

Risk Assessment

1. General details				
Assessment ref number and issue number: NWHWS 15	Site/operation/office etc.: The NWH Group	Date of assessment:	12-05-2020	Assessor/s: R Ray
		Review date:	12-11-2020	
Description of task assessed: Coronavirus (COVID-19) risk assessment				Manager/supervisor signature: R Ray

Low Risk – score of 1 to 6
Ensure existing Control Measures are maintained

Medium Risk – score of 8 to 15
Implement additional Control Measures within specified timescale

High Risk – score of 16 to 25
Stop activity and implement additional Control Measures immediately



Likelihood (of an incident occurring):		Severity (of the most likely outcome):	
1 = Very Unlikely / 2-5 Years	2 = Unlikely / Annually	1 = First Aid / Scratch	2 = Minor Injury / Cut
3 = Likely / Monthly	4 = Very Likely / Weekly	3 = '7 day' absence	4 = Major Injury / Fracture/Amputation
5 = Almost Certain / Daily		5 = Disabling Injury / Fatality	

PERSONS AT RISK

- All Staff
- Visitors to you premises
- Cleaners
- Contractors
- Drivers
- Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions
- Anyone else who physically encounters you in relation to our business

Driver	<input checked="" type="checkbox"/>	General Public	<input checked="" type="checkbox"/>	New & Expectant Mothers	<input checked="" type="checkbox"/>	All NWH Employees	<input checked="" type="checkbox"/>	Young persons	<input checked="" type="checkbox"/>
Loader	<input checked="" type="checkbox"/>	Lone Workers	<input checked="" type="checkbox"/>	Persons with impairments (visual, hearing)	<input type="checkbox"/>	Other road users	<input type="checkbox"/>		

Description of activity

Daily work activities

RISK CONTROL IDENTIFICATION (Likelihood – L Consequence – C)

Hazard(s)	Hazard, hazardous event, consequence	Risk rating before control measures			Control measures (to be undertaken to reduce the risk)	Additional Controls	Residual Risk		
		(L)	(C)	Risk rating (L x C)			(L)	(C)	Risk rating (L x C)
H1	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.	3	4	12	<ul style="list-style-type: none"> To follow government action of self-isolation and only to leave house on the following circumstances: for medical reason; to shop for necessary food supplies; for exercise; and for essential works including those deemed 'key workers' Any existing individual risk assessments (disability, young persons, or new / expectant mothers) to be reviewed Maintain contact with line management and Human Resources (HR) and to follow company policy / guidance. Travel is only required for essential travel; reduce the amount of time using public transport and to implement social distancing where possible (2m clearance from persons and not to travel in groups of more than 2 unless it is immediate family) To continue following ongoing government guidance Stay at home and only attend hospital in an emergency. Do not attend GP surgery and phone NHS line (111) if further advice is required Company to ensure extremely vulnerable persons (People with specific cancer etc. are shielding themselves and following their specific medical advice issued to them no later than 29/3/2020 Always follow good NHS hygiene measures Avoid all visitors to your home unless they are providing a medical requirement Do not approach delivery staff, allow packages to be left on the doorstep Do not take any antibiotics as they do not work against viruses. 		1	4	4

<p style="text-align: center;">H2</p>	<p>Suspected case whilst working on site/in office</p>	<p style="text-align: center;">4</p>	<p style="text-align: center;">4</p>	<p style="text-align: center;">16</p>	<p>If a worker develops a high temperature or a persistent cough while at work, they should:</p> <ol style="list-style-type: none"> 1) Return home immediately 2) Avoid touching anything 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. 4) They must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed. 5) Staying at home if you, or someone in your household, has symptoms of coronavirus (COVID-19) 6) On site If anyone becomes unwell with a new, continuous cough or a high temperature in the business or workplace they should be advised to follow the stay at home guidance for households with possible coronavirus (COVID-19) infection. 7) If these symptoms develop whilst at work, they should be sent home, they should return home quickly and directly. If they must use public transport, they should try to keep away from other people and catch coughs and sneezes in a tissue. 8) If a member of staff has helped someone who was taken unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell with symptoms consistent with coronavirus (COVID-19) infection. 9) It is not necessary to close the business or workplace or send any staff home unless government policy changes. <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/guidance-for-employers-and-businesses-on-coronavirus-covid-19#social-distancing-in-the-workplace---principles</p>	<p style="text-align: center;">1</p>	<p style="text-align: center;">4</p>	<p style="text-align: center;">4</p>
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<p>H3</p>	<p>Hand Washing</p>	<p>3</p>	<p>3</p>	<p>9</p>	<ul style="list-style-type: none"> • Hand washing facilities with soap and hot water • Stringent hand washing taking place. • Paper towels/hand driers for drying of hands • See hand washing guidance. https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ • Gel sanitisers in any area where washing facilities not readily available • Employees to be reminded on a regular basis to wash their hands for 20 seconds with warm water and soap and the importance of proper drying. 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. Tissues will be made available throughout the workplace. <p>Posters, leaflets, and other materials are available for display. https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed.</p>	<p>1</p>	<p>4</p>	<p>4</p>
<p>H4</p>	<p>General travel including foreign travel</p>	<p>3</p>	<p>4</p>	<p>12</p>	<ul style="list-style-type: none"> • Do not travel unless you cannot work from home or deemed a key worker – implement teleconferencing for meetings • Please continue to follow any further national government advice provided • All persons to limit their use of public transport. Where travel is essential, please use private single occupancy where possible 	<p>1</p>	<p>4</p>	<p>4</p>

<p>H5</p>	<p>Site and Office Access / egress to site</p>	<p>4</p>	<p>4</p>	<p>16</p>	<p>Where possible, please consider and implement the following practices:</p> <ol style="list-style-type: none"> 1) Stop all non-essential visitors 2) Introduce staggered start and finish times to reduce congestion and contact at all times 3) Monitor site access points to enable social distancing – you may need to change the number of access points, either increase to reduce congestion or decrease to enable monitoring 4) Remove or disable entry systems that require skin contact e.g. fingerprint scanners 5) Require all workers to wash or clean their hands before entering or leaving the site 6) Allow plenty of space (two metres) between people waiting to enter site 7) Regularly clean common contact surfaces in reception, office, access control and delivery areas e.g. scanners, turnstiles, screens, telephone handsets, desks, particularly during peak flow times 8) Reduce the number of people in attendance at site inductions and consider holding them outdoors wherever possible 9) Drivers should remain in their vehicles if the load will allow it and must wash or clean their hands before unloading goods and materials. 				
<p>H6</p>	<p>Poor hygiene</p>	<p>4</p>	<p>4</p>	<p>16</p>	<ul style="list-style-type: none"> • Wash your hands thoroughly and regularly. Use soap and water for at least 20 seconds. Use alcohol-based hand sanitiser if soap and water is not available and hand washing technique to be adopted as directed by NHS • 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. • Regularly clean the hand washing facilities and check soap and sanitiser levels 		<p>1</p>	<p>4</p>	<p>4</p>

					<ul style="list-style-type: none"> • Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal. • Sites will need extra supplies of soap, hand sanitiser and paper towels and these should be securely stored. • Restrict the number of people using toilet facilities at any one time e.g. use appropriate signage. 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 				
H7	Staff room/Welfare Canteen - exposure from large numbers of persons	4	4	16	<ol style="list-style-type: none"> 1) The workforce should also be required to stay on site once they have entered it and not use local shops. 2) Dedicated eating areas should be identified on site to reduce food waste and contamination 3) Break times should always be staggered to reduce congestion and contact 4) Hand cleaning facilities or hand sanitiser should be available at the entrance of any room where people eat and should be used by workers when entering and leaving the area 5) The workforce should be asked to bring pre-prepared meals and refillable drinking bottles from home 6) Workers should sit 2 metres apart from each other whilst eating and avoid all contact 7) Drinking water should be provided with enhanced cleaning measures of the tap mechanism introduced 8) Tables should be cleaned between each use 9) All rubbish should be put straight in the bin and not left for someone else to clear up 10) All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles, vending machines, and payment devices. 				

<p>H8</p>	<p>Use of Changing facilities, showers, and drying rooms</p>	<p>4</p>	<p>4</p>	<p>16</p>	<ol style="list-style-type: none"> 1) Introduce staggered start and finish times to reduce congestion and contact at all times 2) Introduce enhanced cleaning of all facilities throughout the day and at the end of each day 3) Consider increasing the number or size of facilities available on site if possible 4) Based on the size of each facility, determine how many people can use it at any one time to maintain two metres apart 5) Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal. 		<p>1</p>	<p>4</p>	<p>4</p>
<p>H9</p>	<p>Spread of Covid-19 Coronavirus (Cleaning)</p>	<p>3</p>	<p>3</p>	<p>9</p>	<ul style="list-style-type: none"> • Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods. 		<p>1</p>	<p>2</p>	<p>2</p>
<p>H10</p>	<p>Working in local vicinity to operational workforce (maintaining 2m distancing)</p>	<p>4</p>	<p>4</p>	<p>6</p>	<ol style="list-style-type: none"> 1) Starting and finishing times are to be staggered and reviewed to ensure no build-up of staff / teams in areas 2) Workers who are unwell with symptoms of Coronavirus (Covid-19) should not attend the workplace 3) Tasks are to be rearranged to enable them to be done by one person or as small number of persons without compromising safety measures. 4) Maintain social distancing measure of 2 metres from each other as much as possible with supervision in place to monitor compliance 5) Avoid skin to skin and face to face contact 6) Above hygiene measures and additional cleaning schedules to remain (regularly washing hands for at least 20 seconds with soap and warm water) 7) Any health concern to be raised immediately to line management 		<p>1</p>	<p>4</p>	<p>4</p>

<p>H11</p>	<p>Working within 2 metres of working team (Social Distancing)</p>	<p>4</p>	<p>4</p>	<p>16</p>	<ol style="list-style-type: none"> 1) Always consider if the task can be performed differently without having to breach the 2m social distancing rule 2) Workers are to limit face to face working and work facing away from each other when possible 3) 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 4) Consider introducing an enhanced authorisation process (permit to work) for activities where less than 2m distance may be required 5) Provide additional supervision to monitor distancing and teams not to be rotated 6) Continue to conduct dynamic risk assessments whilst completing the work and speak up if there is a safer way of completing the task 7) All equipment to be thoroughly cleaned prior and after using it. 8) Increased ventilation will be provided within enclosed spaces 9) Sites should consider RPE for Coronavirus (Covid-19) where the two metre social distancing guidelines is not met. Equipment must be face fit tested to all users 10) Consideration given to disposable gloves and eyewear to prevent and reduce potential contamination 11) Reusable PPE should be thoroughly cleaned after use and not shared between workers. These should be stored in suitable places 12) Single use PPE should be disposed of so that it cannot be reused and to control potential contamination is controlled (waste removed by a responsible, approved contractor). <p>https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19</p>	<p>2</p>	<p>3</p>	<p>6</p>
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<p>H12</p>	<p>Spread of Covid-19 Coronavirus (Wearing of Gloves)</p>	<p>3</p>	<p>3</p>	<p>9</p>	<ul style="list-style-type: none"> Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely. Staff will be supplied with disposable gloves to be used when required. E.g. When in contact with any third parties or entering a third-party property/premises – additional measure only. Staff to be reminded that wearing of gloves is not a substitute for good hand washing. Gloves are only to be used as an additional measure only and drivers must be reminded these are not a substitute for good hand washing and personal hygiene 	<p>.</p>	<p>2</p>	<p>2</p>	<p>4</p>
<p>H13</p>	<p>Spread of Covid-19 Coronavirus (RPE)</p>	<p>4</p>	<p>4</p>	<p>16</p>	<ul style="list-style-type: none"> Public Health guidance on the use of PPE (personal protective equipment) to protect against COVID-19 relates to health care settings. In all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours Where RPE is a requirement for risks associated with the work undertaken the following measures will be followed- Tight-fitting respirators (such as disposable FFP3 masks and reusable half masks) rely on having a good seal with the wearer’s face. A face fit test will be carried out to ensure the respiratory protective equipment (RPE) can protect the wearer. <p>Guidance: https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm</p>	<p>.</p>	<p>2</p>	<p>2</p>	<p>4</p>

<p>H16</p>	<p>Spread of Covid-19 Coronavirus (Drivers)</p>	<p>3</p>	<p>4</p>	<p>12</p>	<p><u>Drivers</u></p> <ul style="list-style-type: none"> • Procedures in place for Drivers to ensure adequate welfare facilities available during their work - Reference • COVID-19-guidance on freight transport. Persons should not share vehicles or cabs, where suitable distancing cannot be achieved. • Cleaning of vehicle before and after use. This should be carried out by the driver using antibacterial wipes, hot water and soap, all cleaning material should be disposed of safely as per government guidelines by placing in a refuse sack and must be doubled bagged. • If a driver has been suspected or known to have contracted COVID-19 vehicles will be deep cleaned before first use. <p>Guidance:</p> <p>https://www.hse.gov.uk/news/drivers-transport-delivery-coronavirus.htm</p> <p>https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/vehicles</p>		<p>2</p>	<p>2</p>	<p>4</p>
<p>H17</p>	<p>Spread of Covid-19 Coronavirus (Mental Health)</p>	<p>3</p>	<p>3</p>	<p>9</p>	<ul style="list-style-type: none"> • Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to 		<p>2</p>	<p>2</p>	<p>4</p>

					<ul style="list-style-type: none"> Regular communication of mental health information and open-door policy for those who need additional support. <p>Help Reference -https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/</p>				
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FURTHER GUIDANCE

Hazard reference number	Additional controls that would further reduce the risk if implemented also
Training	<p>https://www.nhs.uk/conditions/coronavirus-covid-19/ https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-advice/ https://www.nhs.uk/conditions/coronavirus-covid-19/advice-for-travellers/ https://www.gov.uk/government/publications/coronavirus-action-plan</p> <p>https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19</p>
Management	<ul style="list-style-type: none"> 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 isolated for 14 days cannot return to work until the appropriate 'fit note' documentation is provided by their GP/healthcare provider to demonstrate they are now fit to return to work. Assessments to be reviewed every 6 months or where significant change has occurred Please remind staff that 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.

Further Guidance

If in England call NHS on 111, if in Scotland call your GP or NHS 24, 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

PPE REQUIREMENTS

	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
	<input type="checkbox"/>		<input checked="" type="checkbox"/>		<input type="checkbox"/>		<input checked="" type="checkbox"/>				

COSHH CONSIDERATIONS

Please refer to the corresponding COSHH Assessment for more in-depth information.

Harmful/Irritant	Flammable	Serious Health Hazard	Explosive	Oxidising	Corrosive	Toxic	Gas under pressure	Harmful to Environment
								
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Name of person reviewing the risk assessment:
Ricky Ray

Job role:
Compliance Director

Date:
12-05-2020