



COVID 19 – Ref: 1.06(Tier 4)

Review Date:
Next Review

28.12.20
On-going

This is a generic risk assessment that looks at the issues and actions we need to consider and undertake, in order to minimise any risk of contracting and protection of our workforce during Coronavirus (Covid-19).

Operational/Task Considerations – Coronavirus (COVID-19)										
Reference and Hazard	Risk				Who is at risk	Good practice/guidance	Control measures required for safe working	Controlled Risk Rating		
	How harm may occur	Initial Risk Rating						L	S	L x S
		L	S	L x S						
<p>Exposure from others due to:</p> <ol style="list-style-type: none"> Living with someone with a confirmed case of COVID-19 Have come into close contact (within 2 metres for 15 minutes or more) with a confirmed case of COVID-19 Being advised by a public health agency that contact with a diagnosed case has occurred 	<ol style="list-style-type: none"> Staff do not report a member of their household has been confirmed positive for virus Staff are not displaying symptoms but have virus Staff do not report sickness Staff are unwell but attend work Staff absence Increases 	3	3	9	Operator Work Team General Public Client	<ol style="list-style-type: none"> PHE: Stay at home: guidance for households with possible coronavirus (COVID-19) infection PHE: Guidance for employers and businesses on coronavirus (COVID-19) poster PHE: COVID-19: guidance for employees PHE: Guidance on social distancing for everyone in the UK and protecting older people and vulnerable adults 	<ul style="list-style-type: none"> Separate transport to worksites will be done so staff can remain separated Do not come into work where someone you live with has been diagnosed, with Covid-19 until the person has been cleared of symptoms for 14 days. Follow NHS/111 advice as required. Do not attend GP surgery or public places if confirmed to help reduce spread of the disease. KPS to ensure that any vulnerable persons employed are individually assessed. This will be done remotely. They will not be allowed back to work until at least official medical guidance tier 4 restrictions have passed. Follow good hygiene measures at all times Under tier 4, do not allow visitors to your home. Social distance at all times when outside of your home. If having to work within 2 meters of someone, either work side by side of back to back. People who feel unwell and show any signs of the Covid-19 symptoms, - fever, cough, should stay at home and should not attend work and advise managers ASAP. Communicate to staff the importance of following national guidelines in staff briefings, email and give Covid 19 risk assessment to all working staff. This will be done over the phone, via PHR or notices in staff areas. 	2	3	6

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							<ul style="list-style-type: none"> ▪ Remind staff of the sickness policy during any lock down period or staff self-isolation ▪ Staff to inform the employer immediately of contact with anyone who has symptoms of virus or self-isolating or positive diagnoses ▪ Do not to accept refreshments from customers ▪ Do not enter a customer's property e.g. house, garage or outbuildings 			
Foreign travel – travelled to the following countries (or passed through in transit) - Mainland China; Thailand; Japan; Republic of Korea Hong; Kong; Taiwan; Singapore; Malaysia; Macau; Iran; Italy; Tenerife	1. Staff do not report travel plans to / from a category 1 / category 2 area or a member of their household who has travelled to a category 1 / category 2 area	2	3	6	Operator Work Team General Public Client	<ol style="list-style-type: none"> 1. PHE: Stay at home: guidance for households with possible coronavirus (COVID-19) infection 2. PHE: Guidance for employers and businesses on coronavirus (COVID-19) 3. PHE: COVID-19: guidance for employees 4. PHE: Guidance on social distancing for everyone in the UK and protecting older people and vulnerable adults 	<ul style="list-style-type: none"> ▪ Avoid all foreign travel until this pandemic has passed. ▪ Report any travel plans to employer. ▪ Follow relevant advice from relevant authority at time of travel. (Particularly because the advice will change, and we cannot monitor and update specifics here) 	1	3	3
Inclement weather - Cold temperature allows disease to survive	1. Virus able to survive	3	3	9	Operator Work Team General Public Client	<ol style="list-style-type: none"> 1. PHE: Stay at home: guidance for households with possible coronavirus (COVID-19) infection 2. PHE: Guidance for employers and businesses on coronavirus (COVID-19) 3. PHE: COVID-19: guidance for employees 	<ul style="list-style-type: none"> ▪ All persons to dress appropriately for the weather ▪ Welfare facilities provided (typically company vehicle) to shelter from the elements ▪ Always maintain good hygiene measures 	2	3	6

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						4. PHE: Guidance on social distancing for everyone in the UK and protecting older people and vulnerable adults				
Poor hygiene	1. Spread of virus	3	3	9	Operator Work Team General Public Client	<p>1. PHE: Stay at home: guidance for households with possible coronavirus (COVID-19) infection</p> <p>2. PHE: Guidance for employers and businesses on coronavirus (COVID-19)</p> <p>3. PHE: COVID-19: guidance for employees</p> <p>4. PHE: Guidance on social distancing for everyone in the UK and protecting older people and vulnerable adults</p>	<ul style="list-style-type: none"> ▪ Wash your hands thoroughly and regularly. (particularly when arriving on site, periodically throughout the day and when leaving site). Use soap and water for at least 20 seconds. Use alcohol-based hand sanitiser if soap and water is not available ▪ 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 ▪ Provision of industrial antibacterial wipes for working outdoors and alcohol-based hand sanitising gel ▪ Advise staff to carry disposable tissues and if they need to do so, to cough/sneeze into a tissue and then to throw away in a suitable bin or bag in the vehicle for correct disposal ▪ Advised not to shake hands, elbow bump etc. ▪ Last driver to anti -bac / sterilize main areas of hand contact – steering wheel, gear stick, handbrake and door handles ▪ Lunch and refreshments should be bought in to work from home, avoiding the use of facilities such as coffee shops, supermarkets ▪ KPS to ensure vans are all fuelled at KPS site. If required use of pay at pump facilities where possible, using gloves for the fuelling up process and handling of pumps. 	2	3	6

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							<ul style="list-style-type: none"> ▪ Staff are to be discouraged from wearing neck buffs or similar. These are often not washed frequently and can easily collect and transmit germs when working in close proximity to colleagues ▪ Where possible hand tools shall be allocated to individual staff members to reduce the risk associated with cross contamination e.g. one saw per operator 			
Staff show symptoms whilst at work	1. Spread of virus	3	3	9	Operator Work Team General Public Client	<ol style="list-style-type: none"> 1. PHE: Stay at home: guidance for households with possible coronavirus (COVID-19) infection 2. PHE: Guidance for employers and businesses on coronavirus (COVID-19) poster 3. PHE: COVID-19: guidance for employees 4. PHE: Guidance on social distancing for everyone in the UK and protecting older people and vulnerable adults 	<ul style="list-style-type: none"> ▪ All staff are to understand the symptoms of COVID-19 (employees reference Employees and business guidance poster). ▪ Staff member moved to identified clean & ventilated rooms/area until collected and 2 metre distance maintained from all other staff ▪ Deep clean of any rooms once evacuated ▪ All waste that has been in contact with the individual – including tissues should be put in a plastic bag and tied, then placed in another plastic bag and tied. The bag should be marked and stored in a safe place until results are available. If the test results are negative – to be put with normal waste. If positive, to follow the advice of Public Health England (PHE) ▪ Staff to self- isolate – journey home by car 	2	3	6
Vulnerable third parties are exposed to illness	1. Spread of virus	3	3	9	Operator Work Team General Public Client	<ol style="list-style-type: none"> 1. PHE: Stay at home: guidance for households with possible coronavirus (COVID-19) infection 	<ul style="list-style-type: none"> ▪ Ideally payment at this time should be made via card transaction, bank transfer, the bank details will be on the invoice and in our Terms and Conditions. If on-line payment is not an option, we shall arrange a 'without contact' system for cheque/cash payments 	2	3	6



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						<p>2. PHE: Guidance for employers and businesses on coronavirus (COVID-19)</p> <p>3. PHE: COVID-19: guidance for employees</p> <p>4. PHE: Guidance on social distancing for everyone in the UK and protecting older people and vulnerable adults</p>	<ul style="list-style-type: none"> ▪ Operational staff members should not meet nor discuss works with clients face to face ▪ Works planning focuses around the use of media platforms/telephone therefore minimising any possible contact ▪ Maintain 2 metre distance from customers when there is need to discuss work 			
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Main Guidelines:

1. The most common symptoms of coronavirus (COVID-19) are recent onset of a new continuous cough and/or high temperature. If you have these symptoms, however mild, stay at home and do not leave your house for 7 days from when your symptoms started. You do not need to call NHS 111 to go into self-isolation. If your symptoms worsen during home isolation or are no better after 7 days, contact [NHS 111 online](#). If you have no internet access, you should call NHS 111. For a medical emergency dial 999.
2. Wash your hands more often than usual, for 20 seconds using soap and hot water, particularly after coughing, sneezing and blowing your nose, or after being in public areas where other people are doing so. Use hand sanitiser if that's all you have access to.
3. To reduce the spread of germs when you cough or sneeze, cover your mouth and nose with a tissue, or your sleeve (not your hands) if you don't have a tissue, and throw the tissue away immediately. Then wash your hands or use a hand sanitising gel.
4. Clean and disinfect regularly touched objects and surfaces using your regular cleaning products to reduce the risk of passing the infection on to other people.

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Risk Matrix

	Improbable (1)	Remote (2)	Possible (3)	Probable (4)	Likely (5)
Multiple Fatal (5)	5	10	15	20	25
Fatal (4)	4	8	12	16	20
Major Injury or Disease (3)	3	6	9	12	15
Minor Injury or Disease (2)	2	4	6	8	10
Very Minor Injury or Disease (1)	1	2	3	4	5

Consequence Scale:

Multiple Fatal - More than one fatality
 Fatal - One fatality
 Major - Notifiable under RIDDOR; major or over 7 days injury
 Minor - Any lost time injury with up to 7 days absence
 Very Minor - Any other injuries without any significant lost time

Likelihood Scale:

Likely - Occurs repeatedly / event expected
 Probable - Not surprising, will occur several times
 Possible - Could occur at some time
 Remote - Unlikely to occur, although conceivable
 Improbable - So unlikely that probability is close to zero

Risk Control Required:

Risk Level	Tolerability Level	Actions Required
15 - 25 High	Intolerable Risk	Work not started or immediately stopped
5 – 14 Medium	Tolerable Risk	Harmful consequences may require further controls. Monitor to ensure controls are maintained



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1 - 4 Low	Acceptable Risk	No action required. No further controls needed. Monitor to ensure controls are maintained
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