

## Covid-19 Risk Assessment

**Company Name:** The Keen Group

**Assessment carried out by:** Chantelle Landon

**Date of next review:** 17<sup>th</sup> February 2022

**Date assessment was carried out:** 17<sup>th</sup> August 2021

Hazards associated with the coronavirus pandemic	Who might be harmed and how?	Control measures	Further action required
<b>Infection Prevention, cleaning &amp; staff safety</b>			
<p>As of 16 August 2021 most legal restrictions to control Covid-19 have been lifted. However as the business welcomes the return of staff back to the workplace the organisation must ensure their safety by ensuring the premises are "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>The main way of spreading COVID-19 is through close contact with an infected person. When someone with COVID-19 breathes, speaks, coughs or sneezes, they release particles (droplets and aerosols) containing the virus that causes COVID-19. These particles can be breathed in by another person.</p> <p>Surfaces and belongings can also be contaminated with COVID-19 when people who are infected cough or sneeze near them or if they touch them.</p>	<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> <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"> <li>• Cover the mouth and nose with a tissue or sleeve (not hands) when coughing or sneezing (catch it, kill it, bin it)</li> <li>• Put used tissues in the bin straight away.</li> <li>• Wash hands regularly with soap and water for at least 20 seconds (use hand sanitiser gel if soap and water are not available)</li> <li>• Avoid close contact with people who are unwell.</li> <li>• Clean and disinfect frequently touched surfaces.</li> <li>• Do not touch eyes, nose or mouth if hands are not clean.</li> </ul> <p>In all departments, fully implement Public Health England (PHE) Guidance for Employers and Businesses on Coronavirus, including the following key safety precautions.</p>	<p>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 and emailed to staff.</p>

		<ul style="list-style-type: none"> <li>• Keep local/departmental risk assessments under review to ensure that a safe place of work is maintained.</li> <li>• Make any adjustments to the workplace to the workspace/rosters/work patterns/ procedures necessary to facilitate effective infection prevention and social distancing at work</li> <li>• Follow Government health &amp; travel advice</li> <li>• Provide hand sanitiser at all touch points and at workspace areas as required</li> <li>• Provide infection control personal protective equipment (PPE) such as gloves &amp; masks if required</li> <li>• Maintain environmental cleaning in the workplace: review and revise cleaning schedules and ensure cleaning staff have access to suitable detergents, disinfectant, and PPE</li> <li>• Display appropriate public health posters and notices around the workplace and via the internal email/shared drive system</li> <li>• Ensure adequate ventilation within the building</li> <li>• Encourage the use of face coverings by employees or customers in enclosed and crowded spaces.</li> </ul>	
<b>HOMEWORKING, HOT DESKING &amp; EQUIPMENT SHARING</b>			
<p>Staff working together in workplace premises inevitably 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>All employees working in shared spaces in particular those who hot desk</p>	<p>Homeworking will still very much be part of the organisations work life balance strategy and will form part of the hybrid working policies that are being created as a result of the pandemic. However the organisation does see a need for employees to carry out some officed based working. Service continuity, IT, Communications and employee wellbeing are all impacted by the Homeworking set up. Therefore, the staff will be required to attend the office at regular intervals:</p> <p>The following working arrangements will be put in place to support working in the office;</p>	<p>HR to communicate safe working protocol to employees</p>

		<ul style="list-style-type: none"> <li>• Flexible working arrangements</li> <li>• Making reasonable adjustments</li> </ul> <p>Keeping the workplace safe and reduce the risk of the virus spreading through contaminated surfaces</p> <ul style="list-style-type: none"> <li>• Encouraging additional cleaning of touch points throughout the working day.</li> <li>• Advising employees and visitors to wash their hands or use hand sanitiser frequently. This is particularly important before and after touching shared objects or surfaces that other people touch regularly.</li> <li>• Maintaining regular cleaning of surfaces, particularly surfaces that people touch regularly.</li> <li>• Reinforcing cleaning and closing policies at the beginning and end of every shift.</li> <li>• Avoiding sharing workstations where possible</li> <li>• Ensuring cleaning &amp; closing protocol is followed</li> </ul> <p><b>Homeworkers:</b></p> <ul style="list-style-type: none"> <li>• Must carry out DSE self-assessments every 6 months</li> </ul>	
<b>WORKPLACE SOCIAL DISTANCING</b>			
<p>Effective social distancing is a key element in reducing the transmission of COVID 19</p>	<p>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>Social distancing guidance no longer applies, however COVID-19 can still be spread through social contact. We encourage employees to mitigate the risk by practising 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"> <li>• Avoiding non essential contact with others</li> <li>• Avoiding physical contact (eg Hugs, handshakes, etc)</li> </ul> <p>Adaptions to the premises to support social distancing should include;</p> <ul style="list-style-type: none"> <li>• A review of all work premises to identify suitable</li> </ul>	<p>Will continue to review following Government Guidance</p>

		<p>adaptions which will support social distancing</p> <ul style="list-style-type: none"> <li>• Workstations and desks to be arranged with a maximum separation between them</li> <li>• Establishing maximum occupancy limits for offices and work areas</li> <li>• Reduce the need for staff to move around within the workplace</li> </ul> <p>Adaptions to work processes to support social distancing will include;</p> <ul style="list-style-type: none"> <li>• Holding essential meetings in well ventilated rooms. Limit numbers to essential members only</li> <li>• Replace face to face meetings wherever possible with video/phone conferencing</li> <li>• Holding meetings outdoors</li> <li>• Providing hand sanitiser at meetings</li> <li>• Cancelling non essential training and all face to face training/recruitment practises</li> <li>• Carrying out any essential training/recruitment by using email/online e-learning where possible rather than bringing people face to face.</li> </ul>	
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**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. 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"> <li>• Stressing the need for staff to follow good hygiene practisc at all times whilst at work (ie regular hand washing,</li> <li>• Using tissues and disposing of them appropriately etc</li> <li>• 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</li> <li>• Printing hand washing instruction/posters and displaying throughout the workplace especially in the toilets</li> </ul>	<p>Appropriate signage placed around the building and reviewed regularly to ensure clear information regarding social distancing and the importance of good hygiene practices.</p>
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<b>VULNERBLE &amp; EXREMELY VULNERABLE EMPLOYEEES</b>			
<p>Some people with pre-existing medical conditions which render them more vulnerable to the dangers of the coronavirus infection</p> <p>Pregnant women</p>	<p>Those identified as at risk:</p> <ul style="list-style-type: none"> <li>• are older males</li> <li>• have a high body mass index (BMI)</li> <li>• have health conditions such as diabetes</li> <li>• some ethnic minorities</li> <li>• pregnant women</li> </ul>	<p>From 19 July, social distancing measures ended in the workplace and it is no longer necessary for the government to instruct people to work from home. However, those who are deemed as at risk should be given adequate protection and support:</p> <p>Practical measures to take:</p> <ul style="list-style-type: none"> <li>• Ensuring adequate ventilation – Keeping windows open and rooms well ventilated</li> <li>• Ensuring sufficient cleaning routines</li> <li>• Reinforcing good hand hygiene practices</li> <li>• Restricting contact with visitors</li> <li>• Providing specific non shared workstations</li> </ul>	<p>Managers &amp; Human Resources should identify and be aware of staff who fall into vulnerable and extremely vulnerable categories so that company can ensure that they are given adequate protection and support</p>
<b>PREMISE ACCESS &amp; TRAVEL</b>			
<p>Staff who are required to attend for work must be given safe access to the workplace</p>	<p>Travel to and from work may lead to greater risk of virus transmission.</p> <p>Public transport maybe restricted in order to achieve social distancing on trains and buses etc</p>	<p>The following safety arrangements should apply to the workplace access and travel arrangements:</p> <ul style="list-style-type: none"> <li>• Ensure that all access points have sanitising stations.</li> <li>• Enable flexible/staggered working arrangements so that staff can avoid travelling at peak times or all arriving at the same time</li> </ul>	<p>Will continue to review following Government Guidance</p>

		<ul style="list-style-type: none"> <li>Where employees use public transport, they should conform with all requirements eg wearing face coverings and ensuring social distancing is adhered to.</li> </ul>	
CASES OF POSSIBLE INFECTION ONSITE			
<p>People becoming unwell while on site or a symptomatic person on site</p>	<p>High risk of transmission</p>	<p>If an employee develops COVID-19 symptoms, self-isolate immediately and get a PCR test, even if your symptoms are mild. You should self-isolate at home while you book the test and wait for the results. You must self-isolate if you test positive. Your isolation period includes the day your symptoms started (or the day your test was taken if you do not have symptoms), and the next 10 full days. This is the law.</p> <p>The most important symptoms of COVID-19 are recent onset of any of the following:</p> <ul style="list-style-type: none"> <li>a new continuous cough</li> <li>a high temperature</li> <li>a loss of, or change in, your normal sense of taste or smell (anosmia)</li> </ul> <p><b>If you test positive:</b></p> <p>If you test positive for COVID-19 you will still need to self-isolate regardless of your vaccination status or age.</p> <p><b>Self-isolation exemptions:</b></p> <p>You're not required to self-isolate if you live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply:</p> <ul style="list-style-type: none"> <li>you're fully vaccinated.</li> <li>you're below the age of 18 years 6 months</li> <li>you've taken part in or are currently part of an approved COVID-19 vaccine trial</li> </ul>	<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 given clear guidance on cleaning protocols</p>

		<ul style="list-style-type: none"><li>• you're not able to get vaccinated for medical reasons</li></ul> <p>NHS Test and Trace will contact you to let you know that you have been identified as a contact and check whether you are legally required to self-isolate. If you're not legally required to self-isolate, you will be provided with advice on testing and given guidance on preventing the spread of COVID-19. Even if you do not have symptoms, you will be advised to have a PCR test as soon as possible.</p> <p>If someone identifies as positive the following action should be taken within the workplace.</p> <ul style="list-style-type: none"><li>• All surfaces that a symptomatic person has come into contact with must be cleaned and disinfected, especially objects visibly contaminated with bodily fluids and all potentially contaminated high contact areas such as rest rooms and toilets.</li><li>• 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.</li><li>• Cleaning staff should use disposable cloths and/or paper rolls and disinfectant.</li><li>• Cleaning staff must wear disposable gloves and face masks</li><li>• Waste from cleaning of areas where possible cases 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</li></ul> <p>Employees will be encouraged to carry out regular lateral flow testing when attending the office.</p>	
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**DATED:** .....