

COVID-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal.

This is a generic Risk Assessment for dealing with the current Covid-19 situation within CCUK workplaces. It does not all scenarios and CCUK individuals and contractors should consider their own unique circumstances should they arise. To keep the risks as low as possible

- Do not travel if you can work from home.
- Use teleconferencing for meetings whenever possible.
- No visitors to offices

To keep up to date with HSE advice to workplaces in this fast changing situation visit <https://www.hse.gov.uk/news/coronavirus.htm>

**30 June 2020**

Loss of life from contracting COVID-19	Fatal – 5	5	10	15	20	25
Total permanent disabilities from contracting COVID-19 (unable to return to work)	Life Changing Illness – 4	4	8	12	16	20
COVID-19 illness that incapacitates an employee for an extended period beyond self-isolation period (14 days)	Extended absence following illness – 3	3	6	9	12	15
COVID-19 illness where an employee is well enough to return to work after self-isolation	Minor illness – 2	2	4	6	8	10
Very minor symptom – unsure if COVID -19 related or not	Insignificant illness – 1	1	2	3	4	5
Severity x Likelihood		Infrequent – 1	Unlikely – 2	Possible – 3	Probable - 4	Certain - 5
		Remote but not impossible	Not likely to occur under normal circumstances	Unlikely to occur with controls in place but still as the ability to happen	More likely to occur than not and poses a danger to technicians working on site	This is definitely going to happen, meaning the works should be stopped immediately

1-3	Low Risk	No further controls required.
4-8	Medium Risk	Adequate controls in place, requires monitoring at all times with further controls added where necessary
9-12	High Risk	Works are halted until an On-Site Risk Assessment (FRM-021) is carried out and further controls put in place before works commence
15-25	Very High Risk	Works must stop and other processes reviewed

What are the hazards?	Who might be harmed and how?	Risk Rating			Measures to Control the Risks.	Ongoing Action(s)	Risk Rating		
		S	L	R			S	L	R
Exposure to COVID-19 in office areas	Individual employees Contractors	3	5	15	<ul style="list-style-type: none"> <li>One-way system to be introduced for offices where possible.</li> <li>GSQ lifts to be used for up travel only with only single person use.</li> <li>Suitable information posters to be placed before buildings are opened for office use.</li> <li>Desk booking system to be in place.</li> <li>Fire roll call list to be maintained for all places of work.</li> <li>Fire risk assessment (FRA) to be reviewed to consider the availability of trained fire wardens.</li> <li>First aid risk assessment (FARA) to be reviewed to consider the availability of trained first aiders and any mitigation required.</li> <li>Any changes to the FRA or FARA are to be communicated as part of the desk booking notifications.</li> <li>FRA and FARA are to be reviewed every 4 weeks.</li> <li>Hand sanitiser should be available in any occupied room.</li> <li>Meeting rooms are to be occupied with reduced numbers reflected on the desk booking system.</li> </ul>	Supervision and Monitoring by management  Introduction of desk booking system  Fire roll call lists to be maintained  FRA and FARAs are to be reviewed and monitored  On-going communication/ reminder of expected behaviour	3	2	6

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					<ul style="list-style-type: none"> <li>No visitors are allowed in any offices.</li> <li>No contractors during office hours.</li> <li>No personal deliveries will be accepted.</li> </ul>				
Exposure to COVID-19 in office areas during breaks.	Individual employees Contractors	3	5	15	<ul style="list-style-type: none"> <li>Stay on site and do not use local shops.</li> <li>Bring pre-prepared meals and refillable drinking bottles from home.</li> <li>Eat at desk or in designated areas</li> <li>Stagger break times to reduce congestion.</li> <li>Hand washing facilities or hand sanitiser should be available in any room where people eat and used by people entering and leaving the area.</li> <li>Sit 2 metres apart in communal areas.</li> <li>Provide sanitation stations so people can wipe down areas before and after use.</li> <li>Tables should be cleaned between each use.</li> <li>All rubbish should be put straight in the bin and not left for someone else to clear up.</li> <li>All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs and door handles etc.</li> <li>PPE – disposable gloves to be worn for cleaning activities.</li> <li>No visitors are allowed in any offices.</li> <li>No contractors during office hours.</li> </ul>	Supervision and Monitoring by management  Enhanced cleaning regime in eating areas  On-going communication/ reminder of expected behaviour	3	2	6

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		S	L	R			S	L	R
Possible exposure to COVID-19 during travel to work.	All employees	3	5	15	<ul style="list-style-type: none"> <li>Do not travel if you can work from home.</li> <li>Use teleconferencing for meetings.</li> <li>Follow national government advice.</li> <li>Limit use of public transport.</li> <li>Where travel is essential, use private single occupancy vehicles where possible or maintain social distancing.</li> <li>Stagger start and finish times to reduce travel congestion</li> </ul>	Management checks  Provide suitable equipment and platforms for remote meetings (i.e. Skype / MS Teams) and instruction and training if needed.	3	2	6
Exposure to COVID-19 through lack of continued hygiene measures in the office.	All employees Contractors	3	5	15	<ul style="list-style-type: none"> <li>Sanitising hand gel at main office entrances</li> <li>Encourage all employees to adopt hygiene precautions e.g. frequent hand washing.</li> <li>See hand washing guidance. <a href="https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/">https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</a></li> <li>Dry hands thoroughly using paper towels or warm air dryers.</li> <li>Provide gel sanitisers in any area where washing facilities not readily available.</li> <li>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, lift call buttons using appropriate cleaning products and methods.</li> <li>Provide sanitation facilities so people can wipe down areas before and after use.</li> <li>No contractors during office hours.</li> </ul>	Management checks  On-going communication/ reminder of expected behaviour	3	2	6
Suspected COVID-19 case in the office.	All employees Contractors	3	5	15	If a worker develops a high temperature or a persistent cough while at work, they should: <ul style="list-style-type: none"> <li>Inform line manager and return home</li> </ul>	Monitoring  Enhanced cleaning	3	3	9

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		S	L	R			S	L	R
					<p>immediately wearing a face covering.</p> <ul style="list-style-type: none"> <li>• Avoid touching anything.</li> <li>• 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.</li> <li>• Follow the guidance on testing and self-isolation. Do not return to work until period of self-isolation has been completed.</li> <li>• Use desk booking system to trace all in the building on the same date and inform them of the requirement to self-isolate for 14 days.</li> <li>• Building to be closed is to be closed until fully cleaned in-line with government advise</li> <li>• If this is an out of hours event (contractor) the building is to be closed until fully cleaned in-line with government advise. Notification is to be sent out to all bookings for desk use.</li> </ul>	regime in area occupied by ill individual			



**Wash your hands.**



**Use a tissue for coughs and sneezes.**



**Avoid touching your face.**