

Coronavirus (COVID-19) risk assessment

Use guidance from World Health Organisation and NHS to ensure the risk assessment is following the latest advice.
 The Covid 19 Risk Assessment is to be read in conjunction with the standard office risk assessment
 The aim of the Covid 19 Risk Assessment is to reduce the risk of spread of Covid 19

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Office location: General Office Risk Assessment (individual office risk assessments displayed on site)

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Version: 2.0

		Likelihood				
		Very Unlikely	Unlikely	Possible	Likely	Very Likely
		1	2	3	4	5
Severity	Negligible	1	2	3	4	5
	Minor	2	4	6	8	10
	Moderate	3	6	9	12	15
	Major	4	8	12	16	20
	Extreme	5	10	15	20	25

Risk matrix used in risk assessment below

Severity x Likelihood = Risk

RR = residual risk

Catch it, Bin it, Kill it and avoid touching face, eyes, nose or mouth with unclean hands.
Hands, Face, Space and Fresh Air.

Hazard	Risk	Control measures	RR	Persons at risk
<p>Exposure from others due to:</p> <p>1) Living with someone with a confirmed case of COVID-19.</p> <p>2) Have come into close contact (within 2 meters for 15 minutes or more) with a confirmed case of COVID-19.</p> <p>3) Being advised by a public health agency that contact with a diagnosed case has occurred.</p>	<p>4x3 = 12</p>	<ol style="list-style-type: none"> 1. To follow government action of self-isolation and only to leave house on the following circumstances: for medical reason; to shop for necessary food supplies; for exercise once per day; and for essential works including those deemed 'key employees' 2. Any existing individual risk assessments (disability, young persons or new / expectant mothers) to be reviewed 3. Maintain contact with line management and Human Resources (HR) and to follow company policy / guidance. 4. Line managers and HR will offer support to staff who are affected by Coronavirus or has a family member affected. 5. Travel is only required for essential travel; reduce the amount of time using public transport and to implement social distancing where possible (2m clearance from persons and not to travel in groups of more than 2 unless it is immediate family) 6. To continue following ongoing government guidance 7. Stay at home and only attend hospital in an emergency. Do not attend GP surgery and phone the NHS (see below for details) if further advice is required <p>Company to ensure extremely vulnerable persons are shielding themselves and following their specific medical advice issued to them where appropriate. (Solid organ transplant recipients; people with specific cancers: people with cancer who are undergoing active chemotherapy or radical radiotherapy for lung cancer; people with cancers of the blood or bone marrow such as leukaemia, lymphoma or myeloma who are at any stage of treatment; people having immunotherapy or other continuing antibody treatments for cancer; people having other targeted cancer treatments which can affect the immune system, such as protein kinase inhibitors or PARP inhibitors; people who have had bone marrow or stem cell transplants in the last 6 months, or who are still taking immunosuppressive drugs; People with severe respiratory conditions including all cystic fibrosis, severe asthma and severe COPD; People with rare diseases and inborn errors of metabolism that significantly increase the risk of infections (such as SCID, homozygous sickle cell); People on immunosuppression therapies sufficient to significantly increase risk of infection; Women who are pregnant with significant heart disease, congenital or acquired.) Follow good NHS hygiene measures at all times</p> <ol style="list-style-type: none"> 8. Avoid all visitors to your home unless they are providing a medical requirement. 9. Do not approach delivery staff, allow packages to be left on the doorstep 	<p>4x2 = 8</p>	<p>Individual employees, contractors, visitors</p>

		<p>10. Do not take any antibiotics as they do not work against viruses.</p> <p>11. Ensure offices are well ventilated.</p> <p>12. Covid 19 Lateral Flow Home testing to be undertaken by all colleagues attending offices as per the company guidance and policy.</p>		
Suspected case whilst working on site	4x4 = 16	<p>If a worker develops a high temperature or a persistent cough while at work, they should:</p> <ol style="list-style-type: none"> 1. Return home immediately 2. Avoid touching anything 3. 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. 4. They must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed. 5. All employees within the working area to be advised of situation and sent to work from home until advised otherwise 6. Deep clean of office to be undertaken immediately or as soon as practical 7. Line managers will maintain regular contact with employees during this time. 8. Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a fast changing situation. 9. Line managers and HR will offer support to staff who are affected by Coronavirus or has a family member affected. 	4x2 = 8	Individual employees, contractors, visitors
General travel including foreign travel	4x2 = 8	<ol style="list-style-type: none"> 1. Do not travel to external meetings unless you have confirmed with your line manager that teleconferencing is inappropriate 2. Where an individual plans to travel overseas during annual leave they are to inform their line manager in advance. 3. Where an individual has recently visited a high risk / infected overseas country, they should self / home isolate themselves for 14 days and or until further notice from the government (lockdown measures continue to apply) 4. Please continue to follow any further national government advice provided 5. All persons to limit their use of public transport. Where travel is essential, please use private single occupancy where possible 	4x1 = 4	Individual employees, contractors, visitors
Entry / exit to site	4x4 = 16	<p>Where possible, please consider and implement the following practices:</p> <ol style="list-style-type: none"> 1. Stop all non-essential visitors 2. Where possible subject to security, leave doors open to reduce hand contact on entry or exit 3. Introduce staggered start and finish times to reduce congestion and contact at all times 4. Monitor site access points to enable social distancing – you may need to change the number of access points, either increase to reduce congestion or decrease to enable monitoring 5. Remove or disable entry systems that require skin contact e.g. fingerprint 	4x2 = 8	Individual employees, contractors, visitors

		<p>scanners</p> <ol style="list-style-type: none"> 6. Require all employees to utilise hand sanitiser or wash their hands before entering or leaving the site 7. Allow plenty of space (two meters) between people waiting to enter site 8. Regularly clean common contact surfaces in reception, office, access control and delivery areas e.g. scanners, turnstiles, screens, telephone handsets, desks, particularly during peak flow times 9. Consider holding site inductions outdoors wherever possible 		
Poor hygiene	4x2 = 8	<ol style="list-style-type: none"> 1. Employees to be reminded to wash hands thoroughly and regularly. Use soap and water for at least 20 seconds. Use alcohol-based hand sanitiser if soap and water is not available and hand washing technique to be adopted as directed by NHS 2. Avoid touching your face/eyes/nose/mouth with unwashed hands and cover your cough or sneeze with a tissue then throw it in the bin. 3. Regularly clean the hand washing facilities and check soap and sanitiser levels 4. Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal. 5. Sites will be provided with extra supplies of soap, hand sanitiser and paper towels, tissues and these should be securely stored. 6. Consider how to restrict the number of people using toilet facilities at any one time 7. Wash hands before and after using the facilities. Enhance the cleaning regimes for toilet facilities particularly door handles, locks and the toilet flush 8. Where practical, main toilet doors open when toilets not in use 9. To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice - https://www.publichealth.hscni.net/news/covid-19-coronavirus 	4x1 = 4	Individual employees, contractors, visitors
Kitchen / communal areas - exposure from large numbers of persons	4x2 = 8	<ol style="list-style-type: none"> 1. The workforce should also be required to stay on site once they have entered it and not use local shops. 2. Employees should provide their own personal cutlery and crockery; they should wash with hot water and soap and dry after use and store at their desk 3. All fabric dish cloths, tea towels and towels should be removed from the premises 4. Break times should be staggered to reduce congestion and contact at all times 5. Hand cleaning facilities or hand sanitiser should be available at the entrance of any room where people eat and should be used by employees when entering and leaving the area 6. The workforce should be asked to bring pre-prepared meals and refillable drinking bottles from home 	4x1 = 4	Individual employees, contractors, visitors

		<ol style="list-style-type: none"> 7. Employees should sit 2 meters apart from each other whilst eating and avoid all contact 8. Drinking water should be provided with enhanced cleaning measures of the tap mechanism introduced 9. Kitchen worktops should be cleaned between each use 10. All rubbish should be put straight in the bin and not left for someone else to clear up 11. All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles, vending machines and payment devices. 12. Stairs should be used in preference to lifts 13. Employees should wait for a person to make their accent/decent prior to accessing the stairwells 14. If lifts used, one person per lift, per journey 15. Employees should not loiter in communal areas 		
Working in local vicinity of others (maintaining 2m distancing)	4x2 = 8	<ol style="list-style-type: none"> 1. Consider staggering starting and finishing times and review to ensure no buildup of staff / teams in areas 2. Employees who are unwell with symptoms of Coronavirus (Covid-19) should not attend the workplace 3. Tasks are to be rearranged to enable them to be done by one person or as small number of persons without compromising safety measures. 4. Maintain social distancing measure of 2 meters from each other as much as possible with supervision in place to monitor compliance 5. Avoid skin to skin and face to face contact 6. Consider the installation of Perspex Screens between workstations where appropriate 7. Any additional COVID 19 measures should be communicated to contractors or visitors pre their visit 8. Visitors (inc maintenance workers) and visitors should complete a Covid 19 questionnaire prior or on arrival 9. Above hygiene measures and additional cleaning schedules to remain (regularly washing hands for at least 20 seconds with soap and warm water) 10. Any health concern to be raised immediately to line management / HR 11. No hot desking permitted 	4x1 = 4	Individual employees, contractors, visitors
Working within 2 meters of working team	4x2 = 8	<ol style="list-style-type: none"> 1. Always consider if the task can be performed differently without having to breach the 2m social distancing rule 2. Employees are to limit face to face working and work facing away from each other when possible 3. Consider the installation of Perspex Screens between workstations where appropriate 4. Limit the frequency of working within 2m to an absolute minimum and ensure it is for strictly low intensity, sporadic work where exposure to this distance is 	4x1 = 4	Individual employees, contractors, visitors

		<p>less than 15 mins</p> <ol style="list-style-type: none"> Continue to conduct dynamic risk assessments whilst completing the work and encourage employees to make suggestions if there is a safer way of completing the task All equipment to be thoroughly cleaned prior and after using it. To increase ventilation, windows to be kept open as much as possible 		
PPE (Masks Gloves Hand sanitiser Wipes)	4x2 = 8	<ol style="list-style-type: none"> Hand should be washed for a minimum of 20 seconds or hand sanitiser utilised prior to touching any PPE Disposable gloves are not a substitute for regular hand washing and use of hand sanitiser Disposable gloves should be used in circumstances where great risk is identified Disposable gloves should be disposed of in bins provided immediately after use Single use face masks may reduce potential contamination – Hands should be washed or sanitised prior to putting face mask on. Once in place the face mask should not be touched until removal. Upon removal the masks should be immediately disposed of in bins provided Single use PPE should be disposed of so that it cannot be reused and to control potential contamination is controlled (waste removed by a responsible, approved contractor). Hand sanitiser to be placed at all entry and exit points, at toilet entry and exit points and throughout the office and communal areas Access to cleaning wipes to clean workstations and communal areas and should be disposed of immediately after use in bins 	4x1 = 4	Individual employees, contractors, visitors
General office cleaning	4x2 = 8	<ol style="list-style-type: none"> Employees to regularly clean own workstation, keyboard and telephone Employees to adhere to the clean desk policy Employees to regularly clean communal areas, light switches, door handles etc Office deep clean to be conducted by external cleaners (times per week to be specified by each individual office) Standard office cleaning to take place daily on an employee rota basis Each office to designate an individual to be responsible necessary procedures are being followed (In the event of Team 1 / Team 2 alternated – an individual from each team will be nominated) 	4x1 = 4	Individual employees, contractors, visitors
Mental Health	4x2 = 8	<ol style="list-style-type: none"> Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help. Regular communication of mental health information and open door policy for those who need additional support (line Managers and / or HR) Signpost mental health charities and support networks 	4x1 = 4	Individual employees

Keep Our Workplace Safe!

Practice good hygiene



Stop hand shakes and use non-contact greeting methods



Clean hands at the door and schedule regular hand washing reminders



Disinfect surface like doorknobs, tables, and desks regularly



Avoid touching your face and cover your coughs and sneezes



Increase ventilation by opening windows or adjusting air conditioning

Stay home if...

- You are feeling sick
- You have a sick family member at home



Limit meetings and non-essential travels

Use video conferencing instead of face-to-face meetings

When video calls are not possible, hold your meetings in well-ventilated rooms and spaces



Take care of your emotional and mental well-being

Outbreaks are a stressful and anxious time for everyone. We're here to support you! Reach out to www.domain.com anytime.



Stay safe and Keep calm

NHS Contact Numbers

If in England call **NHS on 111**, if in Scotland call your **GP or NHS 24**,

If in Wales call **0845 46 47 or 111** or

NHS guidance is that you do not go directly to your GP surgery, community pharmacy or hospital unless an emergency occurs

Covid 19 Crisis Management Team

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