

		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
RR = residual risk*

Coronavirus (COVID-19) risk assessment

Assessment date: 1 June 2020

Review date: 28 February 2022

Version: 3

Created by: Group Compliance and Operations Director

Reviewed by: HR Director

Hazard	Risk	Control measures	RR	Persons at risk
<p>Exposure from others whilst working from home through:</p> <p>1) Living with someone with a confirmed case of COVID-19.</p> <p>2) Having come into close contact (within 2 metres 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>3 (severity) x 3 (likelihood)) = 9</p>	<ul style="list-style-type: none"> Updated the Working from Home policy and risk assessment to include information on COVID 19. Encourage staff to follow government guidance on vaccination and testing Any existing individual risk assessments (disability, young persons or new/expectant mothers) to be reviewed Employees should maintain regular contact with line management and Human Resources (HR) and to follow company policy/guidance Staff may use face coverings in rooms where social distancing is not possible should they wish to do so. Colleagues to keep themselves up-to-date with ongoing Government guidance as the situation evolves https://www.gov.uk/government/publications/covid-19-people-with-covid-19-and-their-contacts/covid-19-people-with-covid-19-and-their-contacts Follow NHS good hygiene measures at all times Colleagues to maintain good ventilation in their home Any staff member who exhibits any potential symptom of COVID 19 or lives with someone exhibiting symptoms of COVID 19 should stay at home. If working from home is not possible they may be eligible for contractual or statutory sick pay. 	<p>3 (severity) x 1 (likelihood) = 3</p>	Individual workers

<p>Risk of exposure to COVID-19 whilst working in offices, schools and classrooms.</p>	<p>3 (s)X 3 (L)= 9</p>	<p>The Government has removed the working from home advice.</p> <ul style="list-style-type: none"> ○ We have adopted a hybrid approach to working where at all possible with many teams only required to attend the office 2-3 days a week and therefore reducing the number of people attending the office on a regular basis ○ We have introduced a hotdesk booking system to ensure that we are aware at all times who is in the building. ○ Continue to use posters to remind colleagues to social distance and wash their hands ○ Encourage staff to stagger breaks and not congregate in the kitchen to limit the risk of separate teams from coming into contact with each other where they otherwise wouldn't. <p>Enhanced cleaning measures including:</p> <ul style="list-style-type: none"> ○ Introduce additional cleaning both at lunchtime and in the evening ○ Facilities manager to supervise and quality control the cleaning ○ Remind staff to wash hands on arrival in the office and regularly throughout the day ○ Provide hand sanitiser in every room ○ Continue to provide face coverings should staff wish to use them in busy settings ○ Limit face-to-face meetings to strictly necessary, if face to face meetings are to be held, social distancing of 1 m is to be encouraged and doors should be kept open and air conditioning on to maintain proper ventilation ○ Desks are to be booked through the booking system and only one person can book one desk per day. Desks are sanitised between uses (by cleaners at night). No desk sharing. 	<p>3(S) X1(L) = 3</p>	<p>Individual workers</p>
--	---	---	--------------------------------------	---------------------------

	<ul style="list-style-type: none"> ○ Staff will be responsible for cleaning their own work station/desk/area on arrival and departure from the office. Cleaning equipment will be provided for each member of staff working in the school and also in the classroom ○ Remind staff of basic hygiene (catch it/bin it/kill it) and provide closed lid bins for tissues <p>Ventilation</p> <ul style="list-style-type: none"> ○ all buildings are provided with air conditioning units and most windows are able to open to allow fresh air in. ○ Staff to be reminded to use the air conditioning and/or open windows regularly throughout the day and especially in small spaces where overcrowding may occur. <p>Access to the building:</p> <ul style="list-style-type: none"> ○ Doors to be kept open where possible to minimise touching door handles, etc ○ Allow plenty of space (one metre +) between people waiting to enter site ○ Booking desks through booking system is mandatory ○ Staff to confirm that they have not exhibited any symptoms of Coronavirus or been knowingly exposed to Coronavirus in the last week ○ Common contact surfaces in reception, office, access control and delivery areas <ul style="list-style-type: none"> ○ e.g. screens, telephone handsets, desks, to be cleaned regularly, particularly during peak flow times <p>Deliveries</p> <ul style="list-style-type: none"> ○ Arrange for deliveries to be contactless wherever possible and remind reception staff to wash hands after touching any deliveries. <p>Visitors</p> <ul style="list-style-type: none"> ○ Visitors to the common areas should be limited where possible. Visitors should be taken straight to meeting rooms to limit staff exposure to minimum. 	
--	--	--

Suspected case whilst on site	3(S) x 4 (L) = 12	If a staff member develops any of the recognised symptoms of COVID19 while at work, they should: <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) Advise their manager as soon as possible via phone/email/Microsoft Teams but prioritise own and colleagues' safety 5) Request a PCR test through the NHS system. 6) Then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed or they have had a negative LFD test. 7) If a staff member feels too unwell to travel home by themselves, they must inform their line manager immediately who will arrange for them to be taken to an isolation room 8) Line manager to use face mask and appropriate PPE and contact the staff member's next-of- kin 9) Isolation room to be subsequently deep cleaned 	3 (S) x 1 (L) = 3	Individual workers
Exposure to COVID-19 whilst travelling to work	3 x 4 = 12	Staff are encouraged if at all possible to avoid using public transport at peak times and instead: <ul style="list-style-type: none"> o Walk or cycle into the office (we have cycle racks at the Grosvenor St office) o Drive into the office (there are currently 17 allocated parking spaces that can be used) o Use public transport but attempt to avoid rush hour by either arriving earlier or later. Always wash hands or use sanitiser after travelling on public transport 	3 x 1 = 3	Individual workers
Inclement weather – cold temperature allows disease to survive	2 x 2 = 4	<ul style="list-style-type: none"> o All persons to dress appropriately for the weather o Maintain good hygiene measures at all times o Face coverings to be used where appropriate as per Government guidance. 	2 x 1 = 2	Individual workers

<p>Poor hygiene</p>	<p>3 x 4 = 12</p>	<ul style="list-style-type: none"> ○ Wash your hands thoroughly and regularly. Use soap and water for at least 20 seconds. Use alcohol-based hand sanitiser if soap and water are not available. Adopt hand washing technique as directed by NHS ○ 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 ○ Clean the hand washing facilities regularly and check soap and sanitiser levels ○ Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal <p>We are providing extra supplies of soap, hand sanitiser and paper towels at all sites</p> <ul style="list-style-type: none"> ○ Wash hands before and after using the toilet facilities. Continue with enhanced cleaning regimes for toilet facilities particularly door handles, locks and the toilet flush 	<p>3 x 1 = 3</p>	<p>Individual workers</p>
<p>Kitchens – exposure from large number of staff eating at the same time</p>	<p>3 x 4 = 12</p>	<ul style="list-style-type: none"> ○ Staff are encouraged to eat their lunch in the break-out areas on the second floor/in meeting rooms or outdoors where there is more ventilation ○ Windows should be open or air conditioning should be on wherever possible to ensure good ventilation. ○ Staff to be responsible to clean the area after eating with antibacterial wipes and throw them in the closed lid bin ○ Hand cleaning facilities or hand sanitiser will be available at the entrance of any room where people eat and should be used by workers when entering and leaving the area 	<p>3 x 1 = 3</p>	<p>Individual workers</p>