



RISK OF CONTRACTING COVID-19 WHILE AT WORK

The Management of Health & Safety at Work Regulations 1999 places a legal duty on employers to carry out risk assessments, and to make a written record if there are more than 5 employees.

COVID-19 (for the purposes of this document, and others, COVID-19 refers to the current coronavirus and all variants) adds a set of new hazards and risks to employees and/or workers, especially when at work, and as a result a risk assessment needs to be carried out with the aim of identifying sensible controls to reduce the risk that employees and/or workers are exposed to.

For this assessment, we have adopted the following criteria:

Likelihood: how likely is it that the harm presented by the hazard will actually occur?	Severity: what impact or damage could the harm presented by the hazard have on a person or persons?
High (3): Harm is certain, or near certain, to occur	High (3): Death or major injury
Medium (2): Harm will often occur	Medium (2): 7-day injury or illness
Low (1): Harm will seldom occur	Low (1): All other injuries or illnesses

Risk rating: Once the likelihood and severity have been determined, the risk can be calculated as shown below:			
	Likelihood		
Severity	3	2	1
3	High	High	Medium
2	High	High	Medium
1	Low	Low	Low

Haz No	Significant Hazards Look only for hazards which you could reasonably expect to result in significant harm	People affected	Risk rating L x S = R			Control measures e.g. physical safeguards, training, PPE etc	Residual risk rating L x S = R		
			L	S	R		L	S	R
1	Spread of virus from co-workers.	Employees Clients Visitors Contractors	3	3	H	<ul style="list-style-type: none"> ○ Senior Managers to regularly review working schedules to facilitate agile working meeting the needs of the business. ○ Screens to be installed at workstations (where there is not 2m clearance) to enable normal use as required. ○ 2m social distancing is not otherwise generally required, however: <ul style="list-style-type: none"> ▪ We will continue to maintain occupancy limits in meeting rooms and the canteens. ▪ Staff should consider the use of masks when in close proximity to others. ○ Staff & Visitors to the offices are to use hand sanitiser immediately on entering the building ○ Management to monitor and check to ensure controls are adhered to. ○ Re-design of internal office logistics: entrance protocols – limit access / exits to front door and rear (stores door) only. ○ Antibacterial wipes and/or sanitiser to be made available in working locations for use by staff. 	1	3	M

					<ul style="list-style-type: none"> ○ Staff to be regularly reminded, during communications, of the importance of these measures, frequently washing of hands and what to do if they, or a family member that they live with, contracts COVID-19 (including Government's isolation and testing guidelines). ○ Where 'face-to-face' meetings and/or discussions are required (e.g. specific meetings, site visits, collecting equipment from stores or for wellbeing / other reasons), meeting room limits must be maintained. ○ If meeting room limits cannot be met, Microsoft Teams (or alternative) should be used to facilitate meetings. ○ Where two people (max) need to work side-by-side, social distancing measures are not required. ○ Separation screens are to remain in vehicles carrying more than one person. These must NOT be permanently fixed, to aid escape from the vehicle in an emergency. ○ If using public transport, staff should follow the appropriate transport guidance and are encouraged to wear masks even if there isn't a requirement to do so ○ Car sharing for business purposes is allowed (2 people max), but in vehicles without screens fitted staff must sit side-by-side and will be expected to wear masks 			
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					<ul style="list-style-type: none"> ○ All employees are instructed not to come to work, to isolate and book an immediate PCR test if they show COVID-19 symptoms – a new continuous cough or high temperature or loss of or change in sense of taste or smell. ○ Dynamic risk assessments are to include COVID-19 (contamination, contraction & Social distancing) considerations ○ SLT with advice from H&S are to continue to assess any additional PPE requirements and order / issue as required as Government advice is updated or changes. ○ Soap, disinfection wipes and sanitising gel to be provided at all washing stations ○ Sanitising wipes/gel to be provided at locations where goods, equipment or people will pass from one person to another: <ul style="list-style-type: none"> ▪ Stores counter (receiving / collection of goods) ▪ Equipment swap (stores) ▪ Shared keyboards ○ Stores area: Specific risk assessment to be carried out to review protocols for; standing / waiting area, process for site teams collecting or dropping off equipment, deliveries, sanitising etc ○ Workshop: Workstations to have screens fitted to ensure 2m (minimum) safe working zones. 			
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						<ul style="list-style-type: none"> ▪ Staggered breaks to be implemented to minimise contact time ▪ Upstairs canteen for 'Operational' office staff to use and encourage to eat at their desks where possible to free space in the downstairs canteen for prioritisation for the workshop staff who are unable to eat at their work stations. 			
2	Contracting virus in the workplace e.g. from contact with infected surfaces, infected people or Staff later testing positive after isolating.	<p>Employees</p> <p>Clients</p> <p>Visitors</p> <p>Employees' and/or employees' Families</p>	3	3	H	<ul style="list-style-type: none"> ○ Research demonstrates that COVID is extremely unlikely to be caught from contact with sewage: FFP3 face masks and goggles are no longer required as a default for sewer entry for COVID protection (but may still be required for other reasons such as drilling) subject to RA. ○ Government guidance is that social distancing is no longer required: <ul style="list-style-type: none"> ▪ Masks are no longer required as COVID protection for lifting manhole covers. ▪ Staff intending to work from an office are asked to follow NHS advice on lateral flow testing (every 3-4 days) and act accordingly depending on the result. This is not necessary for brief pick up/drop off visits (max. 15-minute duration), provided social distancing rules are maintained. 	1	3	M

					<ul style="list-style-type: none"> ○ Maintain regular reminders through communication and interaction meetings and monthly audio updates. ○ Signage to be printed off and laminated and placed in toilet / hand washing areas re: hand washing, good practical tips for hygiene ○ Provide vehicle drivers working remotely away from offices with appropriate hygiene products (e.g. soap, water, anti-bac wipes, tissues, sanitising gel, small bin-bags for disposal) ○ Meeting room procedure introduced with used / clean room signs. ○ Rubbish removed regularly. ○ Limit use of Leeds canteen areas to ensure 2m social distancing is achieved. Only 1 person in the Sevenoaks canteen at any one time. ○ “Tea rounds” are allowed provided other restrictions are adhered to. ○ Isolate unused offices using tape and signs and remove seats from canteen areas to prevent use ○ Guidance issued on what staff are to do in the event of finding themselves, a family member or a colleague showing signs of COVID symptoms. ○ All employees are instructed to stay at home if they have the onset of symptoms of a new continuous cough or high temperature or loss of or change in sense of taste or 			
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					<p>smell. They must take a Covid PCR test, and if this is negative, they can return to work once they feel well enough. If the test is positive, they must self-isolate for a minimum of 10 days.</p> <ul style="list-style-type: none"> ○ All employees who are not “double-jabbed” and live with or come into close contact with someone who has symptoms must self-isolate until the contact has had the results of their Covid test. If the contacts test is negative, the employee can return to work; if the contact’s test is positive the employee must self-isolate for a minimum period of 10 days. ○ All employees who are not “double-jabbed” and live with or come into close contact with someone who has Covid must self-isolate for a minimum period of 10 days ○ Under Govt Guidance, employees who ARE “double-jabbed” do not need to self-isolate if they live with or come into close contact with someone who has COVID, but as well as taking a PCR test they should: limit contact with others, especially indoors, wear a face covering indoors and where social distancing can’t be maintained; take regular lateral flow tests. ○ We ask that Employees who come into the above category inform their line manager. Where practical, those who are largely office-based may be asked to work at home for 10 			
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						<p>days as an extra precaution. Site-based workers may be moved on to other work to reduce the risk of infection.</p> <ul style="list-style-type: none"> Workers who become ill at work with Covid symptoms are instructed to self-isolate immediately and inform Line Manager by phone. Established Emergency escalation response plan to confirm actions required in the event of a COVID case in the office or on site. Senior Managers to be made aware and share with Operational leads & Project Managers We monitor and record: suspected cases, confirmed cases, isolation periods and when staff can return in line with the current Government guidelines on symptom-free isolation periods. 			
3	Shortage of PPE due to supply chain problems presents risk of increased likelihood of contracting the virus.	<p>Employees and/or Workers</p> <p>Clients</p> <p>Visitors</p>	3	3	H	<ul style="list-style-type: none"> Approved supplier scheme in place Stock held in stores where possible Employees to follow 'we will work safely or not at all' philosophy and stop work if PPE is not available Directors / Heads of Operations will withdraw workers if situation cannot be resolved and therefore to high-risk 	1	2	M
4	Psychological well-being: Employees suffering from stress. Staff concerned about the future.	Employees and/or their family members	2	2	H	<ul style="list-style-type: none"> Line Manager, HR, Senior Managers to maintain regular contact and communications with all workers. 	1	2	M

						<ul style="list-style-type: none"> ○ Staff provided with key contacts and escalation process to highlight any concerns at any time ○ Staff made aware of signs of stress to look out for and support mechanisms ○ Staff updated with status reports / monthly audio updates from MD / Senior Managers ○ Workloads monitored by line managers to ensure individuals are not overworking or struggling with remote working. 			
5	Workers contracting virus during travel to and from work or staying away	Employees and/or Employees' Families	3	3	H	<ul style="list-style-type: none"> ○ If using public transport, staff should follow the appropriate transport guidance and are encouraged to wear masks even if there isn't a requirement to do so ○ Screens installed in vehicles to remain in place. ○ Car sharing for business purposes is allowed (2 people max), but in vehicles without screens fitted staff must sit side-by-side and will be expected to wear masks 	1	3	L
6	Lone workers at increased risk of stress, and of being without assistance if they fall ill at work.	Employees and/or Workers	3	3	H	<ul style="list-style-type: none"> ○ Lone workers always carry charged mobile phone to maintain contact / call for help if required. ○ PeopleSafe app issued to 'regular' lone workers - to be assessed by PMs 	1	3	M



	Poor communication. Lack of information can lead to raised stress levels, incorrect working practices, feeling of isolation	Employees and/or Workers	3	2	H	<ul style="list-style-type: none">○ HR Manager monitors government website and updates Directors if/when changes or updates are announced.○ Communication updates issued to employees as required○ MD to issue Monthly audio update○ Morning Operations Meetings to continue at set times to enable interaction and questions from Management team (all SLT to dial in to offer support as required)	1	1	L
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