

COVID Secure Risk Assessment

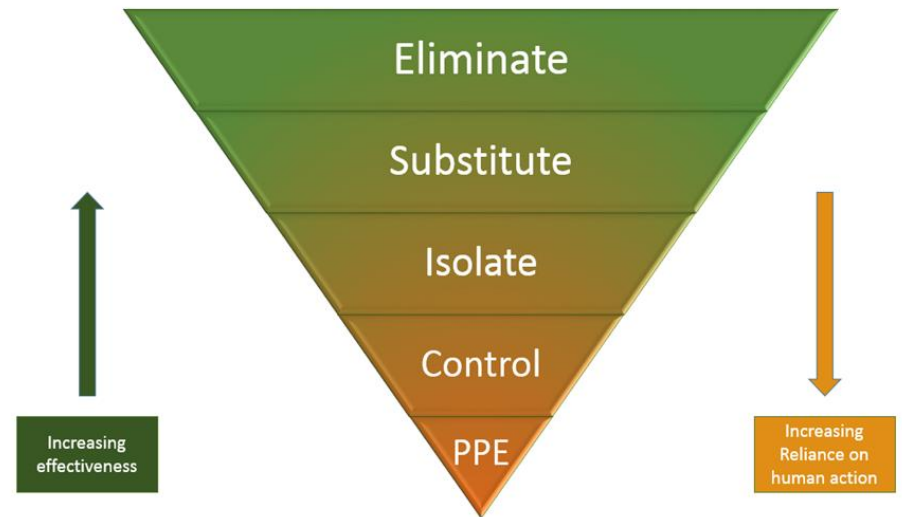
Approach: Any action that is out of the ordinary e.g. injury, must be risk assessed and controlled.
The following five steps to risk assessment must always be followed:

1. Identify the hazards
2. Decide who might be harmed and how
3. Evaluate the risks and decide on precaution
4. Record your findings and implement them
5. Review your assessment and update if necessary

Treatment: The following risk assessment matrix must be used to determine the risk rating for initial and residual risks after control selection.

Likelihood	Near certainty	5	10	15	20	25
	Highly likely	4	8	12	16	20
	Likely	3	6	9	12	15
	Low Likelihood	2	4	6	8	10
	Extremely Improbable	1	2	3	4	5
		Minimal	Minor	Major	Severe	Catastrophic
		Severity/Impact				
	Key:	Monitor	Control required	Unacceptable		

Hierarchy of Controls



COVID Secure Risk Assessment

Name: Comms-care

Address: Unit 8 & Unit 14 Cheshire Business Park, Northwich, Cheshire

Date: 03rd June 2020

Reason for Risk Assessment: To ensure Comms-care HQ buildings, HQ team members, field service team members are COVID secure to reduce infection of COVID-19

Risk Assessment Completed by: Kat Kinsman

Risk Assessment reviewed by: Jenny Hind & Sherrie Root

Approved By: Simon Day

Signed: *Simon Day*

Review schedule: Three monthly, or if major change identified – exception comments only

09/09/20 – reviewed, additional control added to ‘Not maintaining social distancing in HQ / leaving and returning to site’ - Face covering to be worn when entering and moving around the HQ buildings

25/09/20 – added control to cleaning section - team members will use anti-bac spray and wipes to clean their equipment when they return to HQ working following any period of working from home

14/12/20 – reviewed - changed approver from MF to SD, no other changes required

19/07/21 – RA has been reviewed and amended to align with the government’s relaxation of COVID controls

17/08/21 – changes to RA relating to face covering and site visitors

03/09/21 – breakout area now in use – change made to reflect this

Risk Assessment

*** SD &/or H&S Manager to approve residual risks and to ensure current & planned controls are implemented & maintained. ***

Hazard Type	Who might be harmed and how?	Current controls	Further action necessary?	Action by whom?	Action by when?	Done
<p>Not maintaining adequate cleaning protocol</p> <p>Risk rating: 16</p>	<p>If the HQ buildings are not cleaned regularly this may cause contamination of COVID-19 and infect the C-c team members</p>	<ul style="list-style-type: none"> • Evening cleaning of HQ buildings by contract cleaners • Microban antimicrobial 24hr spray is applied to all high touch points at least once a day 	<p>No further action required</p> <p>Residual Risk Rating: 6</p>	<p>C-c, team members, contract cleaners</p>	<p>On-going</p>	
<p>Not maintaining social distancing in HQ / leaving and returning to site</p>	<p>If social distancing is not maintained within the HQ buildings this may allow transmission of COVID-19 throughout HQ if a team member is A-symptomatic whilst working in HQ</p>	<ul style="list-style-type: none"> • Where possible team members are to sit at desks that are one metre + apart • A one-way walking system in place in the HQ buildings • Where a one-way walking system is not possible, safe passing points have been created and maintained • Where possible team members will be encouraged to allow one metre + between each other when entering or leaving the HQ buildings 	<p>No further action required</p>	<p>C-c, team members</p>	<p>On-going</p>	

		<ul style="list-style-type: none"> • Breaks and Lunches will be staggered to limit the number of team members away from their desks at one time • Team members will have the option eat their lunch at either their desk, in the site outdoor area or breakout room whilst being encouraged to maintain one metre + separation • Team members will be encouraged to bring all items they require for the day with them in the morning to limit the need for leaving HQ site before the end of their shift • Team members will be encouraged to bring food that does not require heating to limit the number of team members requiring the use of the microwave • Team members will be encouraged to keep a distance of 1 metre + when making a hot drink and will not make drinks for their department • Team members will be encouraged remain in their allocated building during their working day • Team members will be encouraged to remain on their allocated floor during their working day, apart from entrance and exit 				
--	--	---	--	--	--	--

<p>Risk rating: 16</p>		<p>or they are using the site outside space during breaks / lunch</p> <ul style="list-style-type: none"> • Internal and external floors will be marked with two-metre markings • After using the toilet facilities team members will maintain one metre + separation when washing hands • Whilst in the office, it is a team members personal choice whether a face covering is worn 	<p>Residual Risk Rating: 6</p>			
<p>Cross contamination touch points</p> <p>Risk rating: 16</p>	<p>C-c team members will face a greater risk of infection of COVID-19 from cross contamination touch points</p>	<ul style="list-style-type: none"> • 70% alcohol hand sanitizer is provided for team members to use throughout both HQ buildings • Team members are actively encouraged to ensure they are regularly washing their hands whilst in HQ and especially after using a high cross contamination touch point • Department pigeonholes available • Microban antimicrobial 24hr spray is applied to all high touch points at least once a day 	<p>No further action required</p> <p>Residual Risk Rating: 6</p>	<p>C-c, team members</p>	<p>On-going</p>	
<p>Visitors</p>	<p>Visitors have the potential of carrying COVID, therefore controls are required to mitigate against</p>	<ul style="list-style-type: none"> • Visitors will be offered the choice of wearing face coverings whilst at HQ and advised of the location of hand sanitiser • Visitors will be required to sign in • Visitors will be advised of C-c's on-going COVID secure measure 	<p>No further action required</p>	<p>C-c</p>	<p>On-going</p>	

	the spread of COVID	<ul style="list-style-type: none"> • If repairs are required to be conducted by an external source, Facilities will ensure the contractor is aware of COVID secure protocols and if possible, move team members away from the area under repair • A contractor working at HQ site will be required to wear a face covering • Face coverings and Nitrile gloves will be offered to the contractor(s) conducting the repairs 				
Risk rating: 16			Residual Risk Rating: 6			
Field based team member visiting HQ building	If a field-based team member visits HQ site this will increase the possibility of COVID-19 infection within the HQ buildings	<ul style="list-style-type: none"> • Field based team member will read the COVID secure RA prior to visiting HQ 	No further action required	C-c	On-going	
Risk rating: 16			Residual Risk Rating: 6			
Field service technician working in the field	Field service technicians may be more susceptible to COVID-19 whilst working in the field	<ul style="list-style-type: none"> • Field service technicians are to follow the COVID secure controls in the Method Statement and supporting Risk Assessment 	No further action required	C-c	On-going	
Risk rating: 16			Risk rating: 6			
Miss communication / incorrect information	Miss-communication / incorrect information can	<ul style="list-style-type: none"> • All communications regarding HQ COVID secure will be sent from: The Board, HR or H&S 	No further action required	C-c	On-going	

	cause team members to act in a way that may increase the possibility of COVID-19 infection within the HQ buildings	<ul style="list-style-type: none"> • COVID secure risk assessments will be held on SharePoint for ongoing reference 				
Risk rating 16			Residual Risk Rating: 6			
Training	Insufficient training can cause team members to act in a way that may increase the possibility of COVID-19 infection within the HQ buildings	<ul style="list-style-type: none"> • Team members will receive a link to the COVID secure RA prior to returning to HQ working and must abide by all controls in place 	No further action required	C-c	On-going	
Risk rating: 16			Residual Risk Rating: 6			
Team member attends the HQ buildings with COVID-19 symptoms, has a member of household with COVID-19 symptoms or been told to self-isolate	If the team member attends HQ with COVID-19 symptoms or possibly infected this may increase the possibility of COVID-19 infection within the HQ buildings	<ul style="list-style-type: none"> • If a team member or a member of their household is displaying COVID-19 symptoms, a COVID-19 test is to be requested via the NHS • Team members are not to attend site if they have received a positive COVID result • Team members are not to attend HQ if they have been told to self-isolate by the Trace and Track scheme • Team members temperature will be taken by a body heat scanner when entering HQ 	No further action required	C-c	On-going	

<p>by Trace and Track scheme</p> <p>Risk rating: 16</p>		<ul style="list-style-type: none"> • If a team member records a high temperature when going through the body heat scanner, they will not be allowed entry to HQ • Team members will be encouraged to conduct COVID lateral flow tests twice a week • Team members are encouraged to download the COVID app 	<p>Residual Risk Rating: 6</p>			
<p>Delivery of fleet vehicles to HQ</p> <p>Risk rating: 16</p>	<p>Delivery of fleet vehicles may increase the possibility of COVID19 infection at HQ</p>	<ul style="list-style-type: none"> • All fleet vehicles will be collected / delivered from the driver home address • Fleet vehicles will be collected / delivered on a transport carrier, or by collection / delivery drivers wearing PPE and where possible with seats and steering wheel covered • Whilst fleet vehicle hand over is being conducted, the fleet driver and deliver / collection driver will maintain 2-metre distance 	<p>No further action required</p> <p>Residual Risk Rating: 6</p>	<p>C-c</p>	<p>On-going</p>	
<p>Inadequate records in case of a GOV trace and test request</p>	<p>Unable to advise GOV trace and test team who is required to isolate in case of a COVID case within HQ</p>	<ul style="list-style-type: none"> • Security pass log will be used to identify which team members have been at HQ if a GOV trace and test request is received • All team members will have an allocated desk which will enable C-c to identify who 	<p>No further action required</p>	<p>C-c</p>	<p>On-going</p>	

Risk rating: 16	may hamper contact being made with a team member who may have contracted COVID-19	has been sitting in a certain area if GOV trace and test request is received	Residual Risk Rating: 6			
-----------------	---	--	-------------------------	--	--	--