

## Risk Assessment – Rational UK

<b>Description of task to be assessed:</b>				<b>Area or Dept:</b>			Luton HO					
COVID-19 Virus Infection Control General Controls - (RE-COVID19-001)				<b>Persons Exposed (e.g. employee, contractor, public etc)</b>			Employees, contractor, visitors					
<b>Assessor:</b>		Dan Jarvis (Capita)			<b>Assessment Date</b>			28/06/2020				
<b>Authorised by:</b>		Simon Lohse (Managing Director)			<b>Review Date:</b>			28/07/2020				
<p><b>Section A - Hazard Identification and Initial and Risk Assessment</b> Review how the task is, or is going to be, undertaken. Consider each step in the task. If possible, observe how the task is undertaken. When conducting this review, ensure you consult personnel who are involved and consider any existing documentation that may have a bearing on your assessment (e.g. documented procedures and policies, equipment used for task, chemicals, substances employed, services used (electricity, gas, compressed air etc.) or maintenance procedures.</p> <p><b>Section B - Additional Risk Control Measures</b> Identify any hazard which has a risk rating greater than five (5). If no hazards are rated greater than five (5) then the risk assessment is complete. If there are hazards with a risk rating of greater than five (5) then additional risk control measures need to be considered. For each hazard identified as requiring an additional risk control measure, review the hazard and decide what additional controls can be introduced to sufficiently reduce the risk to an acceptable level. Re-calculate the revised risk rating taking into account the proposed additional controls.</p>												
Ref	Hazard	Potential Harm	Existing Risk Control Measures	Level of Risk			Additional control measures	Residual risk			Person responsible	Date to Complete
				Probability	Severity	Risk Score		Probability	Severity	Risk Score		
01	Exposure to contaminated person(s) and/or surfaces.	Infection with COVID-19	<p>Current Government guidance to be followed – refer to specific guidance for offices and call centres.</p> <p><a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres</a></p> <p>All staff who can work from home should do so. Line manager to</p>	3	4	12	Where staff are required to attend workplace. Occupied workstations must be a minimum of 2 metres apart or, where this is not practicable, provided with a full-height physical partition between workstations so as to provide a protected cubicle.	1	4	4	Facilities Manager	03-07-2020



			<p>Restrict site visits to essential circumstances only. Where possible meetings should be conducted remotely.</p> <p>Limit visits to office to essential persons only.</p> <p>Limit contact with any surfaces, equipment or materials when on site.</p> <p>Contaminated PPE should be removed prior to leaving site and disposed of safely.</p> <p>Guidance posters/electronic briefing to staff.</p> <p>Procedure communicated to all staff, clients and contractors</p>			<p>taken home at end of workday to limit cross-contamination.</p> <p>Within workplaces - clean down of work surfaces, keyboards, telephones, etc at start and end of working day.</p> <p>Within vehicles - clean down all interior surfaces/contact points at start and end of journey.</p> <p>Where equipment is taken onto site/off site, appropriate cleaning equipment and chemicals should be provided to employee.</p> <p>Where site visits are deemed necessary, site controls for destination should be obtained. If no adequate controls are in place, then a dynamic risk assessment is required.</p> <p>Where site visits are necessary it should be requested that only</p>				<p>All</p> <p>All</p> <p>Facilities Manager</p> <p>All</p>	<p>Continuous 03-07-2020</p> <p>Continuous 03-07-2020</p> <p>Continuous 03-07-2020</p> <p>Continuous 03-07-2020</p>
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						<p>one person from the site attends to limit exposure. Social distancing should be maintained at all times. Where social distancing may not be possible at all times a dynamic risk assessment must be undertaken.</p> <p>Where possible use telecast apps to provide on-site images/data remotely.</p> <p>Provide all staff undertaking site visits with appropriate waste containers for potentially contaminated clothing and PPE.</p> <p>Staff to make arrangements for food and drink to be sourced from home and consumed in isolation.</p> <p>Where social distancing may be compromised for a very short duration (i.e. signing in areas, access/egress point, shops, etc), a simple</p>				All	Continuous 03-07-2020
										All	Continuous 03-07-2020
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							face covering may be worn that covers the mouth and nose.					
							<b>Note:</b> a face covering is not the same as a face mask provided as PPE to manage risks like dust and spray. PPE face masks should not be used as face coverings in order to preserve stocks for health and care workers					

02	Colleague developing symptoms (cough /fever/shortness of breath) prior to attending work	Infection with COVID-19	<p>Individual(s) with any symptoms should practice appropriate self-isolation.</p> <p>Current Government guidance to be followed</p> <p>Procedure communicated to all staff.</p>	3	4	12	<p>Line manager to review all persons with whom infected individual may have come into contact in last 14 days and direct them to instigate self-isolation.</p> <p>Line manager to ensure employee receives all necessary support for mental wellbeing</p>	1	4	4	Line Managers	Continuous 03-07-2020
03	Colleague developing symptoms (cough /fever/shortness of breath) at work	Infection with COVID-19	<p>Current Government guidance to be followed</p> <p>Individual should remove themselves to an area at least 2 metres away from other individuals, ideally self-contained with a closable door. Individual who is unwell should call NHS 111 from their mobile, or 999 if an emergency (if they are seriously ill or injured or their life is at risk) and explain what exposure they have had in the last 14 days and outline</p>	4	4	16	<p>Identify a room which can be used as a quarantine area. This room should ideally have passive ventilation (i.e. openable window). If possible, switch off Air circulation/air conditioning system.</p> <p>Ideally the room should have direct access to specific toilet facilities which can be isolated.</p> <p>Line manager to review all persons with whom infected individual may have come into contact in</p>	1	4	4	Facilities Manager  Line Managers	Continuous 03-07-2020  Continuous 03-07-2020

			<p>their current symptoms.</p> <p>Individual must remain at least 2 metres from other people and avoid touching people, surfaces and objects.</p> <p>In the event of first aid treatment being necessary, a dynamic risk assessment should be undertaken. First aiders shall not place themselves at unnecessary risk.</p> <p>Provide waste bin for any tissues, wipes, etc.</p> <p>Procedure communicated to all staff, clients and contractors</p> <p>All potentially contaminated areas to be cleaned and disinfected as per Government guidance:</p>			<p>last 14 days and direct them to instigate self-isolation</p> <p>Ensure suitable clinical waste arrangements are in place for any waste from quarantine rooms/toilets.</p> <p>Provide suitable containment arrangements for any contaminated equipment.</p> <p>Provision of PPE to first aiders – Suitable RPE if work is within hazardous area or where potential for contamination cannot be controlled by social distancing.</p> <p>Contaminated PPE should be removed prior to leaving site and disposed of safely.</p> <p>Ensure there is a safe means of conveying potentially infectious person home (e.g.</p>				<p>Facilities Manager</p> <p>Facilities Manager</p> <p>Facilities Manager</p> <p>All</p> <p>Facilities Manager</p>	<p>Continuous 03-07-2020</p> <p>Continuous 03-07-2020</p> <p>Continuous 03-07-2020</p> <p>Continuous 03-07-2020</p> <p>Continuous 03-07-2020</p>
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			<a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a>				pick up by family member).				
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04	Exposure to infection of "at risk" employee	Infection with COVID-19	<p>Individuals identified as "at risk" to inform line manager and initiate 12-week self-isolation as advised by NHS. Individuals are not to undertake any site visits or attend offices. Current Government guidance to be followed</p> <p>Procedure communicated to all staff.</p>	1	5	5		1	5	5	All	Continuous 03-07-2020
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		Severity				
Probability		Trivial 1	Minor 2	7-day 3	Major 4	Fatal 5
	Very likely 5	5	10	15	20	25
	Probably 4	4	8	12	16	20
	Possible 3	3	6	9	12	15
	Remote 2	2	4	6	8	10
	Improbable 1	1	2	3	4	5

Level of risk	Action and timescale
High	You should not start work until the risk has been reduced. You may have to set aside considerable resources to reduce the risk. If the risk involves work in progress, you should take urgent action. If it is not possible to reduce the risk even with unlimited resources, you must stop all work.
Medium	You must try to reduce the risk but should carefully measure the cost of prevention. You should use measures to reduce the risk within a defined time period. If the medium risk is associated with extremely harmful consequences, you may need to carry out another assessment to identify more precisely the likelihood of harm. This will help you decide whether you need to use improved control measures.
Low	You don't need to take action or keep documentary records. Monitoring is necessary to make sure that the controls are still effective.