

Date	Person Undertaking Risk Assessment	Type of Assessment e.g. Site Specific, Task Specific, Fire	Area of Assessment	Subject of Assessment	Issue Status
22/06/2020	Alex Stewart	Site Specific	Residential Building Address	Pandemic – Coronavirus – COVID-19	2-current
Persons exposed e.g. Employee, Visitor, Member of Public etc			Maximum number of people exposed	Frequency and duration of exposure	
Employees, Building Residents, Cleaners, Drivers, Contractors, Visitors, Vulnerable Groups – Elderly, Pregnant Women, People with pre-existing medical conditions			All Personal	4 hours on a customer site	

Risk Rating Legends: “S” Severity - “L” Likelihood – Risk Priority Number “S x L”

Hazard (something with the potential to cause harm)	Risk	(S)	(L)	(SxL)	Action Already Taken to Reduce Risk & Existing Controls	(S)	(L)	(SxL)	Further Control Measures Or Actions Required
There is a high potential for the spread of the Coronavirus to staff, building residents, visitors and members of the public if insufficient control measures	<p>Failure to control the pandemic effectively between working and living groups in the building</p> <p>Employees - catching the virus, being unwell and spreading the virus in the residential or customer building</p> <p>Death – primarily for persons with pre-existing medical conditions and those persons over 70 years old</p> <p>Expectant Mothers</p>	5	4	20	<p>Staff have been provided with information circulated by the UK Government - knowledge is tested and recorded by managers</p> <p>Sanitising cleaning materials and disposable gloves and masks have been supplied to Staff</p> <p>Staff asked to report any symptom of the coronavirus immediately to the Manager</p> <p>Good hand hygiene and effective control of coughs and sneezes – disposable tissues and bags supplied</p>	5	2	10	<p>Company to continue to update Staff as the risks change – check the website daily and distribute up to date information https://www.ecdc.europa.eu/en</p> <p>Ensure good ventilation is provided in the building to limit the spread of the virus in the working and living community during the epidemic</p> <p>A daily telephone call to all Staff to ensure they are in good health and to establish if they have sufficient PPE/RPE on site for the week/shifts or need additional support or information</p> <p>Welfare accommodation for Staff cleaned and sanitised constantly</p>

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	are also at risk				<p>Minimising the sharing of objects and equipment – cleaning materials supplied</p> <p>Standing at least 2 metres away from individuals with symptoms of a respiratory infection – cough or cold</p>				<p>throughout the working day and provided with sufficient consumables</p> <p>Set up appropriate review periods and ensure any new or reviewed information documents are re-distributed and acknowledged by all staff</p> <p>As part of this risk assessment process, create policies that will address the actions to be taken should a member of the team begin showing symptoms or potentially be diagnosed as suffering with Coronavirus</p>
There is a high potential for the spread of the Coronavirus to staff, building residents, visitors and members of the public if insufficient control measures	<p>Infected people entering the premises either a member of staff, visitor or building resident</p> <p>The level of risk may differ depending on people you have within the premises that are more vulnerable to the virus – the elderly or</p>	5	4	20	<p>People with the symptoms of the virus and people in high risk categories with pre-existing medical conditions or immuno-compromised have been advised to self-isolate at their place of residence</p> <p>Staff - workwear to be changed before travelling home to reduce the risk of taking the virus into the home</p>	5	2	10	<p>Describe the reporting procedure if the staff member suspects a person having a respiratory infection entering the building</p> <p>Decide how the staff member will restrict direct contact with residents in the building and visitors – additional measures and PPE/disposable overalls</p> <p>All visits by the Contracts Manager should be avoided – contact should be made by</p>

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	immunocompromised, are there any pregnant women or those with respiratory conditions such as asthma or other medical conditions within the building								<p>telephone unless an emergency situation arises</p> <p>If the staff member contracts coronavirus - what building disinfecting cleaning procedures will be adopted before a replacement of staff is assigned to the building</p> <p>Building owners have advised residents/staff about changes to the cleaning regimes in the building and information about reporting contacting the virus and self-isolation</p> <p>Building owners have advised the company and staff about changes they need to make to reduce the spread of the virus in the residential/client building</p>
Essential Hand Washing	Transfer of the COVID-19 to other people by poor hygiene practices				<p>Hand washing facilities with soap and water in place.</p> <p>Stringent hand washing taking place.</p> <p>See hand washing guidance.</p> <p>https://www.nhs.uk/live-well/healthy-body/best-</p>				<p>Employees to be reminded on a regular basis to wash their hands for 20 seconds with soap and water and the importance of proper drying with disposable towels. Also 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 unclean</p>

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					<p>way-to-wash-your-hands/ Drying of hands with disposable paper towels.</p> <p>https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/</p> <p>Staff encouraged to protect the skin by applying emollient cream regularly to avoid dermatitis</p> <p>https://www.nhs.uk/conditions/emollients/</p> <p>Gel sanitisers in any area where washing facilities not readily available</p>				<p>hands. Tissues will be made available throughout the workplace.</p> <p>Encourage staff to report any problems and carry out skin checks as part of a skin surveillance programme</p> <p>https://www.hse.gov.uk/skin/professional/health-surveillance.htm</p> <p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice -</p> <p>https://www.publichealth.hscni.net/news/covid-19-coronavirus</p> <p>Posters, leaflets and other materials are available for display.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Rigorous checks will be carried out by line managers to ensure that the necessary procedures</p>

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									are being followed.
Cleaning	Transfer of the COVID-19 to other people by poor cleaning practices				Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, using appropriate cleaning products and methods.				Cleaning regime rota to be set up and recorded Cleaning materials and disposable gloves to be made available at all times MSDS and COSHH RA's to be made available for all cleaning products
Social Distancing	Transfer of the COVID-19 to other people by not adhering to the safe distancing of 2 metres				Social Distancing - Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency https://www.publichealth.scni.net/news/covid-19-coronavirus https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-				Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it. Management checks to ensure this is adhered to.

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					<p>vulnerable-people</p> <p>Taking steps to review work schedules including start & finish times/shift patterns, working from home etc. to reduce number of workers on site at any one time. Also relocating workers to other tasks.</p> <p>Redesigning processes to ensure social distancing in place.</p> <p>Conference calls to be used instead of face to face meetings.</p> <p>Ensuring sufficient rest breaks for staff.</p> <p>Social distancing also to be adhered to in welfare and smoking areas.</p>				
Wearing of Disposable Gloves					Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of				Staff to be reminded that wearing of gloves is not a substitute for good hand washing.

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					these will be provided. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.				
RPE Respiratory Protection Equipment					Public Health guidance on the use of PPE (personal protective equipment) to protect against COVID-19 relates to health care settings. In all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours Where RPE is a requirement for risks associated with the work undertaken the following measures will be followed- Tight-fitting respirators (such as disposable FFP3 masks and reusable half masks) rely on having a good seal with the				To minimise the risk of transmission of COVID-19 during face-fit testing the following additional measures should be carried out – Both the fit tester and those being fit tested should wash their hands before and after the test. Those being fit tested with non-disposable masks should clean the mask themselves before and immediately after the test using a suitable disinfectant cleaning wipe (check with manufacturer to avoid damaging the mask). Test face pieces that cannot be adequately disinfected (e.g. disposable half masks) should not be used by more than one

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					wearer’s face. A face fit test will be carried out to ensure the respiratory protective equipment (RPE) can protect the wearer. Wearers must be clean shaven.				individual. Fit testers should wear disposable gloves when undertaking cleaning of the tubes, hoods etc. and ensure they remove gloves following the correct procedure (PDF) Reference https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm
Symptoms of Covid-19	Infesting other people in the work space with the COVID-19 virus				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 Government stay at home guidance. Line managers will maintain regular contact with staff members during this time. If advised that a member of staff or public has				Employee self-assessments to be completed by all staff 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. Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.

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					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 Public Health Authority 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. https://www.publichealth.scni.net/				
<u>Drivers</u>					Procedures in place for Drivers to ensure adequate welfare facilities available during their work - Reference https://www.hse.gov.uk/news/drivers-transport-delivery-coronavirus.htm COVID-19-guidance on				Communicate with companies we deliver to/from to ensure welfare facilities will be available to our drivers. Allowing delivery drivers adequate breaks to avail of proper welfare facilities.

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					freight transport. Persons should not share vehicles or cabs, where suitable distancing cannot be achieved.				
<u>Mental Health</u>					Management will promote mental health & 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/ www.hseni.gov.uk/stress				Regular communication of mental health information and open-door policy for those who need additional support.

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Who Will Take Action	
By What Date	
Signature	
Date	
Review Date	Weekly or when things change in the building or further risk assessments /guidance is issued by the Government or issued by the https://www.ecdc.europa.eu/en

Severity					Likelihood				
1	2	3	4	5	1	2	3	4	5
Negligible (no visible injury – no pain)	Slight (minor cuts, bruises – no long-term effects)	Moderate (Heavy bruising, deep flesh wound – lost time accident)	Severe (Lost time accidents and major injuries)	Very Severe (Long term disability or death)	Very Unlikely (Freak event – no known history)	Unlikely (unlikely sequence of events)	Possible (Foreseeable under unusual circumstances)	Likely (Easily foreseeable – odd accident may have occurred)	Very Likely (common occurrence – aware of incidents)
Action Priority									
15 + Stop Work and Report To Manager,		10-14 Continue to Work and Report To Manager - Immediate Remedial Action Required			5-9 Carry out recommendations/remedial actions within 3 months			1-4 Carry Out Recommendations/Remedial Actions Within 1 Year	