

## COVID-19 Generic Risk Assessment

<b>Task/Work Activity:</b>	Measures designed to limit the transmission of COVID-19 within the workplace	<b>Persons at Risk:</b>	Employees / Public / Contractors
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Hazards	Worst Hazard Outcome	Who is at risk?			Initial Risk			Risk Control Measures	Residual Risk		
		Emp	Con	Cust	Haz' Sev'	Lik'hd Occur	Risk Rating		Haz' Sev'	Lik'hd Occur	Risk Rating
<b>EMPLOYEE SAFETY</b>											
Psychological well being	Mental health issues, suicide.	✓	✓	✓	4	4	High	<p>Management will promote mental health &amp; wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help Reference – <a href="https://www.mind.org.uk/information-support/coronavirus-and-yourwellbeing/">https://www.mind.org.uk/information-support/coronavirus-and-yourwellbeing/</a> <a href="http://www.hse.gov.uk/stress">www.hse.gov.uk/stress</a></p> <p>Regular communication is in place (individual and group) to ensure staff are not ill-informed about returning to work safely.</p> <p>New workplace/controls put in place to reduce risk of exposure to COVID 19 are documented in procedures and policies and disseminated to employees through line managers and HR. This should re-assure our workforce that we take their health seriously and minimise risk as much as possible to enable safe working.</p> <p>Line managers are aware of how big changes to working arrangements may cause additional work-related stress and affect their employees' mental health and wellbeing.</p> <p>Managers hold regular informal discussions with their team and look at ways to reduce causes of stress.</p> <p>Concerns on workload issues or support needs are escalated to line manager and/or HR team.</p> <p>Managers are trained to recognise signs and symptoms that a person is working beyond their capacity to cope and deal sensitively with employees experiencing</p>	4	3	Med

							problems outside of work. Staff who are in vulnerable groups themselves or caring for others are encouraged to contact their line manager to discuss their support needs			
Virus transmission in the workplace	Risk of contracting SARS-CoV-2, breathing problems and other major or minor symptoms, death.	✓	✓	✓	5	4	High Specific individual worker risk assessment been undertaken for those who have a self-declared health condition which could increase their risk profile. An inspection checklist has been undertaken to identify the control measures to consider reducing the risk of workplace infections and as part of a proactive monitoring regime and checking that preventative and protective control measures are implemented in line with current health and safety general duties. Staff are requested to work remotely where possible and for the foreseeable future (provided it does not interfere with workload commitments). Training arrangements have been developed including refresher sessions to ensure staff have been trained before returning to work on any new procedures. Staff are advised to follow the 2 meters distance where possible. Employees are educated on preventative care. Employees are aware of site-specific Risks and Procedures. Hygiene guidance is given such as avoiding touching eyes, nose, mouth and unwashed hands, cover your cough or sneeze with a tissue, and throw it away in a bin and wash your hands. Staff have been instructed to clean their hands frequently, to wash their hands with soap and water for at least 20 seconds. Specific individual worker risk assessment been undertaken for those who have a self-declared health condition which could increase their risk profile. Training arrangements have been developed including refresher sessions to ensure staff have been trained before returning to work on any new procedures. PPE is considered for work processes where close contact is required. The government's e.g. Public Health England / Devolved Agencies response page is monitored regularly for latest details on guidance and advice.	5	2	Med

								<p>Advice is shared with staff members and staff have been fully briefed and kept up to date with current advice on staying protected through the company lines of communications (i.e line managers, HR) and shared with staff.</p> <p>All non-essential meetings have been changed to digital consultations with essential face to face meetings following government social distancing guidelines.</p> <p>Employees are told not to leave the workplace at breaks – bring their food with them so there is no need to visit the shop. Also, use of water fountains is only permitted after prior disinfection.</p> <p>Break times for larger groups will be staggered to avoid congestion in break-out areas.</p> <p>Staff discouraged from hand shaking and general close personal greetings</p> <p>Employees are made aware of the impact of COVID 19 on their job/change of working environment.</p> <p>Employee Health Questionnaire will be issued to all staff, in order to obtain information on highly vulnerable individuals. A separate risk assessment will be completed for those in high-risk category.</p>			
Someone entering the workplace with COVID-19	Risk of contracting SARS-CoV-2, breathing problems and other major or minor symptoms, death.	✓	✓	✓	5	4	High	<p>Site-specific RAMS (risk assessments and method statements) regarding specific COVID-19 procedures will be adhered to.</p> <p>MAR work with our supply chain to ensure that they're adopting good practices to prevent the spread of COVID-19 to discuss arrangements and control measures.</p> <p>Staff are made aware of COVID-19 symptoms.</p> <p>Employees are advised not to attend workplace if they (or anyone they live with) are experiencing COVID-19 symptoms and to self-isolate in line with government recommendations</p>	5	2	Med
Employees attending work despite showing symptoms or living with someone who is showing	"	✓			5	4	High	<p>Employees may be attending work despite being in contact with someone who displayed symptoms or showing symptoms themselves in fear of losing their job and income.</p> <p>MAR has put provisions in place to ensure everyone is paid correctly and job losses are avoided wherever possible (for example, utilising CJRS). People who</p>	5	1	Low

symptoms of Coronavirus.								self-isolate will receive SSP from day 1.  Staff/Supervisors/Managers are train to be vigilant of symptoms and should report to their line manager if they observe anyone not feeling well. Line manager will then interview the individual and can send them home to self-isolate if they display any of the officially-recognised COVID-19 symptoms.  Employees advised not to put their live and the life of others at risk by attending work when displaying symptoms or when someone from their household is displaying symptoms.			
Suspected case whilst working on site	"	✓	✓	✓	5	4	High	If a worker develops a high temperature or a persistent cough while at work, they should: <ul style="list-style-type: none"> <li>Return home immediately</li> <li>Avoid touching anything</li> <li>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.</li> <li>They must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed.</li> </ul>	5	2	Med
<b>TRAVEL, ACCESS &amp; EGRESS</b>											
Travel to work	Risk of contracting SARS-CoV-2, breathing problems and other major or minor symptoms, death.	✓			4	4	High	Employees are advised to work from home, where possible. However, the majority of MAR workforce works on client sites in roles that cannot be performed remotely.  Staff are advised to avoid public transport where possible. They should walk or cycle to work if they can, or use their own car. They should not be car-sharing.  Only essential travel is permitted – this includes traveling to work.  If employee has no other option but to use public transport, they are advised to implement social distancing where possible (2m clearance from persons and not to travel in groups of more than 2 unless it is immediate family).	4	2	Med
Access and Egress to work areas	"	✓	✓	✓	5	3	High	Site-specific RAMS (risk assessments and method statements) regarding specific COVID-19 procedures will be adhered to.	5	1	Med
Driving at work	"	✓			5	2	Med	Any form of car sharing should discontinue.  Drivers of Company vehicles should regularly disinfect touch points within the vehicle. They will be supplied with a disinfecting solution and a set of cloths. The	5	1	Low

								<p>disinfecting solutions should not be left in the vehicle as it is flammable.</p> <p>Business travel is reduced, only essential journeys are permitted.</p> <p>Business journeys should not exceed 3hrs. Hand washing facilities and toilet is accessible at all sites.</p>			
<b>CLEANING FREQUENCY</b>											
Cleaning Frequency	Risk of contracting SARS-CoV-2, breathing problems and other major or minor symptoms, death.	✓	✓	✓	5	2	Med	<p>MAR will consult with our Clients and agree a cleaning regime that is best suited to their current needs and the situation. Please refer to site-specific RAMS.</p> <p>Head Offices:</p> <ul style="list-style-type: none"> <li>- Cleaning activities to focus on disinfecting touch points</li> <li>- Deep clean/fogging undertaken</li> <li>- The ongoing cleaning frequency is made sufficient enough such that cleaning can be undertaken when offices are occupied.</li> </ul>	4	1	Low
Poor hygiene	"	✓	✓	✓	5	4	High	<p>They key to stop the transmission of the virus is to avoid contact with infected people by social distancing and to wash hands regularly.</p> <p>Staff are advised to wash their hands thoroughly and regularly. Instructions for employees:</p> <ul style="list-style-type: none"> <li>• Use soap and water for at least 20 seconds. Use alcohol-based hand sanitiser if soap and water is not available and hand washing technique to be adopted as directed by NHS</li> <li>• 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.</li> <li>• Regularly clean the hand washing facilities and check soap and sanitiser levels</li> </ul>	5	1	Low
<b>SOCIAL DISTANCING</b>											
Working within 2 meters of other team members or members of the public	Risk of contracting SARS-CoV-2, breathing problems and other major or minor	✓	✓	✓	5	4	High	<p>Site-specific RAMS (risk assessments and method statements) regarding specific COVID-19 procedures will be adhered to.</p> <p>Staff are advised to always adhere to social distancing measures unless it is unavoidable due to other H&amp;S concerns (manual handling etc.). In these cases, appropriate PPE will be provided and must be worn.</p> <p>Staff are advised to conduct dynamic risk assessments whilst completing the work</p>	5	2	Med

	symptoms, death.								and speak up if there is a safer way of completing the task. Always consider if the task can be performed differently without having to breach the 2m social distancing rule.			
									Workers are to limit face to face working and work facing away from each other when possible.			
									Where applicable, lifts to be used by one person at the time.			
<b>PERSONAL PROTECTIVE EQUIPMENT</b>												
Personal Protective Equipment (PPE)	Risk of contracting SARS-CoV-2, breathing problems and other major or minor symptoms, death.	✓			5	4	High		PPE will be provided in accordance with task-specific RAMS. Face masks are not treated as a requirement to limit the spread of the virus, but people are advised to use face coverings, should they wish to. Face masks may be provided to workers in some roles, where the 2m social distancing rule is not always possible to achieve – please refer to site specific RAMS.	5	2	Med
									Where applicable, reusable PPE should be thoroughly cleaned after use and not shared between workers. These should be stored in suitable places			
									Single use PPE should be disposed of so that it cannot be reused and to control potential contamination is controlled (waste removed by a responsible, approved contractor).			
Uniform	“	✓			5	2	Med		Uniform should be washed regularly, after each shift. If employees require more pieces of uniform to conform with this measure, they must advise their line managers immediately.	3	1	Low
									Employees are advised not to wear their uniform outside of the workplace. They should arrive at work in plain clothes and change before commencing their shift, using nearest available changing room or toilet facilities. They should also change back to their own clothes before leaving the workplace at the end of their shift to avoid transmission of the virus.			
									HO/Management staff who are not supplied with work uniform must ensure that they change and wash their clothes after each working day.			
Housekeeping	Risk of contracting SARS-CoV-2, breathing problems and other	✓	✓	✓	5	2	Med		Appropriate cleaning products are provided, so that staff can frequently clean their work stations during the day.	5	1	Low
									Staff are instructed that the emptying of bins and wastepaper baskets should be followed by hand washing.			

	major or minor symptoms, death.								Tools/Equipment should be disinfected before and after each use. This includes IT equipment, phones, ladders, cleaning equipment etc.			
<b>HAZARDOUS SUBSTANCES</b>												
Use of cleaning products	Minor / major injury	✓	✓	✓	3	3	Med		The relevant Safety Data Sheet and COSHH assessment is provided for the substances in use  Correct PPE is provided for the use of cleaning materials  Staff are encouraged to report any problems and carry out skin checks as part of a skin surveillance programme  <a href="https://www.hse.gov.uk/skin/professional/health-surveillance.htm">https://www.hse.gov.uk/skin/professional/health-surveillance.htm</a>	3	1	Low
<b>POOR CONDITIONS / SITE FAULTS</b>												
Fire Safety, Emergency lighting	Minor / major injury / death	✓	✓	✓					Please refer to site-specific RAMS.			
Ventilation / Humidity / Lighting & Heating	"	✓	✓	✓					Please refer to site-specific RAMS.			
Gas Installations	"	✓	✓	✓					Please refer to site-specific RAMS.			
Legionella/Water Systems/Hygiene	"	✓	✓	✓					Please refer to site-specific RAMS.			
Routine Inspections and Equipment Maintenance	"	✓	✓	✓					Please refer to site-specific RAMS.			

<b>Date of Assessment</b>	18/05/2020	<b>Name of Reviewer(s)</b>	Ewa Skorek	<b>Signature of Reviewer(s)</b>	
<b>Date of Review</b>		<b>Name of Reviewer(s)</b>		<b>Signature of Reviewer(s)</b>	

## Rating System

			Hazard Severity				
			1	2	3	4	5
			<b>Negligible</b> Injury not requiring absence from work	<b>Slight</b> Minor injury requiring first aid treatment	<b>Moderate</b> Injury leading to a lost time incident	<b>High</b> Involving a single death or serious injury	<b>Very High</b> Multiple deaths
Likelihood of Occurrence	1	<b>Very Unlikely</b> A freak combination would be required for an incident to result	LOW	LOW	LOW	LOW	LOW
	2	<b>Unlikely</b> A rare combination of factors would be required for an incident to result	LOW	LOW	LOW	MEDIUM	MEDIUM
	3	<b>Possible</b> Could happen when additional factors are present but otherwise unlikely to occur	LOW	LOW	MEDIUM	MEDIUM	HIGH
	4	<b>Likely</b> Not certain to happen but an additional factor may result in an accident	LOW	MEDIUM	MEDIUM	HIGH	HIGH
	5	<b>Very Likely</b> Almost inevitable that an incident would result	MEDIUM	MEDIUM	HIGH	HIGH	HIGH

<b>LOW RISK</b>	As low as reasonably practicable: May be acceptable. However, review task to see if risk can be reduced further
<b>MEDIUM RISK</b>	Task should only proceed with appropriate management authorisation after consultation with risk team. Where possible the task should be redefined to take account of the hazards involved or the risk should be reduced before starting
<b>HIGH RISK</b>	Task must not proceed. It should be redefined or further control measures put in place to reduce risk. The controls should be reassessed for adequacy prior to task commencement

This document will be reviewed at least annually and/or following a breakdown in procedures, changes of equipment or changes in legislation. The date displayed at the bottom of the page is for internal use only and shall not be considered as the assessment's revision date.