



COVID-SECURE WORKPLACE

Covid-19  
Risk Assessment  
May 2020

# COVID-19 Risk Assessment Guide

ORGANISATION :	<b>Forever Savvy</b>				
SUBJECT:	<p><b>Health and Safety during the COVID-19 Outbreak and return to work when permitted</b></p> <p>This risk assessment describes the hazards and controls required to prevent the spread of COVID-19 virus during the current pandemic.</p> <p>This assessment will be reviewed regularly in line with Government advice:</p> <p>Gov.UK: <a href="https://www.gov.uk/coronavirus">https://www.gov.uk/coronavirus</a></p> <p>Public Health: <a href="https://www.gov.uk/government/organisations/public-health-england">https://www.gov.uk/government/organisations/public-health-england</a></p> <p>NHS:</p> <p><a href="https://www.nhs.uk/conditions/coronavirus-covid-19/">https://www.nhs.uk/conditions/coronavirus-covid-19/</a>  <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-advice/">https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-advice/</a>  <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/advice-for-travellers/">https://www.nhs.uk/conditions/coronavirus-covid-19/advice-for-travellers/</a>  <a href="https://www.gov.uk/government/publications/coronavirus-action-plan">https://www.gov.uk/government/publications/coronavirus-action-plan</a></p>				
COMPLETED BY	<b>Amanda Phelps</b>	JOB TITLE	<b>Managing Director</b>	Date of completion	<b>14<sup>th</sup> May 2020</b>

Describe the hazard	Who might be harmed & how	Describe what is done to prevent harm	What else needs to be done	When must it be completed
<p>COVID-19 Virus spreading between employees, visitors, contractors and customers in the workplace</p> <p><b>Symptoms of COVID-19</b> If anyone becomes unwell with a new continuous cough or a high temperature in the workplace they will be sent home and advised to follow the stay at home guidance.</p> <p>Line managers will maintain regular contact with staff members during this time.</p>	<p>Employees, customers, contractors and visitors to our workplaces</p> <p>Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions are at heightened risk if they contract the virus</p>	<p><b>Hand Washing</b></p> <ul style="list-style-type: none"> <li>Hand washing facilities with soap and water have been provided and are maintained in a clean and hygienic condition.</li> <li>Stringent hand washing taking place.</li> <li>Drying of hands with disposable paper towels.</li> <li>Staff encouraged to protect the skin by applying emollient cream regularly.</li> <li>Gel sanitisers in any area where washing facilities not readily available.</li> <li>Food safety gloves will be worn by food handlers as normal.</li> </ul>	<ul style="list-style-type: none"> <li>Review the workforce and identify any vulnerable workers who may require further assessment of individual risk <a href="https://www.acas.org.uk/coronavirus/vulnerable-people-and-high-risk">https://www.acas.org.uk/coronavirus/vulnerable-people-and-high-risk</a></li> <li>Employees to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace.</li> <li>Encourage staff to report any problems and carry out skin checks as part of a skin surveillance programme</li> <li>If advised that a member of staff or public has developed COVID-19 and were recently on our premises (including where a member of staff has visited other work place premises), the management team will contact NHS 111: <a href="https://111.nhs.uk/covid-19/">https://111.nhs.uk/covid-19/</a> to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken.</li> <li>Managers are to continuously monitor their staff to watch for the signs and symptoms of COVID-19.</li> </ul>	<p>Ongoing</p>
		<p><b>Cleaning</b></p> <ul style="list-style-type: none"> <li>We are frequently cleaning and disinfecting objects and surfaces that are touched regularly, particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods.</li> </ul>	<ul style="list-style-type: none"> <li>Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed.</li> </ul>	<p>Daily</p>

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		<p><b><u>Social Distancing</u></b></p> <ul style="list-style-type: none"> <li>• Social Distancing - Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Government.</li> <li>• Taking steps to review work schedules including start and finish times/shift patterns, working from home etc., to reduce number of workers on site at any one time. Also relocating workers to other tasks.</li> <li>• Redesigning processes to ensure social distancing in place.</li> <li>• Conference calls to be used instead of face to face meetings.</li> <li>• Ensuring sufficient rest breaks for staff.</li> <li>• Social distancing also to be adhered to in canteen and smoking areas.</li> </ul>	<ul style="list-style-type: none"> <li>• Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it.</li> <li>• Posters will be displayed in the workplace.</li> <li>• Management checks to ensure this is adhered to.</li> </ul>	Daily
Trainees / Customers too close to each other in centre the cafe if not controlled	Customers and staff members spreading or contracting the virus	<ul style="list-style-type: none"> <li>• Only <b>4</b> people are permitted into the cafe or our workplace reception / Canteen areas at any one time.</li> <li>• Distance markers have been placed onto the floor to remind people of the safe distance to be maintained.</li> </ul>		
Poorly informed customers, trainees and carers	Customers, trainees, carers and staff members spreading or contracting the virus	<ul style="list-style-type: none"> <li>• Suitable warning signs and posters will be displayed to ensure that all customers are aware of our policy and know what we have implemented to help maintain safe social distancing.</li> </ul>		
Poorly informed staff	Customers, trainees, carers and staff members spreading or contracting the virus	<ul style="list-style-type: none"> <li>• All staff will be briefed regarding the required controls. A record of this training will be maintained.</li> </ul>	<ul style="list-style-type: none"> <li>• Staff briefing required.</li> </ul>	ASAP

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<p>Deliveries to our sites by Royal Mail or courier organisation</p> <p>Government advice is that the risks of transmission of the virus via post and packaging is low.</p>	<p>Delivery staff and our staff members spreading or contracting the virus when dropping off post, and supplies</p>	<ul style="list-style-type: none"> <li>• Social distancing will be maintained. Packages are to be left at the entrance door or reception.</li> <li>• No signatures will be provided for deliveries, the delivery staff will take a photo of the delivery.</li> </ul>		
<p>Mental health and anxiety issues</p>	<p>Staff members may suffer anxiety or depression, stress as a result of the current virus situation</p>	<ul style="list-style-type: none"> <li>• Staff members are encouraged to talk to their manager if they are struggling with mental health issues.</li> <li>• Professional medical advice will be sought as required.</li> </ul>	<ul style="list-style-type: none"> <li>• Staff briefing required.</li> </ul>	<p>ASAP</p>
<p>General travel</p>	<p>Staff members spreading or contracting the virus</p>	<ul style="list-style-type: none"> <li>• Staff should not travel and stay at home unless on essential travel as approved by the Government.</li> <li>• Public transport use should be kept to absolute minimum. Ensure that safe social distancing is maintained if using public transport for essential travel.</li> <li>• No foreign travel is permitted.</li> </ul>	<ul style="list-style-type: none"> <li>• Staff briefing required.</li> </ul>	<p>ASAP</p>

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Access to our sites	Customers, trainees, carers and staff members spreading or contracting the virus	<ul style="list-style-type: none"> <li>No access for visitors, carers and contractors unless essential. Social distancing measures will be maintained at all times.</li> </ul>	<ul style="list-style-type: none"> <li>Essential visitors, carers and contractors will be required to use hand sanitiser upon entry and exit.</li> <li>Essential visitors, carers and contractors will be briefed regarding the current control measures when they sign in.</li> </ul>	
Canteens and rest rooms, welfare rooms, prayer rooms, kitchens	Trainees, Staff members spreading or contracting the virus	<ul style="list-style-type: none"> <li>Break times should be staggered to reduce the number of people in one place.</li> <li>Social distancing will be maintained. People must sit at least 2 metres apart.</li> <li>Hand sanitisers will be available at entry points and all persons are required to use them upon entry.</li> <li>Staff should be reminded not to stop and chat or congregate in these areas.</li> <li>Contactless payments will be made where possible to reduce cash handling.</li> </ul>	<ul style="list-style-type: none"> <li>Chairs and tables must be regularly cleaned and disinfected.</li> <li>Sufficient bins should be available.</li> <li>All areas must be cleaned and sterilised daily including chairs, tables, vending machines, payment facilities, door handles.</li> </ul>	
Changing facilities	Trainees and Staff members spreading or contracting the virus	<ul style="list-style-type: none"> <li>Social distancing will be maintained.</li> <li>Suitable bins will be provided which will be emptied regularly.</li> <li>Facilities will be cleaned and disinfected regularly.</li> </ul>		

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First aid	Staff members spreading or contracting the virus when administering or receiving first aid	<ul style="list-style-type: none"> <li>• In line with government advice, make sure you wash your hands or use an alcohol gel, before and after treating a casualty also ensure that you don't cough or sneeze over a casualty when you are treating them.</li> <li>• Don't lose sight of other cross contamination that could occur that isn't related to COVID-19.</li> <li>• Wear gloves or cover hands when dealing with open wounds.</li> <li>• Cover cuts and grazes on your hands with waterproof dressing.</li> <li>• Dispose of all waste safely.</li> <li>• Do not touch a wound with your bare hand.</li> <li>• Do not touch any part of a dressing that will come in contact with a wound.</li> </ul>	<ul style="list-style-type: none"> <li>• Provide first aiders with the required PPE relevant to your workplace such as face masks, shields, gloves, clothes coverings etc.</li> <li>• Ensure first aiders are briefed regarding a non-breathing casualty:  <a href="https://www.sja.org.uk/get-advice/first-aid-advice/unresponsive-casualty/how-to-do-cpr-on-an-adult/">https://www.sja.org.uk/get-advice/first-aid-advice/unresponsive-casualty/how-to-do-cpr-on-an-adult/</a> </li> </ul>	As required.
Non reporting under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations	Business could be prosecuted for failing to comply with a Statutory requirement.	<ul style="list-style-type: none"> <li>• We will make a report under RIDDOR (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) when: <ul style="list-style-type: none"> <li>• an unintended incident at work has led to someone's possible or actual exposure to coronavirus. This must be reported as a dangerous occurrence.</li> <li>• a worker has been diagnosed as having COVID-19 and there is reasonable evidence that it was caused by exposure at work. This must be reported as a case of disease.</li> <li>• a worker dies as a result of occupational exposure to coronavirus.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Further detailed information is available:  <a href="https://www.hse.gov.uk/news/riddor-reporting-coronavirus.htm">https://www.hse.gov.uk/news/riddor-reporting-coronavirus.htm</a> </li> </ul>	

## Management

- Please ensure all staff are aware of reporting requirements and that all confirmed cases are escalated to your H&S competent person.
- Information notes are to be sent out and any updates communicated in a timely manner to the workforce.
- This must include letting staff know about symptoms and actions the medical professionals are advising people to take.
- A colleague who has been isolated for 14 days cannot return to work until the appropriate 'fit note' documentation is provided by their GP/healthcare provider to demonstrate they are now fit to return to work.
- Assessments to be reviewed every 6 months or where significant change has occurred.

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

## Health Advice (we will regularly update our advice in line with Government announcements)

The current advice (06 May 2020) is towards individual health not whether someone has returned from an affected area. If you have signs and symptoms you should take action as advised below.

- The most common symptoms of coronavirus (COVID-19) are recent onset of a new continuous cough and/or high temperature (above 37.5°C). If you live alone and have these symptoms, however mild, stay at home and do not leave your house for 7 days from when your symptoms started. You do not need to call NHS 111 to go into self-isolation. If your symptoms worsen during home isolation or are no better after 7 days, contact NHS 111 online. If you have no internet access, you should call NHS 111. For a medical emergency dial 999.
- A cough may persist for several weeks in some people, despite the coronavirus infection having cleared. A persistent cough alone does not mean you must continue to self-isolate for more than 7 days.
- If you live with others and are the first person to develop symptoms of coronavirus, you must stay at home for at least **7 days** but all household members who remain well, must stay at home and not leave the house for **14 days**. The 14-day period starts from the day when the first person in the house became ill.
- Wash your hands more often than usual, for 20 seconds using soap and hot water, particularly after coughing, sneezing and blowing your nose, or after being in public areas where other people are doing so. Use hand sanitiser (preferably with an alcohol content of over 60%) if that's all you have access to.
- To reduce the spread of germs when you cough or sneeze, cover your mouth and nose with a tissue, or your sleeve (not your hands) if you don't have a tissue, and throw the tissue away immediately. Then wash your hands or use a hand sanitising gel.
- If someone has symptoms whilst working in the office they should go home. The person should inform their line manager.



**Social distancing measures** are steps you can take to reduce the social interaction between people. This will help reduce the transmission of coronavirus (COVID-19).

They are:

1. Remain at home, leaving only to:
  - Shop for necessities as infrequently as possible
  - Undertake one form of exercise each day. e.g. Run, Walk, Cycle, alone or with members of your household
  - Obtain medical support
  - Provide care or help for a vulnerable person
  - Travel to and from work, but only where this is absolutely necessary and cannot be done from home
2. Do not meet with friends or family who do not live in your household
3. Avoid non-essential use of public transport
4. Avoid gatherings of more than 2 people unless you live in the same household. Keep in touch using remote technology such as phone, internet, and social media
5. Use telephone or online services to contact your GP or other essential services
6. Try to maintain 2 metres (3 steps) from each other when in public

<b>LOCAL ASSESSMENT:</b>		
<b>ASSESSOR(S):</b> Name/Job Title	Amanda Phelps – Managing Director	<b>ASSESSMENT DATE:</b> 14 <sup>th</sup> May 2020
<b>ASSESSOR(S):</b> Name/Job Title	Stacey Bedford – Creative Savvy Team-Leader Trish Woodhouse – Café Savvy Team-Leader Angie Stokes – Work Savvy Manager	1 <sup>ST</sup> REVIEW DUE: 22 <sup>nd</sup> May 2020 2 <sup>ND</sup> REVIEW DUE: 5 <sup>th</sup> June 2020 3 <sup>RD</sup> REVIEW DUE: 3 <sup>rd</sup> July 2020