

Covid-19 Risk Assessment

Company Name: The Keen Group

Date of next review: 30th March 2021

Assessment carried out by: Chantelle Landon

Date assessment was carried out: 29th September 2020

Hazards associated with the coronavirus pandemic	Who might be harmed and how?	Control measures	Further action required
Infection Prevention, cleaning & staff safety			
<p>As the business rebuilds after the lockdown and staff return to work the organisation must ensure their safety by making premises "COVID" Secure – unsafe premises raise the risk of virus transmission</p>	<p>There is a direct threat to staff health and wellbeing from transmission of the COVID – 19 coronavirus while at work.</p> <p>People can catch the virus from others who are infected in the following ways:</p> <ul style="list-style-type: none"> Virus moves from person to person in droplets from mouth the or nose spread when a person with the virus coughs or exhales. The virus can survive for up to 72 hours out of the body on surfaces which people have coughed on People can transmit the virus by breathing in the droplets or by touching contaminated surfaces and then touching their eyes or mouth. 	<p>Ensuring that the company complies with its duty to provide a safe and healthy workplace /working conditions for staff in the workplace during the pandemic by:</p> <ul style="list-style-type: none"> Circulation coronavirus policies and safety procedure to all staff and managers: these set out how staff should behave and precautions they must adopt during the pandemic to keep them safe. Requiring staff to practise effective social distancing while in and around the workplace, while travelling to work and in all work business <p>Heads of departments and supervisors should pass on and reinforce key Government public health message to all staff:</p> <ul style="list-style-type: none"> Cover the mouth and nose with a tissue of sleeve (not hands) when coughing or sneezing (catch it, kill it, bin it) Put used tissues in the bin straight away. Wash hands regularly with soap and water for at least 20 seconds (use hand sanitiser gel if soap and water are not available) Avoid close contact with people who are unwell. 	<p>HR to email staff to notify them on protocol. Copies of the risk assessment and safe working guidance to be placed on the shared drive in the Employee Hub so that all staff have access.</p> <p>Risk assessment to be shared on website if appropriate.</p>

		<ul style="list-style-type: none"> • Clean and disinfect frequently touched surfaces. • Do not touch eyes, nose or mouth if hands are not clean. <p>In all departments, fully implement Public Health England (PHE) Guidance for Employers and Businesses on Coronavirus, including the following key safety precautions.</p> <ul style="list-style-type: none"> • Keep local/departmental risk assessments under review to ensure that a safe place of work is maintained. • Consult with staff and staff representatives – fully involve the workforce at all stages of the pandemic. • Make any adjustments to the workplace to the workspace/rosters/work patterns/ procedures necessary to facilitate effective infection prevention and social distancing at work • Follow Government health & travel advice • Provide hand sanitiser at all touch points and at workspace areas as required • Provide infection control personal protective equipment (PPE) such as gloves & masks if required • Increase environmental cleaning in the workplace: review and revise cleaning schedules and ensure cleaning staff have access to suitable detergents, disinfectant and PPE • Display appropriate public health posters and notices around the workplace and via the internal email/shared drive system <p>Staff are not required to wear face coverings while at work but may do so if they wish.</p>	
HOMEWORKING, HOT DESKING & EQUIPMENT SHARING			
Staff working together in workplace premises inevitably	Home working reduces the risk of staff gathering in the work place and transmitting the virus	Homeworking should be adopted within the organisation as the preferred method of work whenever possible and only staff who need to be on site should attend workplace premises.	HR to ensure that home working kits are ordered and distributed as and when appropriate.

<p>raises the risk of virus transmission Hot desking and the sharing of equipment present hazards that raise the risk of virus transmission further</p>		<p>The following working arrangements will be put in place to support home working:</p> <ul style="list-style-type: none"> • Managers will plan for the minimum number of people needed on site to operate safely and effectively • Departmental and line managers to review all staff job roles in order to encourage homeworking wherever appropriate • Home working policies to be reviewed to ensure that sufficient support is provided to homeworkers • Managers should monitor the wellbeing of people who are working from home and put in place measures support their mental and physical health and personal security • Enhanced IT support to be provided to homeworkers to ensure effectiveness of working arrangements and the security of data, for example, remote access to work systems • Arrangements should help home workers to stay connected to the rest of the work force as appropriate • Hot desking will not be supported at this time <p>Equipment should not be shared between staff – limit use of high touch equipment in the workplace, eg white boards, pens etc</p>	<p>HR to look at creating a robust homeworking strategy to support the wellbeing of all staff working from home.</p>
WORKPLACE SOCIAL DISTANCING			
<p>Effective social distancing is a key element in reducing the transmission of COVID 19</p>	<p>Social distancing refers to the people being required to maintain a distance from each other of 2 meters, wherever possible. Social distancing effectively puts people at a safe range from anyone coughing. The main route of virus transmission is through droplets exhaled or coughed by an infected person</p>	<p>Staff are required to practise social distancing while in and around the workplace, while involved in work activities and when traveling to and from work, wherever possible by:</p> <ul style="list-style-type: none"> • Avoiding non essential contact with others • Keeping a safe distance of at least 2 meters from others whenever possible • Avoiding physical contact (eg Hugs, handshakes, etc) 	<p>One way system incorporated allowing staff to use one entrance point and a separate exit point. Cough guards erected in reception areas to protect staff and the any member of the public entering the building.</p>

	<p>Adaptions to the premises to support social distancing should include;</p> <ul style="list-style-type: none"> • A review of all work premises to identify suitable adaptions which will support social distancing • Office and work spaces to be set up to support social distancing, eg layout changes, appropriate signage, stickers and floor markings to denote safe distance, etc • Workstations and desks to be arranged with a minimum separation between them. Where necessary screens will be fitted • Establishing maximum occupancy limits for offices and work areas • Reduce the need for staff to move around within the workplace <p>Adaptions to work processes to support social distancing will include;</p> <ul style="list-style-type: none"> • Cancelling non-essential meetings • Holding essential meetings in well ventilated rooms with appropriate social distancing in place. Limit numbers to essential members only • Use phone/video conferencing etc • Replace face to face meetings wherever possible with video/phone conferencing • Holding meetings outdoors • Providing hand sanitiser at meetings • Cancelling non essential training and all face to face training/recruitment practises • Carrying out any essential training/recruitment by using email/online e-learning where possible rather than bringing people face to face. <p>Managers should display notices in all premises reminding staff of the key infection prevention</p>	<p>COVID-19 signage to be placed around the building in appropriate locations.</p>

		<p>requirements, including the need to maintain safe distancing</p> <p>Where social distancing guidelines cannot be followed in full, in relation to a particular activity, managers must carry out further risk assessments and consider whether the activity needs to continue for the business to operate, where such activities need to continue appropriate mitigation methods should be put into place, such as;</p> <ul style="list-style-type: none"> • Increased hand washing • Increased environmental cleaning • Keeping the activity time involved as short as possible • Reducing the number of people each person has contact with by using fixed teams partnering (so each works with only a few others) 	
HIGHER RISK AREAS OF THE WORKPLACE			
<p>Some areas of the workplace may present higher risk than others. This may include areas such as staff toilets, kitchens and reception areas</p>	<p>Heavily used areas of the workplace are more likely to present infection transmission risk</p> <p>Essential for the staff to wash hands regularly but also that toilets are kept clean and free of coronavirus contamination</p> <p>A number of staff going to the toilet at the same time may compromise their ability to comply with social distancing.</p> <p>Increased risk of people coughing and touching door handles, taps and toilet flush handles</p>	<p>Ensure higher risk areas of the workplace are COVID secure by applying appropriate precautions, including:</p> <ul style="list-style-type: none"> • Stressing the need for staff to follow good hygiene practise at all times whilst at work (ie regular hand washing, • Using tissues and disposing of them appropriately etc • Managers ensuring that adequate hand cleaning resources are provided; all staff toilets to be supplied with adequate supplies of hot water, liquid soap and paper towels • Printing hand washing instruction/posters and displaying throughout the workplace especially in the toilets • Limiting the number of staff who can use high traffic areas such as corridors, stairs toilets and rest rooms at anyone time to ensure social distancing 	<p>Appropriate signage placed around the building and reviewed regularly to ensure clear information regarding social distancing and the importance of good hygiene practises.</p>

		<p>VULNERABLE & EXTREMELY VULNERABLE STAFF</p> <p>Some people may have pre existing medical conditions which render them more vulnerable to the dangers of the coronavirus infection</p> <p>These who are classified by PHE as being at greater risk from COVID 19 include people in the vulnerable (moderate risk) and extremely vulnerable (high risk)</p> <p>Vulnerable (moderate risk) people include those who:</p> <ul style="list-style-type: none"> • are 70 or older • have a lung condition that's not severe (such as asthma, COPD, emphysema or bronchitis) • have heart disease (such as heart failure) • have diabetes • have chronic kidney disease • have liver disease (such as hepatitis) • have a condition affecting the brain or nerves (such as Parkinson's disease, motor neurone disease, multiple sclerosis or cerebral palsy) • have a condition that means they have a high risk of getting infections • are taking medicine that can affect the immune system (such as low doses of steroids) • are very obese (a BMI of 40 or above) 	
	<ul style="list-style-type: none"> • Monitor high access area use and regulate access as necessary • Staggering breaks to ensure that the kitchen and toilets are not overloaded • Establish safe queuing systems by use of room occupancy limits and floor markings/signage etc • Placing 60%alcohol hand gels at convenient places around the work place • Increase environmental cleaning, especially in and around frequently touched surfaces such as door handles, toilet flush handles, light switches • Where possible, providing paper towels as an alternative to hand dryers 		

The following Safety and staff health arrangements should apply to staff who are classified as vulnerable (moderate risk) or extremely (high risk)

- Managers, human resources and occupational health departments should identify and be aware of staff who fall into vulnerable and extremely vulnerable categories so that can ensure that they are given adequate protection and support to enable them to comply with government health recommendations.
- No member of staff in the extremely vulnerable categories "high risk" category should be expected to come to work during the pandemic or during recovery from lockdown. These staff should be advised to follow government medical advise and stay home.
- Extremely vulnerable "high risk" staff will be offered furlough arrangements- Where it is possible or appropriate for them to safely work from home without risk this should be facilitated.
- Staff in vulnerable "moderate risk" category should be considered on a case-by-case basis. Where possible they will be supported to work from home

<ul style="list-style-type: none"> • are pregnant <p>Extremely vulnerable (high risk) people include those who:</p> <ul style="list-style-type: none"> • have had an organ transplant • are having chemotherapy or antibody treatment for cancer, including immunotherapy • are having an intense course of radiotherapy (radical radiotherapy) for lung cancer • are having targeted cancer treatments that can affect the immune system (such as protein kinase inhibitors or PARP inhibitors) • have blood or bone marrow cancer (such as leukaemia, lymphoma or myeloma) • have had a bone marrow or stem cell transplant in the past 6 months, or are still taking immunosuppressant medicine • have been told by a doctor they have a severe lung condition (such as cystic fibrosis, severe asthma or severe COPD) • have a condition that means they have a very high risk of getting infections (such as SCID or sickle cell) • are taking medicine that makes you much more likely to get infections (such as high doses of steroids or immunosuppressant medicine) • have a serious heart condition and are pregnant • have a problem with your spleen or your spleen has been removed (splenectomy) • are an adult with Down's syndrome • an adult who is having dialysis or has severe (stage 5) long-term kidney disease 	<ul style="list-style-type: none"> • Staff in the vulnerable "moderate risk" category who cannot work from home and wish to work should be offered additional protection so they can achieve effective social distancing • Managers should stay in touch with vulnerable or extremely vulnerable staff who are staying at home by phone to ensure they are well and to prevent them from feeling isolated • As they cannot leave the home at all the organisation should provide additional support for any extremely vulnerable high risk staff who may need it, this may include shopping or medicines where they are unable to gain support elsewhere. • All reviews of the staff roles and safety should be non-discriminatory and take into consideration equality considerations and protected characteristics as defined under the Equality Act 2010 eg disabled staff. • Reasonable adjustments must be made to avoid disabled workers being put at any disadvantage. • Managers should refer to existing policies regarding new and expectant mothers eg entitlement to suspension on full pay if suitable safe roles cannot be found 	
<p>The following PHE advice applies:</p>		

	<ul style="list-style-type: none"> • Those in the “high risk” (extremely vulnerable) category are subject to special “shielding arrangements- they are advised to self-isolate and not leave home for at least 12 weeks. • Those in the moderate risk (vulnerable) category are advised to stay at home as much as possible- they can go to work if they cannot leave home. • People in both categories are advised by the government to be particularly stringent in complying with social distancing requirements. <p>Pregnant women are included in the “moderate risk” category as a precaution but are not considered by PHE to be more likely to get seriously ill from COVID-19.</p> <p>There is some evidence that people from ethnic minority backgrounds are hit harder by COVID-19</p>		
STAFF HEALTH & STAFFING LEVELS			
<p>Low staffing hazards due to the high rates of staff sickness having to self-isolate themselves at home or remain at home because they are shielding</p>	<p>Staff may get sick with coronavirus infection.</p> <p>People who have symptoms must self-isolate at home for 7 days from the start of symptoms to prevent them from passing the infection on and contributing to the overload on the NHS</p> <p>Those who live with others and where one person has symptoms, must self-isolate as a household for 14 days from the day when the first person became ill. If anyone else in the household starts to display symptoms, they need to stay at home for 14 days from when the symptoms appeared regardless of what day they are on in the original 14-day isolation period.</p>	<p>The following safety arrangements should apply to staff health or staffing levels:</p> <ul style="list-style-type: none"> • Staff who are considered extremely vulnerable or high risk should not be expected to attend for work in the workplace. Where possible or appropriate they should be furloughed or supported to work from home • Staff who are sick or self-isolating should phone immediately and inform their line manager. They should not attend the workplace under any circumstances. • Make sure that communications go out that no member of staff should come to work if they are isolating or if they have COVID -19 symptoms or feel unwell. 	

	Those who are extremely vulnerable are advised to shield at home.	<ul style="list-style-type: none"> Staff maybe relocated from non-essential parts of the business to essential functions or maybe subject to furlough arrangements. Managers should consider temporary departmental closures or operational adjustments if staffing is reduced to unsafe levels 	
PREMISE ACCESS & TRAVEL			
Staff who are required to attend for work must be given safe access to the workplace	Travel to and from work may lead to greater risk of virus transmission. Public transport maybe restricted in order to achieve social distancing on trains and buses etc Access to buildings may create a virus transmission risk if staff all seek entrance at one or are channelled through single points of entry	<p>The following safety arrangements should apply to the workplace access and travel arrangements:</p> <ul style="list-style-type: none"> Ensure that sufficient access points to the workplace are provided so that staff do not congregate at entrances and exits. Ensure that all access points have sanitising stations. Use floor markings and signage at entry and exit points where appropriate. Enable flexible/staggered working arrangements so that staff can avoid travelling at peak times or all arriving at the same time Provide hand sanitiser at entrances and exits. Ask staff not use public transport if possible. Where they do use public transport, they should conform with all requirements eg wearing face coverings and ensuring social distancing is adhered to. <p>In all cases non-essential travel for work purposes should be minimised</p>	
CASES OF POSSIBLE INFECTION ONSITE			
People becoming unwell while on site or a symptomatic person on site	High risk of transmission	<p>If a member of staff becomes unwell in the workplace with coronavirus symptoms (a new or continuous cough or high temperature, they should be sent home and follow the government guidelines to self-isolate</p> <p>The following action should be taken within the workplace.</p> <ul style="list-style-type: none"> All surfaces that a symptomatic person has come into contact with must be cleaned and disinfected, 	<p>HR to maintain clear communications with staff and to conduct return to work interviews with returning staff to ensure fitness for work and avoid recontamination.</p> <p>Staff with cleaning responsibilities to be provide with the appropriate PPE and</p>

		<p>especially objects visibly contaminated with bodily fluids and all potentially contaminated high contact areas such as rest rooms and toilets.</p> <ul style="list-style-type: none"> Public areas where a symptomatic individual has passed through and spent minimal time, such as corridors but which are not visibly contaminated with bodily fluids can be cleaned thoroughly as normal. Cleaning staff should use disposable cloths and/or paper rolls and disinfectant. Cleaning staff must wear disposable gloves and face masks Waste from cleaning of areas where possible cases have been should be double bagged and tied off. It should be placed in a secure area for 72 hours before being disposed of in general waste 	<p>given clear guidance on cleaning protocols</p>
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SIGNED: 

DATED: 29th Sept 2020