

SANDFORD ST MARTIN PARISH COUNCIL
COVID-19 EMPLOYER RISK ASSESSMENT – REV A (based on HSE Risk Assessment)

What are the hazards	Who might be harmed and how	Controls	What further actions do you need to consider to control the risks?	Who needs to carry out the action?	When is the action needed by?
Getting or spreading coronavirus by not washing hands or not washing them adequately	Employees Visitors Contractors	<ul style="list-style-type: none"> - Follow our guidance on cleaning, hygiene and hand sanitiser - Provide water, soap and drying facilities - Provide information on how to wash hands properly and display posters - Provide hand sanitiser for occasions when people can't wash their hands 	<ul style="list-style-type: none"> - Put signs to remind people to wash their hands - If people can't wash hands, provide information about how and when to use hand sanitiser - Identify how you are going to replenish hand washing/sanitising facilities 		
Getting or spreading coronavirus in common use high traffic areas such as corridors, toilet facilities, entry/exit points and other communal areas	Employees Visitors Contractors	<ul style="list-style-type: none"> - Identify areas where people will congregate - Identify "pinch points" - Identify areas and equipment where people touch the same surfaces - Identify areas and surfaces that are frequently touched but are difficult to clean - Identify communal areas where air movement may be less than in other work areas <p>Put in place controls to reduce the risks:</p> <ul style="list-style-type: none"> - Limit number of people in each room 	<ul style="list-style-type: none"> - Near-miss reporting may identify where controls cannot be followed 		

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		<ul style="list-style-type: none"> - Put in place one-way systems to manage flow of people - Leave non-fire doors open to improve ventilation - Increase use of remote working and online meetings - Keep surfaces clear - Provide washing facilities and hand sanitiser at accessible places - Put up signage to remind people to wash and sanitise hands and not touch their faces - Put in cleaning regimes to ensure high traffic communal areas are kept clean 			
Getting or spreading coronavirus by not cleaning surfaces and equipment	Employees Visitors Contractors	<p>Use HSE guidance on cleaning and hygiene during the coronavirus outbreak</p> <ul style="list-style-type: none"> - Identify surfaces that are frequently touched and by many people, and specify the frequency and level of cleaning and by whom - Train people to put on and remove PPE that is used for normal work hazards and how to keep it clean - Avoid sharing work equipment, or ensure cleaning between users - Identify where you can reduce the contact of people with surfaces, eg leaving non-fire doors open - Identify areas that will need cleaning to prevent the spread of coronavirus, and specify frequency 	<ul style="list-style-type: none"> - Provide information telling people who needs to clean and when - Provide instruction/training to people who need to clean, including which products to use, precautions to follow, areas to be cleaned - Identify how you are going to replenish cleaning products 		

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		<p>and level of cleaning and who will do it</p> <ul style="list-style-type: none"> - Identify what cleaning products are needed and where they should be used - Keep surfaces clear to make it easier to clean and reduce the likelihood of contaminating objects - Provide more bins and empty them frequently - Put in place arrangements to clean if someone develops symptoms of coronavirus in work - Provide cleaning staff with usual PPE for cleaning 			
Mental health and wellbeing affected through isolation or anxiety about coronavirus	Employees	<p>Follow HSE guidance on stress and mental health</p> <ul style="list-style-type: none"> - Have regular keep in touch meetings/calls with lone workers - Talk openly to employees and tell what to do to raise concerns or who to go to so they can talk things through - Involve employees in completing risk assessments so they can help identify potential problems and identify solutions - Keep employees updated on what is happening so they feel involved and reassured - Discuss the issue of fatigue with employees and make sure they 	<ul style="list-style-type: none"> - Share information and advice with employees about mental health and wellbeing - Consider an occupational health referral if personal stress and anxiety levels are identified 		

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		take regular breaks, and are encouraged to take leave.			
Contracting or spreading the virus by not social distancing	Employees Visitors Contractors	<p>Follow HSE guidance on social distancing</p> <ul style="list-style-type: none"> - Identify places where, under normal circumstances, employees would not be able to maintain social distancing rules - Identify how you can keep people apart in line with social distancing rules in the first instance. This may include: <ul style="list-style-type: none"> - using marker tape on the floor - one-way systems - holding virtual meetings - staggering start/end times - limiting number of people on site at one time - Identify where it isn't possible to meet social distancing rules and identify other physical measures to separate people. This may include: <ul style="list-style-type: none"> - place markers on the floor to indicate where people should stand and the direction they should face - If it isn't possible to meet social distancing rules and physical measures can't be used then put in place other measures to protect people. This may include: <ul style="list-style-type: none"> - enhanced cleaning regimes - increased hand washing 	<ul style="list-style-type: none"> - Put in place arrangements to monitor and supervise to make sure social distancing rules are followed - Provide information, instruction and training to people to understand what they need to do - Provide signage and ways to communicate to non-employees what they need to do to maintain social distancing 		

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		<ul style="list-style-type: none"> - limiting the amount of time people spend on the task - place people back-to-back or side-by-side rather than face-to-face - improved ventilation - Display signs to remind people to socially distance 			
Poor workplace ventilation leading to risks of coronavirus spreading	Employees Visitors Contractors	<p>Follow HSE guidance on heating, ventilation and air conditioning (HVAC)</p> <ul style="list-style-type: none"> - Identify if you need additional ventilation to increase air flow in all or parts of your workplace - Fresh air is the preferred way of ventilating your workplace so opening doors and windows can help - Provide additional ventilation if required 	<ul style="list-style-type: none"> - Maintain additional ventilation systems in line with manufacturers' recommendations 		
Increased risk of infection and complications for vulnerable employees	Employees	<ul style="list-style-type: none"> - Identify who in your workforce fall into one of the following categories: <ul style="list-style-type: none"> - Clinically extremely vulnerable - People self-isolating - People with symptoms of coronavirus - Groups who may be at higher risk of poorer outcomes - Discuss with employees what their personal risks are and identify what you need to do in each case 	<ul style="list-style-type: none"> - Put systems in place so people know when to notify you that they fall into one of these categories 		

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		<ul style="list-style-type: none"> - Identify how and where someone in each of these categories will work in line with current government guidance - If they are coming into work identify how you will protect them through social distancing and hygiene procedures 			
Exposure to workplace hazards because it isn't possible to get normal PPE	Employees	<p>Follow HSE guidance on PPE during the outbreak</p> <p>Section following is for workplaces that don't need PPE for protection from COVID-19</p> <ul style="list-style-type: none"> - Identify tasks where exposures to hazardous substances may happen and put measures in place to protect people - Identify tasks requiring PPE and specify right protection factor needed - Provide right protection factor for each task <p>(NB - Face coverings are not PPE)</p>	<ul style="list-style-type: none"> - Put systems in place to keep PPE supplies under review so you can take action if necessary before you run out 		

Assessment carried out by:

Date of assessment: