

Risk assessment for DURA-ID

Task / Activity description:

Coverage of current business operations – Following government guidance on Test and Trace issues on the 22nd May 2020

Scope of assessment:		People <input checked="" type="checkbox"/>	Environment <input checked="" type="checkbox"/>	Equipment <input type="checkbox"/>	Business <input type="checkbox"/>	Location:	All Sites			
Project:						Date:	25/06/2020		Ref:	

Step 1 Event/Task	Step 2 Hazards	Step 3 Risks	Step 4 Initial risk rating			Step 5 Control Measures	Step 6 Residual risk rating		
			S	L	R		S	L	R
Awareness: symptoms, self-isolation etc.	Lack of awareness to SARS-CoV-2	Contracting and spreading SARS CoV-2	3	5	15	<ul style="list-style-type: none"> • Presentation to be rolled out to all staff (Use suggest GVH's presentation) • Check regularly information updates from GOV.UK, NHS and Public Health England websites • Display safety alerts – Posters can be found on the 'group shared' drive. 	3	3	9
Personal hygiene expectations	Poor personal hygiene	Contracting and spreading SARS-CoV-2	3	4	12	<ul style="list-style-type: none"> • Hand wash/hand rub methods • Hand wash upon entry to the building in the morning. • Soap and warm water provisions • Anti-bacterial available if possible and to be used only as an alternative to washing hands if no running water is near. • Smokers expected to be particularly vigilant due to hand to mouth contact and higher risk of severe symptoms. 	3	3	9

Original date:	03-Nov-2017	Revision date:	n/a	Author:	L Morris
Doc. Ref.:	EXE06CON001	Version:	1.0	Approved:	J Opie

Step 1 Event/Task	Step 2 Hazards	Step 3 Risks	Step 4 Initial risk rating			Step 5 Control Measures	Step 6 Residual risk rating		
			S	L	R		S	L	R
Environmental cleanliness	Poor business hygiene Air circulation to different rooms by the ventilation system	Contracting and spreading SARS-CoV-2	3	4	12	<ul style="list-style-type: none"> • Rotas to wipe down with antibacterial wipes canteen surfaces before/after breaks, main contact areas; Door handles, photocopier etc • Toilet inspections for cleanliness and available soap supplies. • Water coolers and taps used to fill personal bottles should be disinfected regularly. • Use soap and water only and microfibre cloths to clean touchscreen devices. • Temperature control system used in the office has been changed to bypass mode so not to recirculate air. 	3	3	9
Personal contact between employees:	Employee proximity	Contracting and spreading SARS-CoV-2	3	4	12	<ul style="list-style-type: none"> • Office and production staff, segregation measures • Split breaks • No close personal contact • Site segregations measures (i.e. production area) 	3	3	9
Employees congregating in numbers	Employee breaks/meetings/close work areas	Contracting and spreading SARS-CoV-2	3	5	15	<ul style="list-style-type: none"> • Eliminate meetings in the same room • Re-arrange office space if possible • Attempt as best as possible a 2 meter exclusion zone for each person. 	3	2	6
Persons at increased risk of severe illness (see at risk groups below)	Vulnerable employees with specific medical conditions and health	Contracting and spreading SARS-CoV-2	4	5	20	<ul style="list-style-type: none"> • Each member of staff with underlying health conditions that are affected by SARS-CoV-2 should not attend work and should self-isolate 	4	1	4

Original date:	03-Nov-2017	Revision date:	n/a	Author:	L Morris
Doc. Ref.:	EXE06CON001	Version:	1.0	Approved:	J Opie

Step 1 Event/Task	Step 2 Hazards	Step 3 Risks	Step 4 Initial risk rating			Step 5 Control Measures	Step 6 Residual risk rating		
			S	L	R		S	L	R
Meetings: external	Interactions between groups of known and unknown people.	Contracting and spreading SARS-CoV-2	3	4	12	<ul style="list-style-type: none"> Rearrange meetings where possible Carry out meetings over video calls or telephone 	1	1	1
Business travel	<ul style="list-style-type: none"> Exposure to high risk areas Quarantined in high risk areas 	Contracting and spreading SARS-CoV-2	3	5	15	<ul style="list-style-type: none"> Cancel all business travel outside of the UK. Cancel all business travel in the UK. Carry out meetings over video calls. 	1	1	1
Employee travel to other GVH sites	Interactions between groups of known people and transmission across sites	Contracting and spreading SARS-CoV-2	3	3	9	<ul style="list-style-type: none"> Employee travel between GVH sites should be suspended. Any planned group training cancelled/put on hold. 	1	1	1
Visitors to site	Interactions between groups of known and unknown people.	Contracting and spreading SARS-CoV-2	3	4	12	<ul style="list-style-type: none"> Visitors requested not to come to site (unless it is an essential service) Only where there is a greater business risk should sites allow visitors/contactors to enter. 	3	3	9
Handling of physical money from customers	Exposure to germs and virus present on money which may carry the virus	Contracting and spreading SARS-CoV-2	N/A	N/A	N/A	<ul style="list-style-type: none"> Cash payments to be suspended with card only accepted. If any money handling does occur, staff to wash hands immediately following. 	N/A	N/A	N/A
Employees with symptoms as per the Government guidance	Spreading the virus across workforce	Contracting and spreading SARS-CoV-2	3	5	15	<ul style="list-style-type: none"> Immediately send employee home. Advise that they arrange for a Government Coronavirus test and self-isolate for at least 7 days. Inform any relevant employees and request they remain vigilant. 	3	4	12

Original date:	03-Nov-2017	Revision date:	n/a	Author:	L Morris
Doc. Ref.:	EXE06CON001	Version:	1.0	Approved:	J Opie

Step 1 Event/Task	Step 2 Hazards	Step 3 Risks	Step 4 Initial risk rating			Step 5 Control Measures	Step 6 Residual risk rating		
			S	L	R		S	L	R
Employees linked to confirmed virus cases	Spreading the virus across workforce	Contracting and spreading SARS-CoV-2	3	5	15	<ul style="list-style-type: none"> Self-isolate for 14 days if you have been informed by the NHS that you have been in close contact with a confirmed case. Inform the workplace by telephone if you develop symptoms and arrange for a Government Coronavirus test 	3	3	9
Deliveries	Unknown persons often with limited access to hygiene facilities in contact with employees	Contracting and spreading SARS-CoV-2	3	4	12	<ul style="list-style-type: none"> Do not remove keys from drivers, request they place keys in view on a hook (Or other such non-contact visual measure) that they only touch. Sign paperwork using own stationary then hand sanitise hands after or wash hands Do not allow access to the despatch office areas, only hygiene facilities. Wash hands following any contact with drivers Clean touch points with antibacterial wipes following driver departure 	3	3	9
Employees returning from overseas	Spreading the virus within the workplace. Unaware of local news and requirements upon return	Contracting and spreading SARS-CoV-2	3	5	15	<ul style="list-style-type: none"> Anyone returning from a high-risk area to self-isolate for 7 days and to only return to work should no symptoms develop. Anyone returning from any other country to be assessed on a case by case basis depending on the location of their travel and frequency of cases. 	1	1	1

Ref: COVID 19 Risk Assessment 2

Responsible Manager's name:

Signature:

Original date:	03-Nov-2017	Revision date:	n/a	Author:	L Morris
Doc. Ref.:	EXE06CON001	Version:	1.0	Approved:	J Opie

Additional provisions:

Activity	Additional Details	Responsible person	Date Due	Signature	Date completed
Ensure ICT have notification of provision required for anyone that will need to or be able to work from home.					
Start contingency plans for outbreak of confirmed SARS-CoV-2 at the business					
Plan for expected isolation of high-risk groups listed below; <ul style="list-style-type: none"> • Aged 70 or older • Under 70 with the following underlying health conditions <ul style="list-style-type: none"> ○ Chronic respiratory diseases, asthma, COPD, emphysema, bronchitis ○ Chronic heart disease, heart failure ○ Chronic kidney disease ○ Chronic liver disease, hepatitis ○ Chronic neurological conditions, Parkinson's disease, motor neurone disease, multiple sclerosis, learning disability, cerebral palsy ○ Diabetes (Type 1) ○ Problems with your spleen, eg. sickle cell or if you've had your spleen removed ○ A weakened immune system from conditions such as HIV, AIDs, medicines such as steroids tablets or chemotherapy ○ Being seriously overweight (BMI of 40 or above) • Pregnant women 	Currently, these groups should be undertaking stringent social distancing measures and self-isolating (Shielding)				

The main symptoms of coronavirus are:

a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)

a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)

a loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

To protect others, do not go to places like a GP surgery, pharmacy or hospital if you have any of these symptoms. Stay at home (self-isolate) and get a test.

Original date:	03-Nov-2017	Revision date:	n/a	Author:	L Morris
Doc. Ref.:	EXE06CON001	Version:	1.0	Approved:	J Opie

You need to get the test done in the first 5 days of having symptoms.

Severity (s)	Rank	People	Damage			5	10	15	20	25
			Environment	Equipment	Business					
	5	Multiple fatalities, lasting fatal illnesses	Major damage requiring considerable outside assistance to rectify	Total loss of Vessel or asset, project stopped	Irreversible commercial damage					
	4	Single Fatality, Multiple serious injury/chronic illnesses	Major extensive damage rectifiable using own resources	Damage or loss of asset causing major extended loss of operations	Damage to national reputation and financial standing					
	3	Severe injuries, multiple minor injuries or illnesses	Loss of containment/ damage to the environment needing remediation	Damage to assets with days lost in production	Some financial & reputational loss requiring remediation.					
	2	Possible minor injury/short term minor ailments	Minor damages to the environment readily remediated	Minor damage repairable with loss measured in hours not days	Readily manageable locally with minor effects					
	1	Injury unlikely, no Symptoms or discomfort felt	Potential for damage but none experienced	Minor damage to assets but no loss in production	No commercial implications	1	2	3	4	5
Notes:						Unheard of	Unlikely	Possible	Likely	V. Likely
Pre Mitigation Risk						An event that would be considered a freak occurrence	Credible but unlikely to happen.	With the right conditions it is possible that an event may occur	Sooner or later it is almost certain an event will occur	Based on known outcomes it is inevitable
Based on the most likely realistic outcome if <u>no</u> control measures are in place.						1	2	3	4	5
Post Mitigation Risk						Likelihood of Occurrence (L)				
Based on the most likely realistic outcome with control measure in place						Post Mitigation Outcome Score				
							LOW RISK, management procedures			
							MEDIUM RISK, requires constant management			
							HIGH RISK, intolerable			

Original date:	03-Nov-2017	Revision date:	n/a	Author:	L Morris
Doc. Ref.:	EXE06CON001	Version:	1.0	Approved:	J Opie

Original date:	03-Nov-2017	Revision date:	n/a	Author:	L Morris
Doc. Ref.:	EXE06CON001	Version:	1.0	Approved:	J Opie