.</p>	<p>All staff, Contractors, Members of the public, visitors</p> <p>How? Spread of the virus. Displaying virus symptoms including coughing, raised temperature or shortness of breath.</p>	<div>  <p>Decline work with suspected carriers. Staff should feel that declining to work where symptoms are evident or have been reported can be discussed.</p> </div> <div>  <p>Dynamic safe working procedures. Internal procedures such as refraining from shaking hands may be applied at the discretion of the individual or HR department.</p> </div> <div>  <p>Lone Workers contactable. Lone Workers contactable by mobile phone to ensure that there are no health & safety issues. Lone workers can also have constant access to call staff should they show symptoms of Coronavirus or come in contact with those displaying mild symptoms.</p> </div> <div>  <p>Only suitable sanitisers used that fully remove bacteria. Claim sanitisers through expense system.</p> </div> <div>  <p>Remove contact with vulnerable parties. Ensure visits are only completed where both parties are in agreement and where their are no 'at risk groups' such as Care Homes etc.</p> </div> <div>  <p>Reporting procedures followed. Those experiencing symptoms or who have come in to contact with those that have should call 111 for further advice and guidance on next steps, including potential self-containment.</p> </div>	<p>3 x 4</p>  <p>High</p>

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 <p>Handling waste/clothing of suspected/diagnosed individuals. Work activity may constitute the potential exposure to waste/clothing that may carry saliva/cough droplets of those displaying symptoms of Coronavirus.</p>	<p>All staff, Contractors, Members of the public, visitors</p> <p>How? Individuals might continue completing the activity without thinking of the contaminated articles, leading to their own illness and spread of the virus.</p>	<div>  <p>Hand Hygiene. Individuals must not touch eyes, mouth or nose with unwashed hands, particularly after coughing or sneezing. Hands should be washed with adequate soap or sanitiser immediately.</p> </div> <div>  <p>Safe cleaning / hygiene procedures. Tissues should be thrown into closed bins and hands washed immediately after coming in contact with any article. Hands should be washed with soap or alcohol sanitiser.</p> </div> <div>  <p>PPE provided worn at all times. Any PPE provided should be worn as stated within the procedure and disposed of correctly within a closed bin.</p> </div>	<p>2 x 3</p>  <p>Medium</p>

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 <p>Poor levels of hygiene / housekeeping. Risk of ill-health due to poor hygiene controls and cleaning down procedures such as incorrect handling of waste or handwashing etc.</p>	<p>All staff, Contractors, visitors</p> <p>How? Individuals may start exhibiting mild symptoms related to the virus, including coughing, high temperature and shortness of breath.</p>	<div style="display: flex; justify-content: space-around;"> <div data-bbox="300 1285 400 1391">  <p>Follow Government and PHE guidance. Employees are encouraged to follow the guidance from the government and Public Health England as to correct health measures.</p> </div> <div data-bbox="300 804 400 909">  <p>Hand sanitisers provided. Only suitable sanitisers used that fully remove bacteria. Claim sanitisers through expense system.</p> </div> </div> <div style="display: flex; justify-content: space-around;"> <div data-bbox="592 1285 692 1391">  <p>Hygiene procedures in place. Any staff that may have come in to contact with those displaying symptoms should utilise washing facilities immediately.</p> </div> </div>	<p>3 x 3</p>  <p>Medium</p>

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 <p>Those with pre-existing conditions Individuals with weakened immune systems, expectant mothers, older people and those with diagnosed lung disease, cancer or diabetes.</p>	<p>Those with pre-existing health conditions.</p> <p>How? Due to weakened immune systems or prescribed medication, symptoms of COVID-19 can be aggravated or more affecting should the individual become infected.</p>	<div>  <p>Follow Government and PHE guidance. Employees are encouraged to follow the guidance from the government and Public Health England as to correct health measures.</p> </div> <div>  <p>Health conditions announced. For those with a pre-existing health condition that may be affected by Coronavirus infection, employees are encouraged to inform management.</p> </div> <div>  <p>Temporary Isolation Those who become unwell during employed ours should be temporarily isolated in a room with a closeable door, a minimum of 2 meters away from other where possible. Ensure in transit that the individual does not come in to contact with other people, surfaces or objects and their mouth and nose are covered by a tissue or crook of their elbow.</p> </div>	<p>3 x 4</p>  <p>High</p>

Further control measures

None required

Operating procedures

Those returning from affected regions or those concerned that they have come into contact with those displaying symptoms should call 111 (NHS England) for further medical advice, which may include / result in self-containment for a minimum of 14 days paid absence.

For individuals displaying symptoms, reduce potential spread by leaving the workplace or client premises and return home immediately. Contact should be made with the internal HR department and NHS 111 for further guidance.

The incubation period of COVID-19 is between 2 to 14 days - therefore anyone in supposed contact with an infected individual who shows no symptoms post this time has not been infected themselves.

Contact should be made to your internal HR Department both on returning from affected areas (China, Hubei Province, Thailand, Japan, Republic of Korea, Hong Kong, Taiwan, Singapore, Malaysia, Macau, Iran, specified lockdown areas in northern Italy and 'special care zones' in South Korea) and/or returning to work following 14 day quarantine. The HR department may opt to extend the period of quarantine before returning to work. Updates to named areas of concern can be found at https://www.gov.uk/guidance/wuhan-novel-coronavirus-information-for-the-public?gclid=EAlaQobChMIrvebj5Pv5wIVRbDtCh0auwEAAAYASAAEGlwGvD_BwE

Self-containment would include staying at home in a well ventilated room, with access to clean, potable water. Those helping with grocery drop offs etc. should not enter the premises and those living with the potentially affected should keep within 3ft (1 meter) and leave as soon as possible.

For industries where larger congregations of people or churn of the general public (including at risk groups) are present and displaying symptoms. The congregation (e.g. School) should be sent home immediately.

High risk groups would include those of an advanced age, reduced immune systems and those with long-term conditions like diabetes, cancer and chronic lung disease.

In order to reduce the risk of the spread of Coronavirus infections, basic preventative measures are advised for the public, including: good respiratory hygiene and respiratory etiquette; frequent careful hand washing; avoiding touching one's eyes, mouth and nose; sanitary disposal of oral and nasal discharges as well as avoiding contact with sick people. (European Centre for Disease Prevention and Control)


Any hand washes or sanitisers should be purchased and claimed for via the internal expense system.

Mask Use -

- If you are healthy, you only need to wear a mask if you are taking care of a person with suspected 2019-nCoV infection.
- Wear a mask if you are coughing or sneezing.
- Masks are effective only when used in combination with frequent hand-cleaning with alcohol-based hand rub or soap/water.
- If you wear a mask, then you must know how to use it and dispose of it properly.

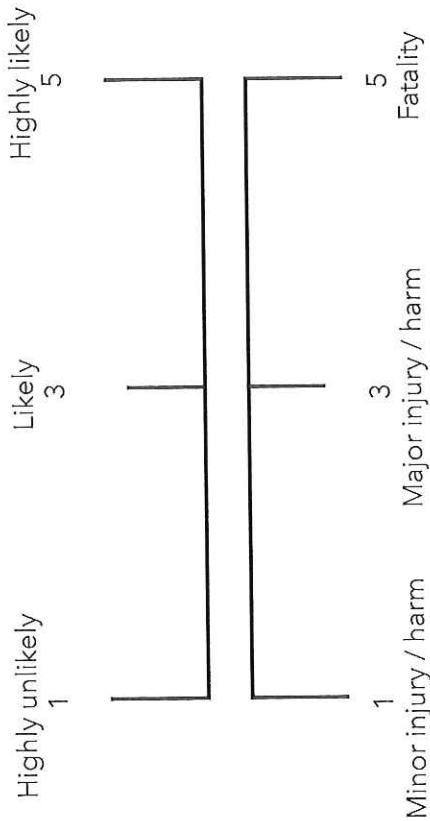
Masks should be utilised as a general precautionary control, however their effectiveness is not guaranteed

The company should introduce an internal contingency plan, should a report or outbreak occur. This would include home working, communication of operations to both internal and external individuals, procedures for staff returning from quarantine and if any activity can be outsourced to ensure productivity is maintained.

Supporting evidence
<div><div></div><div>Coronavirus_action_plan_-_a_guide_to_what_you_can_expect_across_the_UK.pdf</div><div>03/03/2020 -268943 kb</div></div>

Risk rating explanation

Risk ratings are calculated by considering the likelihood of an event occurring along with the severity of the potential consequence should an accident occur. After considering existing control measures, values are assigned to the likelihood and severity from the scales below and these figures multiplied to establish the risk rating.



Probability			Severity		
5	10	15	20	25	
4	8	12	16	20	
3	6	9	12	15	
2	4	6	8	10	
1	2	3	4	5	

What do your risk ratings mean?

- Risk is categorised as LOW: Look to reduce risk if practicable
- Risk has been categorised as MEDIUM: Begin to plan your action to reduce the risk immediately
- Risk has been categorised as HIGH: Immediate action required to reduce the risk

Assessor's signature:

Approved by signature:

