Minimal Risk Consultancy

Workplace Risk Assessment for Covid-19

Introduction: 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. Some people can be infected and show no symptoms. This is a general Workplace Risk Assessment for dealing with the current Covid-19 situation in the workplace. It is not likely to cover all scenarios and each Site and Client should consider their own unique circumstances. Each Site and Client is likely to have specific procedures, polices and training.

To keep up to date with advice in this fast-changing situation visit: https://www.gov.uk/coronavirus and https://www.nhs.uk/conditions/coronavirus-covid-19

Main Risks:

Key Controls Required:

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Item	Risk	People at Risk	Controls Required	Additional Controls	Actions By
1.	**Handwashing and Personal Hygiene: Spread of Covid-19 Coronavirus**	Staff, Visitors to the premises and Vulnerable Groups; elderly, pregnant, those with existing underlying health conditions	Hand washing facilities with soap and water in place. Stringent hand washing to take place. See hand washing guidance: https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands Drying of hands with disposable paper towels (preferable) or hand dryers where possible.	Employees to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels or hand dryers. Do not use shared fabric towels. Staff reminded to catch coughs and sneezes in tissues, follow **Catch it, Bin it, Kill it** and to	Security Officers, Supervisors, Site Leads, Team Leaders and Managers to ensure the

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		Anyone else who physically meets you in relation to the business.	Staff encouraged to protect the skin by applying emollient cream regularly. Gel sanitisers provided in any area where washing facilities are not readily available or where repetitive tasks are undertaken e.g. in Control Rooms and Gate Houses. Uniform and PPE (such as high visibility clothing) is not to be shared. Personal issue uniform and PPE must be used. Additional uniform and PPE requests will be authorised where reasonable e.g. to allow additional washing cycles. When Staff return home after their shift (or to their accommodation), they must undress from their work clothes and shower/bathe as soon as they can. All items of clothes can then be washed safely. This will ensure they have not taken home any pathogens and is in line with the current Government advice.	avoid touching face, eyes, nose, or mouth with unclean hands. To help reduce the spread of coronavirus (Covid-19) remind everyone of the public health advice: https://www.nhs.uk/conditions/coronavirus-covid-19 Posters, leaflets, and other materials are available for display: https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19	measures are implemented.
2.	**Cleaning: Spread of Covid-19 Coronavirus**	Staff, Visitors to the premises and Vulnerable Groups; elderly, pregnant, those with existing underlying health conditions Anyone else who physically meets you in relation to the business.	Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception areas. Using appropriate cleaning products and methods. Accommodation, where provided, to be cleaned regularly by occupants and if practical professional cleaners. Accommodation, where provided, selected in locations where the use of public transport is not required (if possible) and walking, cycling, or driving is likely and preferable.	Rigorous checks will be carried out by Site Leads, Team Leaders and Supervisors to ensure to ensure that the necessary procedures are being followed. Sites all issued with Company Credit Cards to provide a mechanism for purchasing of additional cleaning supplies locally. Shared bedrooms are not to be used.	Security Officers, Supervisors, Site Leads, Team Leaders and Managers to ensure the measures are implemented.

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			Shared equipment, such as radios and mobile phones, are to be sanitised each shift change with appropriate wipes and cleaning sprays.		
3.	**General: Spread of Covid-19 Coronavirus**	Staff and Clients	Any personal items can be safely stored away e.g. in personal bags or lockers to avoid pathogen contamination or bringing in any pathogen contamination. Do not share objects such as pens. Staff to carry their own personal issue items where possible. Windows should be used where possible for ventilation through the day when the air conditioning is not on. Security to not sign for deliveries. Deliveries and post to be left in agreed areas and a quarantine period of 72 hours used if deemed appropriate at a Site level. Personal deliveries temporarily prohibited at work premises.	Waste must not be allowed to accumulate. Bins should be emptied daily. All used or defective PPE must be bagged and disposed of in the approved waste containers. Staff to abide by 'one-way systems' in Client buildings to avoid congestion in corridors and entrances. The use of lifts to be avoided if possible. If a lift is used it should preferably be with a maximum of one other person and individuals should be back-to-back and not face to face. **Face masks <u>must be used</u> when inside public spaces, workplaces, and vehicles.** Facemasks may only be removed when working alone or when sat at an individual desk distanced from others. When moving to a new location overseas the mandatory quarantine periods advised must be observed.	Security Officers, Supervisors, Site Leads, Team Leaders and Managers to ensure the measures are implemented.
4.	**Social Distancing: Spread of Covid-19 Coronavirus**	Staff, Visitors to the premises and Vulnerable Groups; elderly, pregnant, those with existing underlying health	Social Distancing in force. Reduce the number of persons in any work area to comply with the **two metre (6.5 foot) gap recommended** by the UK Government: https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-	Perspex safety screens, hatches, or windows to be utilsied where possible to perform tasks such as issuing keys. Conference Calls and Microsoft Teams to be used instead of face-to-face meetings. This is between Staff, Management and Clients where	Security Officers, Supervisors, Site Leads, Team Leaders and Managers to ensure the

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		conditions Anyone else who physically meets you in relation to the business.	safe-social-distancing In security it is generally not possible to reduce work schedules, including start and finish times/shift patterns, working from home etc. However, Staff should be organised at a Site level to reduce number of workers in one space e.g. a Control Room or Office. Preferably, only one person in a Control Room or small Office at any one time. In an emergency e.g. an accident, fire or break-in, people do not have to stay two metres apart if it would be unsafe. Individuals to assess the risk and wear PPE if appropriate. Particular attention to sanitation measures immediately afterwards including washing hands. Using back-to-back or side-to-side working (rather than face-to-face) whenever possible. Redesigning of processes continually undertaken to ensure social distancing is in place e.g. use written briefings opposed to face-to-face group briefings. Limit the number of Visitors at any one time. If possible, limit Visitor times to a specific time window and restrict access to required Visitors only. Maintain a record of all Visitors if this is practical. Ensuring sufficient rest breaks for Staff. Social distancing also to be adhered to in Canteen or Dining Areas and the Smoking Area.	at all possible. Holding meetings outdoors or in well-ventilated rooms if still required and necessary. Management Visits to Sites to be planned carefully to avoid unnecessary travel and cross contamination between Sites and groups of Staff. Use of electronic documents is now preferred, opposed to hard copies. DocuSign to be utilsied for all HR paperwork and Contracts where at all possible. MRC do not generally own or control Sites. It will be encouraged for Clients to use controls such as using floor tape or paint to mark areas; in order to help individuals, keep to a two-metre distance. 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. **Face masks must be used when inside public spaces, workplaces, and vehicles.** Facemasks may only be removed when working alone or when sat at an individual desk distanced from others.	measures are implemented.
5.	**PPE: Spread of Covid-19**	Staff, Visitors to the premises and	Where on Site assessment identifies wearing of gloves is a requirement of the task, an adequate supply of	Staff travelling, including overseas, should wear PPE as directed by Local Laws and Regulations	Security Officers,

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	Coronavirus	Vulnerable Groups; elderly, pregnant, those with existing underlying health conditions Anyone else who physically meets you in relation to the business.	these will be provided. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely. Refer to public health guidance on donning and doffing standard PPE: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/877658/Quick_guide_to_donning_doffing_standard_PPE_health_and_social_care_poster_.pdf Face masks and face shields will be issued where required to Staff. On certain Sites, where clinical work is undertaken, Site Specific Training will be provided and signed off by a Competent Person. In general settings individual Staff will be required to look after their issued PPE and utilise it where appropriate e.g. when attending a situation where social distancing is not possible e.g. a First Aid incident.	e.g. air travel, public transport etc. Team Leaders are authorised to purchase PPE locally. Where possible, to protect NHS supplies, reusable PPE; such as washable face coverings and shields will be utilsied. Full NHS Clinical PPE should only be used where directed, trained and if appropriate on Site. Any damaged PPE should be replaced immediately and not reused. **Face masks must be used when inside public spaces, workplaces, and vehicles.** Facemasks may only be removed when working alone or when sat at an individual desk distanced from others.	Supervisors, Site Leads, Team Leaders and Managers to ensure the measures are implemented.
6.	**Displaying Symptoms of Covid-19**	Staff, Visitors to the premises and Vulnerable Groups; elderly, pregnant, those with existing underlying health conditions Anyone else who physically meets you in relation to the business.	**If anyone becomes unwell with a new continuous cough or a high temperature in the workplace, they will be sent home (or should stay at home) and advised to follow the 'Stay at Home Guidance.' They must not come to work under any circumstances. An approved Covid-19 test should be booked. In the UK this should be via https://www.gov.uk/get-coronavirus-test** **Anyone awaiting the results of a Covid-19 Test (other than those required for travelling overseas) should Stay at Home and isolate until they receive their result. If a positive result, they should isolate as advised via Test and Trace.**	All overseas Staff issued with Company Credit Cards to pay for emergency medical support and accommodation including quarantine accommodation and welfare. Overseas Medial Providers will support Covid-19 medical cases and repatriation if necessary. If anyone in a Staff members household, who they are currently living with, is showing symptoms of Covid-19 they must isolate themselves as per Government Guidelines i.e. until they have their results of an approved Covid-19 test.	Security Officers, Supervisors, Site Leads, Team Leaders and Managers to ensure the measures are implemented.

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			Managers, Site Leads, Team Leaders and Supervisors will maintain regular contact with Staff members during this time. If advised that a member of Staff or Public has developed Covid-19 and were recently on our premises (including where a member of Staff has visited other workplace premises such as domestic premises), the Management Team of the workplace will contact the NHS Test and Trace Service to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken. Information is available at: https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works.		
7.	**Staff Awareness and Training**	Staff and Clients	Infection Control Training provided to UK based Staff and overseas Staff if required. This is available as an e-Learning Package: https://www.highfieldelearning.com/products/infection-control	Safety signage and posters to be displayed in the workplace. Staff encouraged to use online UK Government resources to stay aware of the risks and current advice. Regular dialogue and briefings with Staff to be implemented at a Site level.	Security Officers, Supervisors, Site Leads, Team Leaders and Managers to ensure the measures are implemented.
8.	**Use of Vehicles and Transport**	Staff and Clients	Persons should, where at all possible, not share vehicles or cabs, when suitable distancing cannot be achieved. Temporarily, it is prohibited for non-Company passengers to be carried by Security Vehicles e.g. Clients, the Public etc. Except in emergencies such as	Vehicle cleaning products will be provided centrally and can also be ordered from Sites using Company Credit Cards. Eating and drinking in vehicles is temporarily prohibited. Drivers to take regular breaks at appropriate	Security Officers, Supervisors, Site Leads, Team Leaders and Managers to ensure the

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			a serious First Aid incident. Vehicles should be cleaned between shift changes. Special attention to contact 'touch points' such as door handles, controls and the steering wheel should be made. Make sure vehicles are well-ventilated to increase the flow of air e.g. by opening a window. Vehicles should be well ventilated between uses and journeys i.e. open all doors and windows to change the air over. **Face masks should be worm on all public transport and when sharing a vehicle with somebody outside your household.**	welfare facilities. Retain sufficient quantities of hand sanitiser and wipes within vehicles to enable Staff to clean hands after each visit or patrol. Vehicles are not to be used to collect Client or Public waste, e.g. fly-tipping, until further notice. Clear workspaces and remove waste and belongings from the vehicle at the end of a shift.	measures are implemented.
9.	**Mental Health**	Staff and Clients	Management will promote mental health and wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help. Reference: https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing and https://www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing/guidance-for-the-public-on-the-mental-health-and-wellbeing-aspects-of-coronavirus-covid-19 Staff to be encouraged, where possible, to use safe outside areas for breaks. This is to gain some space from the workplace and have an opportunity for a quite period during the day.	Regular communication of mental health information and 'open-door' policy for those who need additional support. Directors emails addresses and mobile numbers circulated to Staff for direct contact if an individual feels they cannot approach their Site Lead, Team Leader or Supervisor.	Security Officers, Supervisors, Site Leads, Team Leaders and Managers to ensure the measures are implemented.