



RISK ASSESSMENT

SEVERITY RATING	
Fatality	5
Major Injury, disabling illness, major damage	4
Lost time injury, illness, damage	3
Minor injury, mirror damage	2
Delay only	1

LIKELIHOOD RATING	
Certain or Imminent	5
Very likely	4
May happen	3
Unlikely	2
Very unlikely	1

Brief Details	Working in The Hub		
Business Area	All staff	Person completing assessment (assessor)	Archie Morrell
Assessment Date	24/01/2022	Review date	24/03/2022

Likelihood (L)	Severity (S)	Initial Rating (IR)	Residual Rating (RR)	Likelihood x Severity = IR or RR
Key to risk level	Low 1 – 7 <i>(Acceptable risk)</i>	Moderate 8 – 11 <i>(Keep under regular review and investigate further measures to reduce the risk)</i>	High Risk 12 – 19 <i>(Urgent action required, as soon as practicable and within two weeks at the latest)</i>	VERY HIGH Risk 20 – 25 <i>(Immediate action required. Stop the activity or reduce the risk)</i>

What are the hazards?	Who might be harmed and how?	What are you already doing?	L	S	IR	Do you need to do anything else to manage this risk?	L	S	R	Person responsible
Contact with persons suffering from coronavirus	Employees Contractors Visitors Young people	All members of staff instructed to follow government guidance on self-isolating and adhere to advice given. Employees are strongly recommended to take part in the Rapid Lateral Flow testing twice weekly for COVID-19. If the test results reveal that the individual has contracted COVID-19, a decision will be made on when they can return to work in line with government guidance. Return to Work Form to be completed when an employee returns from self-isolating or has been confirmed positive with COVID-19.	5	5	25	Guidance and recommended risk control measures will be sourced directly from the GOV.UK and NHS.UK websites wherever possible. https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19 https://www.nhs.uk/conditions/coronavirus-covid-19/	4	5	20	All staff



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		<p>Once symptomatic, all surfaces that the person has come into contact with must be cleaned, including:</p> <ul style="list-style-type: none"> • All surfaces and objects which are visibly contaminated with body fluids; and • All potentially contaminated high-contact areas such as toilets, door handles, telephones, etc. <p>Public areas where a symptomatic individual has passed through and spent minimal time in (such as corridors) but which are not visibly contaminated with bodily fluids do not need to be specially cleaned and disinfected.</p> <p>If a person becomes ill in a shared space, these should be cleaned using disposable cloths and household detergents, according to current recommended workplace legislation and practice.</p>								
Contact with persons who may have been exposed to coronavirus – foreign travel	Employees Contractors Visitors Young people	Employees who are suspected to have coronavirus are to self-isolate in accordance with government guidance.	5	5	25	Guidance and recommended risk control measures will be sourced directly from the GOV.UK and NHS.UK websites wherever possible.	3	5	15	All staff



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Contact with persons who may have been exposed to coronavirus	Employees Contractors Visitors Young people	<p>Anyone who has been in contact with someone that has a confirmed positive case must test regularly and follow government guidance.</p> <p>Employees who fall into the vulnerable, clinically vulnerable and clinically extremely vulnerable categories will be assessed and provisions made accordingly.</p> <p>People involved in the provision of assistance to others will pay attention to sanitation measures immediately afterwards, including washing hands.</p> <p>The business will provide handwashing facilities, or hand sanitiser at entry and exit points.</p> <p>The business will open windows and doors frequently to encourage ventilation, where possible.</p>	5	5	25	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK and NHS.UK websites wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>https://www.nhs.uk/conditions/coronavirus-covid-19/</p>	5	4	20	All staff



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<p>Contact with persons suffering from coronavirus – moving around buildings and worksites</p>	<p>Employees Contractors Visitors Young people</p>	<p>The business will look to reduce contact with others by:</p> <ul style="list-style-type: none"> Reducing movement, by discouraging non-essential trips within buildings and sites, for example restricting access to some areas, encouraging the use of radios or telephones, where permitted, and cleaning them between use; Restricting access between different areas of a building or site; 	5	5	25	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK and NHS.UK websites wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>https://www.nhs.uk/conditions/coronavirus-covid-19/</p>	5	4	20	All staff
<p>Disposal of waste that may be contaminated by a coronavirus sufferer/member of the public, i.e. public waste bins, personal protective equipment (PPE), etc.</p>	<p>Employees Contractors Visitors</p>	<p>All waste that has been in contact with the relevant person, including used tissues, and masks if used, should be put in a plastic rubbish bag and tied when full. The plastic bag should then be placed in a second bin bag and tied and disposed of as hazardous waste in line with normal infection prevention control policies and procedures.</p>	5	5	25	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK and NHS.UK websites wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>https://www.nhs.uk/conditions/coronavirus-covid-19/</p>	4	4	16	All staff



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Contact with persons suffering from coronavirus – meetings	Employees Contractors Visitors Young people	<p>The business will look to reduce contact with others where required by:</p> <ul style="list-style-type: none"> Using online portals such as Zoom and/or Microsoft Teams to avoid in-person meetings; Avoiding transmission during meetings, for example by avoiding sharing pens and other objects; Providing hand sanitiser in meeting rooms; Holding meetings outdoors or in well-ventilated rooms whenever possible. 	5	5	25	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK and NHS.UK websites wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>https://www.nhs.uk/conditions/coronavirus-covid-19/</p>	5	4	20	All staff
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<p>Contact with persons suffering from coronavirus – common areas</p>	<p>Employees Contractors Visitors</p>	<p>The business will look to reduce contact with others by:</p> <ul style="list-style-type: none"> Working collaboratively with landlords and other tenants in multi-tenant sites/buildings to ensure consistency across common areas, for example receptions, staircases; Staggering break times to reduce pressure on break rooms or canteens; Using safe outside areas for breaks; Creating additional space by using other parts of the workplace or building that have been freed up by remote working; Installing screens to protect staff in receptions or similar areas; Encouraging workers to bring their own food; 	5	5	25	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK and NHS.UK websites wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>https://www.nhs.uk/conditions/coronavirus-covid-19/</p>	5	4	20	All staff
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<p>Contact with persons suffering from coronavirus – visitors and contractors</p>	<p>Employees Contractors Visitors</p>	<p>The business will look to reduce contact with others by:</p> <ul style="list-style-type: none"> • Encouraging visits via remote connection/working where this is an option; • Limiting the number of visitors at any one time; • Limiting visitor times to a specific time window and restricting access to required visitors only; • Determining if schedules for essential services and contractor visits can be revised to reduce interaction and overlap between people, for example carrying out services at night or the weekend; • Maintaining a record of all visitors, if this is practical; • Revising visitor arrangements to ensure hygiene, for example where someone physically signs in with the same pen in receptions; • Providing clear guidance on hygiene to people on arrival (for example, signage or visual aids) and before arrival (for example, by 	5	5	25	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK and NHS.UK websites wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>https://www.nhs.uk/conditions/coronavirus-covid-19/</p>	5	4	20	All staff
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		<p>phone, on the website or by email);</p> <ul style="list-style-type: none"> Establishing host responsibilities relating to COVID-19 and providing any necessary training for people who act as hosts for visitors; Coordinating and working collaboratively with landlords and other tenants in multi-tenant sites, for example shared working spaces. 								
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<p>Contact with persons suffering from coronavirus – visitors and contractors</p>	<p>Employees Contractors Visitors</p>	<p>The business will look to improve hygiene between others by:</p> <ul style="list-style-type: none"> Using signs and posters to build awareness of good handwashing technique, as well as the need to increase handwashing frequency, avoid touching your face and to cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available; Providing regular reminders and signage to maintain personal hygiene standards; Providing hand sanitiser in multiple locations in addition to washrooms; Setting clear use and cleaning guidance for toilets to ensure they are kept clean; Introducing enhancing cleaning for busy areas; Providing more waste facilities and more frequent rubbish collection; Where possible, providing paper towels as an alternative to hand dryers in handwashing facilities; and 	5	5	25	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK and NHS.UK websites wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>https://www.nhs.uk/conditions/coronavirus-covid-19/</p>	5	4	20	All staff
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		<ul style="list-style-type: none"> Introducing enhanced cleaning of all facilities regularly during the day and at the end of the day. 									
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<p>Contact with persons suffering from coronavirus – contact with objects that come into the workplace and vehicles at the worksite</p>	<p>Operatives, other contractors and visitors</p>	<p>The business will introduce:</p> <ul style="list-style-type: none"> Greater handwashing and handwashing facilities for workers handling goods and merchandise and provide hand sanitiser where this is not practical; Restrictions on non-business deliveries, for example personal deliveries to workers. 	5	5	25	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK and NHS.UK websites wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>https://www.nhs.uk/conditions/coronavirus-covid-19/</p>	5	4	20	All staff
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<p>Contact with persons suffering from coronavirus- wearing of PPE</p>	<p>Employees Contractors Visitors</p>	<p>As the workplace is outside a clinical setting and we do not respond to a suspected or confirmed case of COVID-19, this workplace will not encourage the precautionary use of extra PPE to protect against COVID-19.</p> <p>Wearing a face covering is required by law in communal areas unless exempt until the 27th of January 2022. Following this date, it is an individual's choice whether to wear a face covering or not.</p> <p>Employees using face coverings will be encouraged to:</p> <ul style="list-style-type: none"> • Wash their hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after removing it. • When wearing a face covering, avoid touching their face or face covering, as it could contaminate them with germs from their hands. • Change their face covering if it becomes damp or if they have touched it. • Continue to wash their hands regularly. 	5	5	25	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK and NHS.UK websites wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>https://www.nhs.uk/conditions/coronavirus-covid-19/</p>	5	4	20	All staff
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		<ul style="list-style-type: none"> • Change and wash face coverings daily. • If the material is washable, wash in line with manufacturer's instructions. If it is not washable, dispose of it carefully in your usual waste. 								
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<p>Contact with persons suffering from coronavirus – shift patterns and travel to work</p>	<p>Employees Contractors Visitors</p>	<p>The business will:</p> <ul style="list-style-type: none"> Where feasible minimise the number of people travelling together in any one vehicle, using fixed travel partners, increasing ventilation where possible and avoiding sitting face-to-face. Where workers are required to stay away from their home, centrally log the stay and make sure any overnight accommodation meets guidelines. 	5	5	25	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK and NHS.UK websites wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>https://www.nhs.uk/conditions/coronavirus-covid-19/</p>	5	4	20	All staff
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Contracting and spreading of infection	Employees Contractors Visitors	<p>Basic infection controls should be followed as recommended by the government:</p> <ul style="list-style-type: none"> • Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze. • Put used tissues in the bin straightaway. • Wash your hands with soap and water often – use hand sanitiser gel if soap and water are not available. • Try to avoid close contact with people who are unwell. • Clean and disinfect frequently-touched objects and surfaces. • Do not touch your eyes, nose or mouth if your hands are not clean. <p>Persons worried about symptoms should seek advice from their line manager, HR or use the NHS 111 number. The two website links are also a recommended portal for support/guidance.</p>	5	5	25	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK and NHS.UK websites wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>https://www.nhs.uk/conditions/coronavirus-covid-19/</p>	5	4	20	All staff
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Contact with visitors/contactors to site	Employees Contractors Visitors	<p>All contractors expected to complete the Contractor Checklist found on the Ellis Whittam Coronavirus Advice Hub.</p> <p>Contractors provided with handwashing facilities.</p> <p>Contractors supervised at all times.</p>	5	5	25	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK and NHS.UK websites wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>https://www.nhs.uk/conditions/coronavirus-covid-19/</p>	5	4	20	All staff
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