



Covid – 19 Workplace Risk Assessment

Company Name:	ADM Computing	Location: (Site/ Building/ Room)	ADM Office and ADM Customer Sites
Assessment Date:	03/09/2020	Review Date:	03/12/2020
Assessors Name:	Alec Adams/Linda Sinclair	Job Title:	Data Comm's Engineer/HR Director

What are the hazards? (See list of sample hazards)	Who might be harmed? (e.g. Staff, students, visitors)	Risk Rating Before Safety Measures	Are the following control measures in place to eliminate or reduce the risks?	Yes / No	Corrective actions required	Risk Evaluation			Risk Rating
						Severity (1 – 3)	Likelihood (1 – 3)	Overall risk (S x L)	Low, Medium, High, or Extreme
Exposure from others due to: 1) Living with someone with a confirmed case of COVID-19. 2) Have come into close contact (within 2 metres for 15 minutes or more) with a confirmed case of COVID-19. 3) Being advised by a public health agency that contact with a diagnosed case has occurred.	ADM Staff, Visitors, Customers, and Families	Extreme	<ul style="list-style-type: none"> To follow government action of self-isolation: https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance Maintain contact with line management and Human Resources (HR) and to follow company policy / guidance. To continue following ongoing government guidance. Stay at home and only attend hospital in an emergency. Do not attend GP surgery and phone NHS line (111) if further advice is required. Company to ensure extremely vulnerable persons (Solid organ transplant recipients; people with specific cancers: people with cancer who are undergoing active chemotherapy or radical radiotherapy for lung cancer; people with cancers of the blood or bone marrow such as leukaemia, lymphoma or myeloma who are at 	Yes		2	1	2	low

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			<p>any stage of treatment; people having immunotherapy or other continuing antibody treatments for cancer; people having other targeted cancer treatments which can affect the immune system, such as protein kinase inhibitors or PARP inhibitors; people who have had bone marrow or stem cell transplants in the last 6 months, or who are still taking immunosuppressive drugs; People with severe respiratory conditions including all cystic fibrosis, severe asthma and severe COPD; People with rare diseases and inborn errors of metabolism that significantly increase the risk of infections (such as SCID, homozygous sickle cell); People on immunosuppression therapies sufficient to significantly increase risk of infection; Women who are pregnant with significant heart disease, congenital or acquired.) are shielding themselves and following their specific medical advice issued to them no later than 29/3/2020.</p> <ul style="list-style-type: none"> • Always follow good NHS hygiene measures. • Avoid all visitors to your home unless they are providing a medical requirement. • Do not approach delivery staff, allow packages to be left on the doorstep. 						

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			<ul style="list-style-type: none"> Do not take any antibiotics as they do not work against viruses. 						

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Suspected case whilst working on site	ADM Staff, Visitors, Customers, and Families	Extreme	<p>Temperature checks will be taken on arrival at ADM. If a worker is found to have or develops a high temperature or a persistent cough while at work, they should:</p> <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) They must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed. 5) Advise HR to ensure track and trace can be administered as much is reasonably possible. 	Yes		2	1	2	low

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General travel	ADM Staff, Visitors, Customers, and Families	High	<ul style="list-style-type: none"> Do not travel unless you cannot work from home or are deemed a key worker – implement teleconferencing for meetings. Contact customer in advance of any visit and check premises/individuals are implementing and maintaining government guidelines – e.g. social distancing measures are in place. If not, contact ADM management and HR immediately. Do not enter premises until it is confirmed it is safe to do so. If driving to or from a customer’s site, <u>do not</u> share a company vehicle with other people. Have PPE equipment in your vehicle – face masks, gloves, sanitizer gel. See Admin Dept for supplies. Please continue to follow any further national government advice provided. All persons to limit their use of public transport. If using public transport a mask must be worn at all times and social distancing should be adhered to. 	Yes		2	1	2	Low

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Coronavirus (COVID-19) and entering or returning to the UK	ADM Staff, Visitors, Customers, and Families	High	<p>If you're a resident or visitor travelling to the UK, you must:</p> <ul style="list-style-type: none"> provide your journey and contact details not leave the place you're staying for the first 14 days you're in the UK except in very limited situations (known as 'self-isolating') <p>You may be fined up to £100 if you refuse to provide your contact details. You may be fined more if you break this rule more than once. You may also be fined up to £1,000 if you refuse to self-isolate, or you could face further action.</p> <ul style="list-style-type: none"> Self-isolation when travelling to the UK guidance: https://www.gov.uk/government/publications/coronavirus-covid-19-how-to-self-isolate-when-you-travel-to-the-uk/coronavirus-covid-19-how-to-self-isolate-when-you-travel-to-the-uk <p>When completing a holiday request form, ensure you complete the section referring to your destination, if outside the UK. Government guidance must be adhered to regarding any travel outside of the UK.</p>	Yes		2	1	2	Low

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			In all circumstances and due to regular government guideline changes/recommendations, the official government website should be checked for the most recent up-to-date information. Click on link above.						

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Access to ADM building	ADM Staff, Visitors, Customers, and Families	Extreme	<p>Where possible, please consider and implement the following practices:</p> <ol style="list-style-type: none"> 1) Stop all non-essential visitors 2) Introduce staggered start and finish times to reduce congestion and contact 3) Re-arrange desk areas to comply with distancing rules 4) Reduce staff numbers to kitchen area, e.g. 1 person at a time to enter kitchen 5) Monitor site access points to enable social distancing – you may need to change the number of access points, either increase to reduce congestion or decrease to enable monitoring 6) Remove or disable entry systems that require skin contact e.g. fingerprint door entry. Leave all doors open to avoid such contact 7) Provide sanitizer dispensers at entry to building – front and rear 8) Report to Admin on ground floor on arrival for a temperature check. DO NOT GO ANYWHERE IN THE BUILDING UNTIL THIS IS DONE. 9) Require all workers to wash or clean their hands before entering or leaving the building 10) Allow plenty of space (2 metres where possible) 	yes		2	1	2	low

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			<p>between people waiting to enter site and within building. Apply signage, one-way foot traffic for example</p> <p>11) Regularly clean common contact surfaces in reception, office, access control and delivery areas e.g. screens, telephone handsets, desks, particularly during peak flow times</p> <p>12) Reduce the number of people in attendance at site inductions and consider holding them outdoors or via video/conference call wherever possible</p> <p>Drivers should remain in their vehicles if the load will allow it and must wash or clean their hands before unloading goods and materials. Masks and gloves to be worn.</p>						

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Inclement weather – cold temperature allows disease to survive	ADM Staff, Visitors, Customers, and Families	High	<ul style="list-style-type: none"> All persons to dress appropriately for the weather. Welfare facilities provided to shelter from the elements. Always maintain good hygiene measures. Appropriate respiratory protective equipment (RPE) masks to be considered as last resort. It is advised to speak to your H&S competent person (Eddie Razanadimby) on these matters and supplies should be reserved for medical staff as it has been documented that supplies have been difficult to procure. 	yes		2	1	2	low

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Poor hygiene	ADM Staff, Visitors, Customers, and Families	Extreme	<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 is not available and hand washing technique to be adopted 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. Wear a mask if possible. If you do have a cold/cough within the ADM building a <u>mask must be worn</u>. This will not prevent catching the virus, however will help prevent staff spreading germs. Provide additional hand washing facilities to the usual welfare facilities if a large spread of personnel on site. Regularly clean the hand washing facilities and check soap and sanitiser levels. Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal. Sites will need extra supplies of soap, hand sanitiser and paper towels and these should be securely stored. 	Yes		2	1	2	low

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			<ul style="list-style-type: none"> Restrict the number of people using toilet facilities at any one time. Wash hands before and after using the facilities. Enhance the cleaning regimes for toilet facilities particularly door handles, locks and the toilet flush. 						

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Kitchen/Staff room – exposure from large numbers of persons	ADM Staff, Visitors, Customers, and Families	Extreme	<ol style="list-style-type: none"> 1) The workforce should be required to stay on site (at ADM) once they have entered it ideally. Temperature check to be done via Admin Dept on arrival. 2) Dedicated eating areas should be identified on site to reduce food waste and contamination 3) Break times should always be staggered to reduce congestion and contact 4) Hand cleaning facilities or hand sanitiser should be available at the entrance of any room where people eat and should be used by workers when entering and leaving the area 5) The workforce should be asked to bring pre-prepared meals and refillable drinking bottles from home 6) Workers should sit 2 metres apart from each other whilst eating and avoid all contact 7) Tables should be cleaned after eating food between each use 8) All rubbish should be put straight in the bin and not left for someone else to clear up 	Yes		2	1	2	low

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			<p>9) All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles, and vending machines</p> <p>10) All dishes, cutlery etc should be placed directly into the dishwasher. No items should be left on surface.</p>						

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Use of Changing facilities, showers, and toilets	ADM Staff, Visitors, Customers, and Families	Extreme	<ol style="list-style-type: none"> 1) Always introduce staggered start and finish times to reduce congestion and contact 2) Introduce enhanced cleaning of all facilities throughout the day and at the end of each day 3) Based on the size of each facility, determine how many people can use it at any one time to maintain 2 metres 4) Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal 5) All personal towels to be taken home and not left on premises 6) Anti-bacterial spray to be used on all surfaces by user after using the shower 	Yes		2	1	2	low

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Working within 2 metres of working team	ADM Staff, Visitors, Customers, and Families	Extreme	<ol style="list-style-type: none"> 1) Always consider if the task can be performed differently without having to breach the 2m social distancing rule 2) Workers are to limit face to face working and work facing away from each other when possible 3) Continue to conduct dynamic risk assessments whilst completing the work and speak up if there is a safer way of completing the task 4) All equipment to be wiped with antibacterial wipes at frequent intervals 5) Increased ventilation will be needed within enclosed spaces 6) Consideration given to disposable gloves and face masks 			3	1	3	med

If in England call **NHS on 111**. NHS guidance is that you do not go directly to your GP surgery, community pharmacy or hospital unless an emergency occurs

2. RISK MATRIX		Severity of Covid – 19		
		1 – Low Severity (e.g. No-one will become ill from Covid-19)	2 – Significant Severity (e.g. Individual will become ill with possible transmission to other persons)	3 – Major Severity (e.g. Individual will become ill will transmit to other persons and fatalities highly possible)
Likelihood of Contracting Covid - 19	1 – Unlikely – Wearing of PPE, keeping 2 meter distance. (Very low chance of contracting Covid - 19)	1 – Low	2 – Low	3 – Medium
	2 – Possible – wearing of PPE, keeping 2 meter distance but a know case of Covid – 19 in your location (possible chance of contracting Covid - 19)	2 – Low	4 – Medium	6 – High
	3 – Probable – not wearing PPE, not keeping 2 meter distance and a know case of Covid – 19 in your location (very high chance of contraction Covid -19)	3 – Medium	6 – High	9 – Extreme

3. RISK EVALUATION

This is calculated by multiplying the likelihood against the severity e.g. taking a likelihood of 1, which is classified as Unlikely and multiplying this against a Severity Consequence of 2, which is classified as Significant Severity, would give you an overall Risk Rating of 2, which would result in an overall evaluation as a low risk.

1 to 2 = Low risk

Low risks are largely acceptable, monitor periodically to determine situation changes which may affect the risk, or after significant changes

3 to 4 = Medium risk

Medium risks at the upper end of this band should only be tolerated for the short-term and then only whilst further control measures to mitigate the risk are being planned and introduced, within a defined period. Risks on the lower end should be reduced if practicable.

6 = High risk

High risks activities should cease immediately until further control measures to mitigate the risk are introduced. The continued effectiveness of control measures must be monitored periodically.

9 = Extreme Risk

Work should not be started or continued until the risk has been mitigated. Immediate action is required to reduce exposure. A detailed mitigation plan must be developed, implemented, and monitored by senior management to reduce the risk before work can commence.