

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. 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, policies 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>

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Main Risks:

Key Controls Required:



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 Anyone else who	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. Staff encouraged to protect the skin by applying	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 avoid touching face, eyes, nose or mouth with	Site Leads, Team Leaders and Supervisors to ensure measures are implemented.

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		<p>physically meets you in relation to the business.</p>	<p>emollient cream regularly.</p> <p>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.</p> <p>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.</p> <p>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.</p>	<p>unclean hands.</p> <p>To help reduce the spread of coronavirus (Covid-19) remind everyone of the public health advice: https://www.nhs.uk/conditions/coronavirus-covid-19</p> <p>Posters, leaflets and other materials are available for display: https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p>	
2.	<p>Cleaning: Spread of Covid-19 Coronavirus</p>	<p>Staff, Visitors to the premises and Vulnerable Groups; elderly, pregnant, those with existing underlying health conditions</p> <p>Anyone else who physically meets you in relation to the business.</p>	<p>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.</p> <p>Accommodation, where provided, to be cleaned regularly by occupants and if practical professional cleaners.</p> <p>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.</p> <p>Shared equipment, such as radios and mobile phones,</p>	<p>Rigorous checks will be carried out by Site Leads, Team Leaders and Supervisors to ensure that the necessary procedures are being followed.</p> <p>Sites all issued with Company Credit Cards to provide a mechanism for purchasing of additional cleaning supplies locally.</p>	<p>Site Leads, Team Leaders and Supervisors to ensure measures are implemented.</p>

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			are to be sanitised each shift change with appropriate wipes and cleaning sprays.		
3.	General: Spread of Covid-19 Coronavirus	Staff and Clients	<p>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.</p> <p>Do not share objects such as pens. Staff to carry their own personal issue items where possible.</p> <p>Windows should be used where possible for ventilation through the day when the air conditioning is not on.</p> <p>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.</p>	<p>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.</p> <p>Staff to abide by 'one-way systems' in Client buildings to avoid congestion in corridors and entrances.</p> <p>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.</p>	Site Leads, Team Leaders and Supervisors to ensure measures are implemented.
4.	Social Distancing: Spread of Covid-19 Coronavirus	<p>Staff, Visitors to the premises and Vulnerable Groups; elderly, pregnant, those with existing underlying health conditions</p> <p>Anyone else who physically meets you in relation to the business.</p>	<p>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-safe-social-distancing</p> <p>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</p>	<p>Perspex safety screens, hatches or windows to be utilised where possible to perform tasks such as issuing keys.</p> <p>Conference Calls and Microsoft Teams to be used instead of face to face meetings. This is between Staff, Management and Clients where at all possible.</p> <p>Holding meetings outdoors or in well-ventilated rooms if still required and necessary.</p> <p>Management Visits to Sites to be planned carefully to avoid unnecessary travel and cross contamination between Sites and groups of</p>	Management, Site Leads, Team Leaders and Supervisors to ensure measures are implemented.

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			<p>small Office at any one time.</p> <p>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.</p> <p>Using back-to-back or side-to-side working (rather than face-to-face) whenever possible.</p> <p>Redesigning of processes continually undertaken to ensure social distancing is in place e.g. use written briefings opposed to face to face group briefings.</p> <p>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.</p> <p>Maintain a record of all Visitors, if this is practical.</p> <p>Ensuring sufficient rest breaks for Staff. Social distancing also to be adhered to in Canteen or Dining Areas and the Smoking Area.</p>	<p>Staff.</p> <p>Use of electronic documents is now preferred, opposed to hard copies. DocuSign to be utilised for all HR paperwork and Contracts where at all possible.</p> <p>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.</p> <p>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.</p>	
5.	PPE: Spread of Covid-19 Coronavirus	<p>Staff, Visitors to the premises and Vulnerable Groups; elderly, pregnant, those with existing underlying health conditions</p> <p>Anyone else who physically meets</p>	<p>Where on Site assessment identifies wearing of gloves is a requirement of the task, an adequate supply of these will be provided. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.</p> <p>Refer to public health guidance on donning and doffing standard PPE: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/87765</p>	<p>Staff travelling, including overseas, should wear PPE as directed by Local Laws and Regulations e.g. air travel, public transport etc. Team Leaders are authorised to purchase PPE locally.</p> <p>Where possible, to protect NHS supplies, reusable PPE; such as washable face coverings and shields will be utilised.</p> <p>Full NHS Clinical PPE should only be used where</p>	<p>Site Leads, Team Leaders and Supervisors to ensure measures are implemented.</p>

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		you in relation to the business.	<p>8/Quick guide to donning doffing standard PPE health and social care poster .pdf</p> <p>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.</p>	<p>directed, trained and if appropriate on Site.</p> <p>Any damaged PPE should be replaced immediately and not reused.</p>	
6.	Displaying Symptoms of Covid-19	<p>Staff, Visitors to the premises and Vulnerable Groups; elderly, pregnant, those with existing underlying health conditions</p> <p>Anyone else who physically meets you in relation to the business.</p>	<p>If anyone becomes unwell with a new continuous cough or a high temperature in the workplace, they will be sent home and advised to follow the Stay at Home Guidance.</p> <p>Managers, Site Leads, Team Leaders and Supervisors will maintain regular contact with Staff members during this time.</p> <p>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 work place 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.</p>	<p>All overseas Staff issued with Company Credit Cards to pay for emergency medical support and accommodation including quarantine accommodation and welfare.</p> <p>Overseas Medial Providers will support Covid-19 medical cases and repatriation if necessary.</p> <p>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.</p>	<p>Site Leads, Team Leaders and Supervisors to ensure measures are implemented.</p>
7.	Staff	Staff and Clients	Infection Control Training provided to UK based Staff	Safety signage and posters to be displayed in	Site Leads, Team

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	Awareness and Training		and overseas Staff if required. This is available as an e-Learning Package: https://www.highfieldelearning.com/products/infection-control	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.	Leaders and Supervisors to ensure measures are implemented.
8.	Use of Vehicles	Staff and Clients	Persons should not share vehicles or cabs, where 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 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. Clear workspaces and remove waste and belongings from the vehicle at the end of a shift.	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 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.	Directors, Managers, Site Leads, Team Leaders and Supervisors to ensure 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-	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.	

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			<p>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</p> <p>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.</p>		

