

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 are no longer required at workstations, in the Workshop or in vehicles and may be removed and returned to Stores. Managers will consult with Employees and leave a number in place if Employees have concerns. All employees are instructed to self-isolate for 5 days if they test positive for COVID Dynamic risk assessments are to include COVID-19 (contamination, contraction & Social distancing) considerations 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. 	1	3	M
2	Contracting virus in the workplace e.g. from contact with infected surfaces, infected people or Staff later testing positive after isolating.	Employees Clients Visitors Employees' and/or	3	3	H	<ul style="list-style-type: none"> Employees are instructed to self-isolate for 5 days if they test positive for COVID. Convey relevant changes or Government updates through communication, interaction meetings and monthly audio updates. 	1	3	M

		employees' Families				<ul style="list-style-type: none"> Workers who become ill at work are instructed to return home immediately and inform Line Manager by phone. Escalation response to confirm actions required in the event of a COVID case in the office or on site. i.e. 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.	Employees and/or Workers Clients Visitors	3	3	H	<ul style="list-style-type: none"> 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 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. 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 	1	2	M

						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 ○ Screens currently installed in vehicles can now be removed and returned to Stores 	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
7	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