



# Covid – 19 Workplace Risk Assessment

<b>Company Name:</b>	ADM Computing	<b>Location: (Site/ Building/ Room)</b>	ADM Office and ADM Customer Sites
<b>Assessment Date:</b>	20/01//2021	<b>Review Date:</b>	25/02/2021
<b>Assessors Name:</b>	Linda Sinclair	<b>Job Title:</b>	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 Low, Medium, High, or Extreme
						Severity (1 – 3)	Likelihood (1 – 3)	Overall risk (S x L)	
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, e.g. Track & Trace app.	ADM Staff, Visitors, customers, and Family's	<b>Extreme</b>	<ul style="list-style-type: none"> <li>To follow government action of self-isolation and only to leave the house on the following circumstances: for medical reason; to shop for necessary food supplies; for exercise once per day; and for essential works including those deemed 'key workers'.</li> <li>Maintain contact with line management and Human Resources (HR) and to follow company policy / guidance.</li> <li>Travel is only required for essential travel; reduce the amount of time using public transport and 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).</li> <li>To continue following ongoing government guidance.</li> </ul>	Yes		2	1	2	<b>Low</b>

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			<ul style="list-style-type: none"> <li>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.</li> <li>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 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</li> </ul>						

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			<p>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"> <li>• Always follow good NHS hygiene measures.</li> <li>• Avoid all visitors to your home unless they are providing a medical requirement.</li> <li>• Do not approach delivery staff, allow packages to be left on the doorstep.</li> <li>• Do not take any antibiotics as they do not work against viruses.</li> </ul>						

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Suspected case whilst working on site	ADM Staff, Visitors, customers, and Family's	Extreme	<p>If a worker develops a high temperature or a persistent cough/ loss of taste/smell while at work, they should:</p> <ol style="list-style-type: none"> <li>1) Return home immediately</li> <li>2) Avoid touching anything</li> <li>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.</li> <li>4) They must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed.</li> </ol> <p>Advise Management/HR</p>	Yes		2	1	2	low

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General travel	ADM Staff, Visitors, customers, and Family's	<b>High</b>	<ul style="list-style-type: none"> <li>If you can work from home, do so. Do not travel unless you cannot work from home or unless you have been requested to attend the workplace or are deemed a key worker – implement teleconferencing for meetings. Speak to HR if unsure.</li> <li>If driving to or from a customer's site, use separate vehicles if a lock down is in place. If lockdown rules have been relaxed (check/confirm guidance first if unsure) only share a company vehicle with other people if both parties are wearing face coverings.</li> <li>Have equipment in your vehicle – face masks, gloves, sanitizer gel.</li> <li>Please continue to follow any further national government advice provided.</li> </ul> <p>All persons to limit their use of public transport and always wear a face mask.</p>	yes		2	1	2	<b>low</b>

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Access to ADM building	ADM Staff, Visitors, customers, and Family's	Extreme	<p>Where possible, please consider and implement the following practices:</p> <ol style="list-style-type: none"> <li>1) Stop all non-essential visitors</li> <li>2) On arrival all staff must report to Admin area to have their temperature taken</li> <li>3) Sign-in in reception area</li> <li>4) If visit is pre-arranged, send pre-visit questionnaire via email and ensure document has been completed and returned as required.</li> <li>5) Introduce staggered start and finish times if preferred to reduce congestion and contact</li> <li>6) 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</li> <li>7) Remove or disable entry systems that require skin contact e.g. fingerprint scanners or sanitize hands immediately you enter the building.</li> <li>8) Request all workers to wash or clean their hands before entering or leaving the building.</li> <li>9) Masks must be worn if you move from your workstation for any reason.</li> <li>10) Allow plenty of space (2 metres) between people waiting to enter site.</li> </ol>	yes		2	1	2	low

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			<p>11) Regularly clean common contact surfaces in reception, office, access control and delivery areas e.g. scanners, turnstiles, screens, telephone handsets, desks, particularly during peak flow times.</p> <p>12) Reduce the number of people in attendance at site inductions.</p> <p>13) If staff develop a ‘normal’ cold or winter cough, they should work from home until they return to good health. This will help reduce generally the spread of germs in the workplace. If circumstances dictate you do need to come into the ADM building, a mask should be worn at all times to prevent the spread of germs.</p> <p>14) A ‘symptom-free COVID test’ should be taken by ADM staff at least every 14 days in order to reduce the risk of unknowingly spreading the virus if entering the building or visiting a customer’s site. Details of how to book a test are available on the KCC website.</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</p>						

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			to be worn. All delivery drivers to enter ADM building by rear entrance only.						



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

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Poor hygiene	ADM Staff, Visitors, customers, and Family's	<b>Extreme</b>	<ul style="list-style-type: none"> <li>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.</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>Provide additional hand washing facilities to the usual welfare facilities if a large spread out site or significant numbers of personnel on site.</li> <li>Regularly clean the hand washing facilities and check soap and sanitiser levels.</li> <li>Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.</li> <li>Sites will need extra supplies of soap, hand sanitiser and paper towels and these should be securely stored.</li> <li>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</li> </ul>	Yes		2	1	2	<b>low</b>

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			the toilet flush Portable toilets should be avoided wherever possible, but where in use these should be cleaned and emptied more frequently						

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Kitchen/Staff room – exposure from large numbers of persons	ADM Staff, Visitors, customers, and Family's	Extreme	<ol style="list-style-type: none"> <li>1) The workforce should be encouraged to stay on site once they have entered it and not use local shops</li> <li>2) Only 1 person at a time in the kitchen area. Sanitize hands before entering.</li> <li>3) Dedicated eating areas should be identified on site to reduce food waste and contamination</li> <li>4) Break times should always be staggered to reduce congestion and contact/limit numbers to rest area</li> <li>5) 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</li> <li>6) The workforce should bring pre-prepared meals and refillable drinking bottles from home</li> <li>7) Workers should sit 2 metres apart from each other whilst eating and avoid all contact</li> <li>8) Tables should be cleaned between each use</li> <li>9) All rubbish should be put straight in the bin and not left for someone else to clear up including all crockery/cutlery which should be placed straight into dishwasher</li> <li>10) All areas used for eating must be thoroughly cleaned at the end of each break and shift,</li> </ol>	Yes		2	1	2	low

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			including door handles, vending machines, for example						

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

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Working within 2 metres of working team	ADM Staff, Visitors, customers, and Family's	<b>Extreme</b>	<ol style="list-style-type: none"> <li>1) Always consider if the task can be performed differently without having to breach the 2m social distancing rule</li> <li>2) Workers should avoid face to face working and work facing away from each other or side by side when possible</li> <li>3) A face mask should be worn when staff leave their workstation</li> <li>4) Provide additional supervision to monitor distancing</li> <li>5) Continue to conduct dynamic risk assessments whilst completing the work and speak up if there is a safer way of completing the task</li> <li>6) All equipment to be wiped with antibacterial wipes wherever possible</li> <li>7) Increased ventilation will be needed within enclosed spaces</li> <li>8) Consideration given to disposable gloves and face masks</li> </ol>			3	1	3	<b>med</b>

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.