

# Coronavirus Risk Assessment

Martin Audio Ltd

Human Resources: Health & Safety  
May 2020



# Risk Assessment

Activity Assessed: Office-Coronavirus

Assessment Date: 13/05/2020

Assessment Reference:

Name of Assessor: Wojciech Krol

Review Date: Every day after 2pm

Ref. No.	Hazard	Persons at Risk and How They Might be Harmed	Controls Currently in Place	Current Risk Level				Further Controls Recommended	Action by Whom	Action by Date	Completed Date
				L	S	R	Risk Rating				
1	Contact with persons suffering from coronavirus	Employees, Contractors, Visitors	<p>Emergency Action Plan (EAP) in place and communicated to all members of staff and visitors, including what symptoms to look out for and what action to take. EAP to be displayed in visible areas around the workplace.</p> <p>All members of staff instructed to follow government guidance on self-isolating and adhere to advice given.</p> <p>Where eligible, employees are strongly recommended to take part in the government's testing programme for COVID-19 and ensure that the results are communicated to senior management. If the test results reveal that the individual has contracted COVID-19, action will be taken as prescribed in the Emergency Action Plan and a decision will be made on when they can return to work.</p> <p>Martin Audio's Return to Work Form to be completed</p>	5	5	25	HIGH	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible. <a href="https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19">https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</a> Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p>			

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			<p>when an employee returns from self-isolating or has been diagnosed with COVID-19.</p> <p>Employees encouraged to download NHS COVID-19 app on personal phones and follow instructions received.</p> <p>Employees instructed to download NHS COVID-19 app on their business phone, use during working hours and follow instructions received.</p> <p>Once symptomatic, all surfaces that the person has come into contact with must be cleaned, including:</p> <ul style="list-style-type: none"> <li>• All surfaces and objects which are visibly contaminated with body fluids; and</li> <li>• All potentially contaminated high-contact areas such as toilets, door handles, telephones, etc.</li> </ul> <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</p>								

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			<p>shared space, these should be cleaned using disposable cloths and household detergents, according to current recommended workplace legislation and practice.</p> <p>If an employee or known visitor tests positive for coronavirus, further advice will be sought from the local Health Protection Team. They will take over the risk assessment process from that point. Once symptomatic, all surfaces that the person has come into significant contact with must be cleaned, including:</p> <ul style="list-style-type: none"> <li>· All surfaces and objects which are visibly contaminated with body fluids; and</li> <li>· All potentially contaminated high-contact areas such as toilets, door handles, telephones, etc.</li> </ul> <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. Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible. <a href="https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19">https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</a></p>								

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			Control measures will be revised and updated daily at 2pm when the latest government guidance is released.								
2	Contact with persons who may have been exposed to coronavirus	Employees, Contractors, Visitors	<p>Anyone who can work from home will be asked to. Where this cannot be done, the minimum amount of people will be asked to work on site.</p> <p>Employees who fall into the vulnerable, clinically vulnerable and clinically extremely vulnerable categories will be assessed and provisions made accordingly.</p> <p>The business will aim to maintain two-metre social distancing wherever possible, including while arriving at and departing from work, while in work, and when travelling between sites.</p> <p>In an emergency, for example an accident or fire, people do not have to stay two metres apart if it would be unsafe.</p> <p>People involved in the provision of assistance to others will pay particular attention to sanitation measures immediately afterwards, including washing hands.</p> <p>Where social distancing guidelines cannot be followed in full in relation to a particular activity, it will be considered whether that activity needs to</p>	5	5	25	HIGH	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible. <a href="https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19">https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</a> Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p>			

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			<p>continue for the business to operate and, if so, we will take all the mitigating actions possible to reduce the risk of transmission between staff. Further mitigating actions include:</p> <ul style="list-style-type: none"> <li>• Increasing the frequency of handwashing and surface cleaning;</li> <li>• Keeping the activity time involved as short as possible;</li> <li>• Using screens or barriers to separate people from each other;</li> <li>• Using back-to-back or side-to-side working (rather than face-to-face) whenever possible;</li> <li>• Reducing the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others);</li> <li>• Avoiding multiple-occupancy vehicles where safe to do so.</li> <li>• Avoiding sharing vehicles if possible.</li> <li>• If it is not possible to keep a two-metre distance in a vehicle, considering additional safety measures.</li> </ul> <p>Staggered arrival and departure times will be implemented to reduce crowding into and out of the workplace, taking account of</p>								

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			<p>the impact on those with protected characteristics.</p> <p>Additional parking and facilities such as bike racks to help people walk, run or cycle to work where possible will be provided.</p> <p>Passengers in corporate vehicles will be limited and will include leaving seats empty.</p> <p>We will aim to reduce congestion, for example by having more entry points to the workplace.</p> <p>The business will provide storage for workers' clothes and bags.</p> <p>The business will use markings and introduce one-way flow at entry and exit points.</p> <p>The business will provide handwashing facilities, or hand sanitiser where not possible, at entry and exit points and not use touch-based security devices such as keypads.</p> <p>The business will provide alternatives to touch-based security devices such as keypads.</p> <p>The business will open</p>								

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			windows and doors frequently to encourage ventilation, where possible. Employees who are suspected to have coronavirus are to self-isolate in accordance with the government guidance. Other persons who may have been exposed to the coronavirus have been instructed by the government guidance to self-isolate. Employees who have returned from overseas should review the latest guidance from the Foreign and Commonwealth Office (FCO). Employees who have returned from foreign travel should quarantine themselves, even if they do not show any symptoms								
3	Contact with packages or items handled by persons who may have been exposed to coronavirus	Employees, Contractors, Visitors	All existing risk assessments will be maintained and followed. There is currently no perceived increase in risk for handling post or freight from specified areas.	5	5	25	HIGH	Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible. <a href="https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19">https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</a> Control measures will be revised and updated daily at 2pm when the latest government guidance is released.			
4	Disposal of waste that may be contaminated by a coronavirus sufferer	Employees, Contractors, Visitors	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	5	5	25	HIGH	Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.			



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			full. The plastic bag should then be placed in a second bin bag and tied. It coronavirus sufferer should be put in a safe place and marked for storage until the result is available. If the individual tests negative, this can be put in the normal waste. Should the person tests positive, the Health Protection Team will provide instructions about what to do with the waste.					<a href="https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19">https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</a> Control measures will be revised and updated daily at 2pm when the latest government guidance is released.			
5	Overseas travel by employees	Employees, Contractors, Visitors	Overseas travel should be prohibited except in essential cases. If travel is essential, employees should review the latest FCO advice before travelling. Border entry restrictions may prevent travel regardless of how essential it is. Employees must comply with any local restrictions and quarantine orders from local authorities when operating overseas. Employees who have returned from overseas should review the latest guidance from the FCO. Depending on which country, they may need to self-isolate, even if they do not show any symptoms. Employees who have returned from other countries should self-isolate if they start showing symptoms of coronavirus.	5	5	25	HIGH	Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible. <a href="https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19">https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</a> Control measures will be revised and updated daily at 2pm when the latest government guidance is released.			

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6	Contracting and spreading of infection	Employees, Contractors, Visitors	Basic infection controls should be followed as recommended by the government: · 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 straight away. · 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. Persons worried about symptoms should use the NHS 111, only call if they cannot get help online, and NOT go to their GP or other healthcare centre. Where eligible, employees are strongly recommended to take part in the government's testing programme for COVID-19 and ensure that the results are communicated to senior management. If the test results reveal that the individual has contracted COVID-19, action will be taken as prescribed in the Emergency Action Plan and a decision will be made on when they can return to work.	5	5	25	HIGH	Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible. <a href="https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19">https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</a> Control measures will be revised and updated daily at 2pm when the latest government guidance is released.			

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			<p>PPE provided;  Hand Sanitisers provided in various locations;  Clear and regular communication with staff to improve understanding changes in working arrangements in place;  Meetings to make sure all workers understand COVID-19 related safety procedures;  All workers are kept up to date with how safety measures are being implemented;  Clear signs in various locations reminding about personal hygiene and COVID-19 safety Follow social distancing guidelines by:</p> <ul style="list-style-type: none"> <li>-Install screens or barriers when can't keep 2m distance</li> <li>-work back-to-back or side-to-side rather than face-to-face</li> <li>-work in shift groups</li> <li>-work in small teams and with fixed partners</li> <li>-breaks at different times</li> <li>-arriving to and leaving work at different times</li> <li>-keep meetings to minimum, in small groups, keeping distance and with PPE or using remote working tools</li> <li>- clean shared vehicles after use Restricting access</li> </ul>								

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			<p>between different areas of a building or site</p> <p>-creating additional space by using other parts of the building</p>								
7	Working from home	Employees	<p>Monitoring the well-being of people who are working from home and helping them stay connected to the rest of the workforce;</p> <p>Providing equipment for people to work from home safely and effectively;</p> <p>Telephone number to wellbeing telephone</p> <p>Helplines has been provided as well as links to websites where people can find help;</p>	2	4	8	MED				
8	Contractors	Employees	<p>The business will introduce:</p> <ul style="list-style-type: none"> <li>• Cleaning procedures for goods and merchandise entering the site;</li> <li>• Cleaning procedures for vehicles;</li> <li>• Greater handwashing and handwashing facilities for workers handling goods and merchandise and provide hand sanitiser where this is not practical;</li> <li>• Regular cleaning of</li> </ul>	5	5	25	HIGH				

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			vehicles that workers may take home; and • Restrictions on non-business deliveries, for example personal deliveries to workers.								

<b>Review Comments:</b>	
<p><b>Review Assessor:</b>      Wojciech Krol</p>	<p><b>Review Date:</b>09/06/2020</p>

### Risk Assessment Information

Evaluating Risk:

This risk assessment is based on the 5 Steps to Risk Assessment model and uses numerical values to calculate the levels of risk.

In practice this means we simply assign a value of 1-5 for the likelihood of the hazard causing harm and a value of 1-5 for the severity of the harm should it occur (1 being the lowest value, 5 being the highest). The two figures are then multiplied to achieve a risk rating score:  $L \times S = R$ .

For example if a worker changes a light bulb in an indoor ceiling light using a stepladder twice a year then we can rate the likelihood as '1' due to the low frequency of the activity being performed. However as injuries as a result of falls from height can be serious (even from relatively short distances) then we can rate the severity as a '4'. Using the calculation we multiply  $1 \times 4 = 4$ . This produces a 'Very Low' Risk Level on the Risk Rating Key.

Another example would be for a worker who regularly has to change light bulbs as a part of their job, sometimes outside and in adverse weather conditions. The likelihood would increase to '5', reflecting the regularity of the action and the potentially increased chance of falling while working outside on uneven ground and in bad weather, while the severity would remain at '4'. Again using the calculation we multiply  $5 \times 4 = 20$ . This returns a Risk Rating of High on the Risk Rating Key.

**Likelihood and Severity Key:**

Likelihood		Severity	
Rating	Guide words	Rating	Guide words
1	Extremely unlikely	1	No/Minor harm
2	Unlikely	2	Moderate harm
3	Likely	3	Serious harm
4	Extremely likely	4	Major harm
5	Almost certain	5	Catastrophic

**Risk Rating Key:**

Score	Risk Level	Description
1-4	Very Low	These risks are considered acceptable. No further action is necessary other than to ensure that the controls are maintained.
5-10	Low	No additional controls are required unless they can be implemented at very low cost (in terms of time, money and effort). Actions to further reduce these risks are assigned low priority. Arrangements should be made to ensure that the controls are maintained.
11-15	Medium	Consideration should be given as to whether the risks can be lowered, but the costs of additional risk reduction measures should be taken into account. The risk reduction measures should be implemented within a defined time period. Arrangements should be made to ensure that the controls are maintained, particularly if the risk levels are associated with harmful consequences.

<b>15-20</b>	<b>High</b>	Substantial efforts should be made to reduce the risk. Risk reduction measures should be implemented urgently within a defined time period and it might be necessary to consider suspending or restricting the activity, or to apply interim risk controls, until this has been completed. Considerable resources might have to be allocated to additional controls. Arrangements should be made to ensure that the controls are maintained, particularly if the risk levels are associated with extremely harmful consequences and very harmful consequences.
<b>20+</b>	<b>Very High</b>	These risks are unacceptable. Substantial improvements in risk controls are necessary, so that the risk is reduced to an acceptable level. The work activity should be halted until risk controls are implemented that reduce the risk so that it is no longer very high. If it is not possible to reduce risk the work should remain prohibited.

**Definitions:**

<b>Risk Assessment</b>	A systematic examination of workplace risks in 5 steps: 1) Identify the hazards, 2) Identify who might be harmed and how, 3) Evaluation the hazard (by examining current controls and recommending further controls), 4) Recording the assessment and 5) Reviewing the assessment.
<b>Hazard</b>	Something with the potential to cause harm e.g. tools, machinery, work equipment, substances, workstation, unsafe system of work etc.
<b>Harm</b>	The damage that a hazard may cause e.g. physiological effects (physical injury, ill health) and psychological factors (e.g. stress), loss of time/efficiency and damage to the premises/equipment.
<b>Likelihood</b>	The chance that a hazard realises its potential to cause harm.
<b>Severity</b>	Extent of injury, damage etc.
<b>Risk</b>	The probability of a hazard actually causing harm.
<b>Controls</b>	Measures introduced or installed to reduce to a minimum the possibility of harm to persons, plant and property.