

Covid-19 General Risk Assessment Record

Company	Horbury Group	Location / Area	South Grove House (Head Office)	Date	01/09/2020
Operation	Covid-19 (Coronavirus)	Completed By	Environ Safety Management	Review Date	On-Going
				Ref	HG-SGH-Cov-19

Overview / Description

Assess the controls in place to reduce the spread of COVID-19 (coronavirus) throughout the building and protect employees while onsite.

Risk Matrix Summary Explained

The numbers in the table below are calculated thus: Severity x Likelihood = Risk.

Severity						Risk Level		
Likelihood	Minor (1)	Major (2)	Critical (3)	Fatal (4)	Multiple Fatalities (5)			
Improbable (1)	1	2	3	4	5	(LOW)	Reduce the risk as soon as possible (Medium)	Imminent Risk Work should be suspended (HIGH)
Remote (2)	2	4	6	8	10			
Possible (3)	3	6	9	12	15			
Probable (4)	4	8	12	16	20			
Certain (5)	5	10	15	20	25			

Likelihood

1. Improbable – not likely to be true or to happen
2. Remote – having very little connection with or relationship to
3. Possible – occurring infrequently and irregularly
4. Probable – likely to happen
5. Certain – occurring many times at short intervals

Severity

1. Minor - No lost time
2. Major – >1 Employee lost time
3. Critical – Requires Professional Medical Attention, take to Hospital
4. Fatal – Fatal
5. Multiple Fatalities – Multiple Fatalities

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HAZARD	RISK LEVEL	CONTROL MEASURES	NEW RISK LEVEL	ADDITIONAL CONTROLS REQUIRED	CLOSE OUT
<p>Outbreak of Coronavirus COVID-19</p> <p>Risk to: All persons High</p>	HIGH	The coronavirus causes respiratory illness in humans, usually resulting in mild symptoms including runny nose, sore throat, cough and fever, loss or change to your sense of smell or taste. Some individuals experience more severe symptoms and it can lead to pneumonia, breathing difficulties and in rare cases death.	MEDIUM	Review latest Government / World Health Organisation guidance and update as required	On-Going
<p>Communications / Educate staff</p> <p>Risk of: Infection control</p> <p>Risk to: All persons</p>	HIGH	Educate staff via regular communications without causing panic. For example, develop and communicate a Coronavirus Covid-19 management plan, send emails or display posters, perform team briefs outlining the current situation and any updated Government advice. Promote good hand and respiratory hygiene, promoting infection control procedures.	MEDIUM	<p>Review latest Government / World Health Organisation guidance and update as required</p> <p>Consideration should be given to the displaying of posters on “cough etiquette”, hand and respiratory hygiene</p>	On-Going
<p>Good Personal Hygiene</p> <p>Risk of: Infection control</p> <p>Risk to: All persons</p>	HIGH	<p>Persons should cover their mouth and nose with a tissue (not your hands) when they cough or sneeze. The used tissue should then be placed in the bin immediately. Persons should then wash their hands with soap and hot water for a minimum of 20 seconds. CATCH IT, BIN IT, KILL IT.</p> <p>Persons should wash their hands frequently using hot water and soap – use hand sanitiser gel if soap and water are not available. In addition, persons should try to avoid close contact with other people i.e. no shaking of hands etc.</p>	MEDIUM	<p>Review latest Government / World Health Organisation guidance and update as required</p> <p>Ensure there is a ready supply of hot water, soap and also paper towels / hand drying facilities</p> <p>On-going monitoring by management</p>	On-Going

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HAZARD	RISK LEVEL	CONTROL MEASURES	NEW RISK LEVEL	ADDITIONAL CONTROLS REQUIRED	CLOSE OUT
<p>Staff member with symptoms / close contact with persons with symptoms</p> <p>Risk of: Flu-like symptoms, Pneumonia, Breathing difficulties, Death</p> <p>Risk to: All persons</p>	HIGH	<p>A staff member who is experiencing symptoms similar to those present with the coronavirus (cough, sore throat, fever, breathing difficulties, chest pain, loss of taste and/or smell), or who has had close contact with someone experiencing these symptoms, must not come to work. The staff member should contact their GP / Government helpline to notify them of their travel, current status and to receive further advice. The staff member should then contact their Line Manager and update them in relation to their condition and advice they have been given. If the staff member is advised by medical professionals to self-quarantine, they must do so, and only return to work when the incubation period is over, and symptoms have gone. If a staff member becomes unwell with coronavirus related symptoms whilst on site, they must make their way to a confined area, and contact their Line Manager or a member of management with immediate effect. The person will be advised to liaise with their GP / Government helpline to seek further advice before leaving site, to ensure they reduce the likelihood of infecting other persons they may be advised not to use public transport etc. The working area of any staff member who suspects they may have contracted Coronavirus, (including welfare facilities), will be subject to a “deep clean” in accordance with Government guidance. All other staff will be advised of any persons within the workplace who have shown signs of the infection, and who are being tested for Coronavirus.</p>	MEDIUM	<p>Review latest Government / World Health Organisation guidance and update as required.</p> <p>Current Government advice requires persons who have either developed symptoms or who have been in contact with a family member who has presented with symptoms of Coronavirus Covid-19 to self-isolate, along with all members of the household for 14 days.</p> <p>If you are contacted by the NHS test and trace service because you have been in close contact with someone who has tested positive for coronavirus you will be told to begin self-isolation for 14 days from your last contact with the person who has tested positive.</p> <p>If you receive a call you must inform your Line Manager and/or HR department.</p>	On-Going

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		However, the individual's identity will not be disclosed during any communication / updates to staff.			
Persons returning from foreign travel Risk of: Infection control Risk to: All persons, including work colleagues	HIGH	<p>Employees must comply with coronavirus requirements in the country they travel to. Employees must follow Government advice if they have returned to the UK from any foreign travel. Employees are to check current requirements at -</p> <p>https://www.gov.uk/guidance/coronavirus-covid-19-travel-corridors</p> <p>On return, employees must complete passenger locator forms and follow any guidance on self-isolation which can change weekly. Individuals must check the guidance specific to their travel arrangements and inform their line manager</p> <p>Should individuals develop symptoms after travel, the individual should arrange a test and follow NHS guidance. The Company will also advise the individual not to return to work until after the incubation period is over and any symptoms have gone.</p>	MEDIUM	Review latest Government / World Health Organisation guidance and update as required	On-Going
Limit work trips / no travel to high risk areas Risk of: Increased exposure, Infection control	HIGH	The Government will provide advice in relation to areas where persons are advised not to travel at present. This advice is updated on a regular basis. The company will monitor this advice and adhere to it as required. Consideration will also be given to work trips, with all nonessential trips reviewed and decisions made as to whether the trip will be postponed on an individual basis,	LOW	<p>Review latest Government / World Health Organisation guidance and update as required.</p> <p>Visitors to the premises should be reviewed, with no authorisation provided to those persons from high-risk areas, or who should be self-</p>	On-Going

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Risk to: Staff member travelling, all persons		taking circumstances at the time into consideration i.e. purpose of trip, area of travel, methods of travel, infection control procedures etc Staff members would be asked to inform their manager of any forthcoming travel plans, prior to travel, including personal travel.		isolating in accordance with Government guidance	
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HAZARD	RISK LEVEL	CONTROL MEASURES	NEW RISK LEVEL	ADDITIONAL CONTROLS REQUIRED	CLOSE OUT
Higher risk groups Risk of: Infection control Risk to: Elderly, Pregnant women, Pre-existing medical conditions	HIGH	Consideration must be given to allowing high-risk individuals to work from home, particularly if there are coronavirus cases confirmed near the workplace. The company will review the situation regarding localised cases on an on-going basis and ensure good communication with all high – risk individuals.	MEDIUM	Review latest Government / World Health Organisation guidance and update as required There is no longer a requirement for high risk persons to shield but check current NHS guidance and liaise with your line manager.	On-Going
Internal cleaning Risk of: Infection control Risk to: All persons	HIGH	A cleaning regime is in place within the company, with dedicated cleaning personnel in place to ensure the workplace, including welfare facilities is serviced and suitably cleaned on a regular basis. Staff are encouraged to disinfect their workstations during the day, particularly after eating and returning from the toilet. Antimicrobial wrap or pads will be applied to handles and push plates of doors which are required to remain closed e.g. fire doors and toilet doors.	MEDIUM	Review latest Government / World Health Organisation guidance and update as required Consideration should be given to increasing the frequency of cleaning of frequently touched communal areas, including door handles, kitchens, toilets, showers, bin lids, light switches, handrails and hot-desk keyboards, phones and desks. The gym is to remain closed until further notice	
HAZARD	RISK LEVEL	CONTROL MEASURES	NEW RISK LEVEL	ADDITIONAL CONTROLS REQUIRED	CLOSE OUT

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<p>Social distancing</p> <p>Risk of: Infection control</p> <p>Risk to: All persons</p>	HIGH	<p>All employees must undertake advice from the Government with regards to social distancing when out of work. In addition, persons will be advised whilst at work to:</p> <ul style="list-style-type: none"> • Suspend meetings with external persons • Operate a policy of staggered lunches and breaks to reduce footfall in these areas at any one time • Encourage remaining a distance of 2 metres from work colleagues where possible • Reduce the number of persons in any one area to ensure compliance with 2 metre gap recommended by the Public Health Agency. Unused desk chairs to be removed to encourage 2 metre distancing • Redesign processes to ensure social distancing is in place • Conference calls to be used instead of face to face meetings • Staff canteen, toilets and smoking areas to comply with social distancing requirements • Consideration to be given to step aside areas on pedestrian walkways and stairs, staff will be required to show consideration when passing one another on stairwells, corridors etc. • Floor marking to promote social distancing required where staff assemble i.e. canteen, toilets. Seats in canteen to be reduced, unused seats to be removed to encourage social distancing 	MEDIUM	<p>Review latest Government / World Health Organisation guidance and update as required.</p> <p>Visitors to the premises should be reviewed, with no authorisation provided to those persons from high-risk areas, or who should be self-isolating in accordance with Government guidance</p> <p>On-going monitoring by management</p> <p>Staff to be regularly reminded of the importance of social distancing both in work and outside of it.</p> <p>Consider screens between desks that do not meet the 2m distance rule</p> <p>Discourage use of lifts</p> <p>Limit numbers of employees in meeting rooms</p>	
HAZARD	RISK LEVEL	CONTROL MEASURES	NEW RISK LEVEL	ADDITIONAL CONTROLS REQUIRED	CLOSE OUT
<p>Mental Health</p> <p>Risk of: Mental health issues</p>	HIGH	<p>Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help.</p>	MEDIUM	<p>Internal communication channels and cascading of messages through line managers will be carried out regularly</p>	

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Risk to: All persons				<p>to reassure and support employees in a fast-changing situation.</p> <p>Line managers will offer support to staff who are affected by Coronavirus or has a family member affected</p> <p>Regular communication of mental health information and open-door policy for those who need additional support to be adopted by management.</p>	
HAZARD	RISK LEVEL	CONTROL MEASURES	NEW RISK LEVEL	ADDITIONAL CONTROLS REQUIRED	CLOSE OUT
<p>Skin care and occupational health –</p> <p>Skin conditions, infection control</p> <p>All persons,</p>	MEDIUM	<p>A high level of personal hygiene and skin care must be observed by staff at all times. The company provides hand wash facilities / products. It is the responsibility of each staff member to wash their hands and sanitise regularly as per the latest government guidelines.</p>	LOW	<p>Consideration should be given to the provision of hand sanitisers in key areas i.e. adjacent to reception, hot-desks, welfare facilities, etc</p>	

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Final Assessment / Summary

Action Required

Risk assessment will be reviewed on a weekly basis against latest government guidelines and advice

Control measures put into place will reduce the spread of COVID -19 (Coronavirus) in the workplace.

Information posters displayed on walls & floors will remind employees of good personal hygiene including regular hand washing and social distancing.

Antimicrobial wrap or pads on door handles and push plates will help minimise the transmission of the disease.

Contractors and visitors only allowed into the building for essential maintenance and delivery drivers only allowed into the reception area.



Hand sanitiser dispenser provided at key locations



Floor vinyl's to promote social distancing

Overall risk

Controlled risk	1-5		
Action Required	6-11		✓
Imminent Risk	11-25		

Tick appropriate risk rating

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