




Risk assessment name	Exposure To Suspected/Diagnosed Coronavirus	Assessment type	 General
Assessor name	Simon Harris	Affected site(s)	Signature Homes Ltd (CR5 2RA)
Assessment date	19/03/2020	Review period	Weekly
Approved by	Simon Harris	Review date	26/03/2020
Approved date	19/03/2020	Reference	COVID 19





Description





The assessment considers the alert of suspected Coronavirus, diagnosed Coronavirus and/or contact with those who may be subsequently affected. Common symptoms would include raised temperature (exceeding 37.8 degrees), new or persistent cough, shortness of breath, muscle pain, fever and tiredness.





For further information on named areas and specific zones, refer to 'Returning Travellers' section >
<https://www.gov.uk/government/publications/coronavirus-action-plan>






For further information on those who are who have planned to travel, restrictions may apply. Refer to: <https://www.gov.uk/guidance/travel-advice-novel-coronavirus>





Overall risk rating : 8 (Medium)





Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 <p>Contact with non-sanitised surfaces. Carriers may cough or sneeze over surfaces and/or touch it with uncovered hands with no follow up cleaning of the surfaces</p>	<p>All staff, visitors</p> <p>How? Those coming in to secondary contact with the surface could develop symptoms of the virus.</p>	 <p>Hand hygiene. Individuals must not touch eyes, mouth or nose with unwashed hands, particularly after coughing or sneezing. Hands should be washed with adequate soap or sanitiser immediately for in excess of 20 seconds.</p>  <p>Hygiene monitoring. Written cleaning schedules are enforced internally and where visiting clients, unclean areas are avoided.</p>	<p>2 x 3</p>  <p>Medium</p>



Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
		<p> Infection Control Procedures In Place Infection control procedures in place and communicated to all employees. Procedure should include early warning signs and symptoms and should be reviewed on declaration of newly affected areas etc. Controls such as the issue of PPE (Masks) to the workforce should be considered dynamically as the spread of the virus increases.</p> <p> Soap/hand wash provided and contained waste disposal available. Soap and washing facilities available and correct contained waste disposal bins where applicable.</p> <p> Work surfaces cleaned and disinfected daily. (Internally) All work surfaces are appropriately cleaned in line with company cleaning and hygiene policies.</p>	
	All staff, Contractors, Members of the public, visitors		3 x 4




Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
<p>Employees visiting clients. Those individuals whose work would constitute potential exposure to those carrying the virus as part of their job role.</p>	<p>How? Spread of the virus. Displaying virus symptoms including coughing, raised temperature or shortness of breath.</p>	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p> Decline work with suspected carriers. Staff should feel that declining to work where symptoms are evident or have been reported can be discussed.</p> </div> <div style="width: 45%;"> <p> Dynamic safe working procedures. Internal procedures such as 'social distancing', may be applied at the discretion of the individual or HR department.</p> </div> </div> <p> Lone Workers contactable. Lone Workers contactable by mobile phone to ensure that there are no health & safety issues. Lone workers can also have constant access to call staff should they show symptoms of Coronavirus or come in contact with those displaying mild symptoms.</p>	<p style="text-align: center;"> High</p>


Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
		<p>  Only suitable sanitisers used that fully remove bacteria. Claim sanitisers through expense system. </p> <p>  Remove contact with vulnerable parties. Ensure visits are only completed where both parties are in agreement and where there are no 'at risk groups' such as Care Homes etc. </p> <p>  Reporting procedures followed. Those experiencing symptoms or who have come in to contact with those that have should seek further advice from: https://www.nhs.uk/conditions/coronavirus-19/self-isolation-advice/ Avoid calling NHS 111 or local GP where possible. </p>	
 <p>Handling waste/clothing of suspected/diagnosed individuals.</p>	<p>All staff, Contractors, Members of the public, visitors</p> <p>How? Individuals might continue complet-</p>		<p>2 x 3</p>  <p>Medium</p>


Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
<p>Work activity may constitute the potential exposure to waste/clothing that may carry saliva/cough droplets of those displaying symptoms of Coronavirus.</p>	<p>ing the activity without thinking of the contaminated articles, leading to their own illness and spread of the virus.</p>	<p> Hand hygiene. Individuals must not touch eyes, mouth or nose with unwashed hands, particularly after coughing or sneezing. Hands should be washed with adequate soap or sanitiser immediately for in excess of 20 seconds.</p> <p> PPE provided worn at all times. Any PPE provided should be worn as stated within the procedure and disposed of correctly within a closed bin.</p> <p> Safe cleaning / hygiene procedures. Tissues should be thrown into closed bins and hands washed immediately after coming in contact with any article. Hands should be washed with soap or alcohol sanitiser.</p>	
<p> Individuals displaying symptoms.</p>	<p>All staff, Members of the public, visitors</p> <p>How?</p>		2 x 3





Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
<p>Coronavirus reportedly spread through exposure to or contact with cough droplets, either directly or when in contact with contaminated surfaces. Suspected contact may bring on related symptoms.</p>	<p>Contact with infected substances may bring on symptoms such as new or persistent cough, raised temperature (exceeding 37.8 degrees), tiredness, muscle pains and fever.</p>	<p> Communication. Should individuals display or witness anyone with potential symptoms they should come forward and make the correct person(s) aware immediately.</p> <p> Hand hygiene. Individuals must not touch eyes, mouth or nose with unwashed hands, particularly after coughing or sneezing. Hands should be washed with adequate soap or sanitiser immediately for in excess of 20 seconds.</p> <p> Infection control procedures in place. Infection control procedures in place and communicated to all employees. Focus around coughing and sneezing in to tissues that are disposed of in closed lid bins. and avoiding close contact with the unwell.</p>	<p></p> <p>Medium</p>



Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
		<p data-bbox="1189 256 1294 357"></p> <p data-bbox="1319 248 1514 405">Information on Coronavirus communicated amongst all staff.</p> <p data-bbox="1319 424 1509 643">Communicate information on Coronavirus using official medical and Government guidance.</p> <p data-bbox="1189 679 1294 780"></p> <p data-bbox="1319 675 1581 703">Isolate (7 / 14 Days)</p> <p data-bbox="1319 718 1794 1031">Those who have a new or persistent cough or raised temperature (exceeding 37.8 degrees) should stay at home in isolation for 7 days whilst the virus becomes non-infectious. Should individuals live with others who display symptoms they should stay at home in isolation for 14 days. Do not visit the GP, hospital or walk in centre.</p> <p data-bbox="1319 1038 1760 1098">Up to date guidance can be found at:</p> <p data-bbox="1319 1102 1794 1161">https://www.nhs.uk/conditions/coronavirus-19/</p>	




Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
		<p> Masks issued (post medical guidance) Masks may be required to be issued to both visitors and staff to reduce spread of cough droplets. Masks should be provided proactively. Masks should meet a minimum standard - FFP2 rated respirator mask to EN149:2001 (N95). Masks should be disposed of correctly.</p> <p> PPE provided worn. Any PPE provided should be worn as stated within the procedure and disposed of correctly.</p> <p> Restricted access. Restrict access to members of the public or those displaying related symptoms where possible. Contact should be restricted to excess of 2 meters from the affected person.</p>	




Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
		 <p>Soap/hand wash provided and contained waste disposal available.</p> <p>Soap and washing facilities available and correct contained waste disposal bins where applicable.</p>	





Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
		 <p>Social Distancing</p> <p>Individual should exercise 'social distancing'.</p> <p>Avoid contact with someone who is displaying symptoms of coronavirus (COVID-19). These symptoms include high temperature and/or new and continuous cough</p> <p>Avoid non-essential use of public transport, varying your travel times to avoid rush hour, when possible.</p> <p>Work from home, where possible.</p> <p>Avoid large gatherings, and gatherings in smaller public spaces such as pubs, cinemas, restaurants, theatres, bars, clubs.</p> <p>Avoid gatherings with friends and family. Keep in touch using remote technology such as phone, internet, and social media.</p> <p>Use telephone or online services to contact your GP or other essential services.</p> <p>Everyone should be trying to follow these measures as much as is pragmatic.</p>	


Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
		 <p>Temporary Isolation Those who become unwell during employed hours should be temporarily isolated in a room with a closeable door, a minum of 2 meters away from other where possible. Ensure in transit that the individual does not come in to contact with other people, surfaces or objects and their mouth and nose are covered by a tissue or crook of their elbow.</p>	
 <p>Individuals returning from affected regions. Tourists or visitors returning from affected regions.</p>	<p>How? Individuals may be subject to high temperatures, coughing or shortness of breath. (Even mild symptoms)</p>	 <p>Medical Quarantine. 14 day asisted quarantine may be enforced at the local medical facility. Contact with your line manager should be made on returning from affected areas and on the return to work.</p>	<p>1 x 3</p>  <p>3</p> <p>Low</p>


Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
		<p> Restrict Access. Staff or visitors returning from affected areas should be asked not to visit the premises or ideally leave the house without further medical guidance. Such individuals should go under self containment for 14 days with no contact with others.</p> <p> Self-Isolation. Those returning from affected areas should impose self-isolation and call NHS 111 / GP for further advice. (Whether displaying symptoms or not). Self-containment would be advised by Public Health England.</p>	

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
		 <p>Social Distancing. Individual should exercise 'social distancing'. Avoid contact with someone who is displaying symptoms of coronavirus (COVID-19). These symptoms include high temperature and/or new and continuous cough Avoid non-essential use of public transport, varying your travel times to avoid rush hour, when possible. Work from home, where possible. Avoid large gatherings, and gatherings in smaller public spaces such as pubs, cinemas, restaurants, theatres, bars, clubs. Avoid gatherings with friends and family. Keep in touch using remote technology such as phone, internet, and social media. Use telephone or online services to contact your GP or other essential services. Everyone should be trying to follow these measures as much as is pragmatic.</p>	
 <p>Poor levels of hygiene / housekeeping. Risk of ill-health due to poor hygiene controls and cleaning down procedures such as incorrect handling of waste or handwashing etc.</p>	<p>All staff, Contractors, visitors</p> <p>How? Individuals may start exhibiting mild symptoms related to the virus, including</p>		<p>3 x 3</p>  <p>Medium</p>

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
	coughing, high temperature and shortness of breath.	<p> Follow Government and PHE guidance. Employees are encouraged to follow the guidance from the Government and Public Health England as to correct health measures.</p> <p> Hand sanitisers provided. Only suitable sanitisers used that fully remove bacteria. Claim sanitisers through expense system.</p> <p> Hygiene procedures in place. Any staff that may have come in to contact with those displaying symptoms should utilise washing facilities immediately.</p>	
	Those with pre-		3 x 4

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
<p>Those with pre-existing conditions Individuals with weakened immune systems, auto-immune/motor neuron disorders, expectant mothers, older people and those with diagnosed lung, kidney, liver or heart disease, cancer, or diabetes and those who are overweight with a BMI of over 40. Up to date at risk groups can be found at: https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people/guidance-on-social-distancing-for-everyone-in-the-uk-and-protecting-older-people-and-vulnerable-adults</p> 	<p>existing health conditions.</p> <p>How? Due to weakened immune systems or prescribed medication, symptoms of COVID-19 can be aggravated should the individual become infected.</p>	 <p>Follow Government and PHE guidance. Employees are encouraged to follow the guidance from the Government and Public Health England as to correct health measures.</p>  <p>Health conditions announced. For those with a pre-existing health condition that may be affected by Coronavirus infection, employees are encouraged to inform management.</p>	 <p>12 High</p>

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
		 <p>Social Distancing. Individual should exercise 'social distancing'. Avoid contact with someone who is displaying symptoms of coronavirus (COVID-19). These symptoms include high temperature and/or new and continuous cough Avoid non-essential use of public transport, varying your travel times to avoid rush hour, when possible. Work from home, where possible. Avoid large gatherings, and gatherings in smaller public spaces such as pubs, cinemas, restaurants, theatres, bars, clubs. Avoid gatherings with friends and family. Keep in touch using remote technology such as phone, internet, and social media. Use telephone or online services to contact your GP or other essential services. Everyone should be trying to follow these measures as much as is pragmatic.</p>	

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
		 <p>Temporary Isolation Those who become unwell during employed ours should be temporarily isolated in a room with a closeable door, a minum of 2 meters away from other where possible. Ensure in transit that the individual does not come in to contact with other people, surfaces or objects and their mouth and nose are covered by a tissue or crook of their elbow.</p>	

Further control measures

None required

Operating procedures

Those returning from affected regions or those concerned that they have come into contact with those displaying symptoms should seek advice from <https://www.nhs.uk/conditions/coronavirus-covid-19/> , which may include / result in self-containment for a minimum of 7 days. Internal HR department and direct line management should be informed immediately.

For individuals displaying symptoms, reduce potential spread by leaving the workplace or client premises and return home immediately. Contact should be made with the internal HR department and direct line management.

Measures of 'social distancing' should be applied. Individual should exercise 'social distancing'.

1. Avoid contact with someone who is displaying symptoms of coronavirus (COVID-19). These symptoms include high temperature and/or new and continuous cough
 2. Avoid non-essential use of public transport, varying your travel times to avoid rush hour, when possible.
 3. Work from home, where possible.
 4. Avoid large gatherings, and gatherings in smaller public spaces such as pubs, cinemas, restaurants, theatres, bars, clubs.
 5. Avoid gatherings with friends and family. Keep in touch using remote technology such as phone, internet, and social media.
 6. Use telephone or online services to contact your GP or other essential services.
- Everyone should be trying to follow these measures as much as is pragmatic.

The incubation period of COVID-19 is between 2 to 14 days - therefore anyone in supposed contact with an infected individual who shows no symptoms post this time has not been infected themselves.

Contact should be made to your internal HR Department and direct line management both on returning from affected areas and/or returning to work following 14 day quarantine. The company may opt to extend the period of quarantine before returning to work.
<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

Self-containment would include staying at home in a well ventilated room, with access to clean, potable water. Those helping with grocery drop offs etc. should not enter the premises and those living with the potentially affected should keep in excess of 2 meters and leave as soon as possible.

For industries where larger congregations of people or churn of the general public (including at risk groups) are present and displaying symptoms. The congregation (e.g. School) should be sent home immediately.

In order to reduce the risk of the spread of Coronavirus infections, basic preventative measures are advised for the public, including: good respiratory hygiene and respiratory etiquette; frequent careful hand washing; avoiding touching one's eyes, mouth and nose; sanitary disposal of oral and nasal discharges as well as avoiding contact with sick people. (European Centre for Disease Prevention and Control)
Any hand washes or santisers should be purchased and claimed for via the internal expense system.

Mask Use -

- If you are healthy, you only need to wear a mask if you are taking care of a person with suspected 2019-nCoV infection.
- Wear a mask if you are coughing or sneezing.
- Masks are effective only when used in combination with frequent hand-cleaning with alcohol-based hand rub or soap/water.
- If you wear a mask, then you must know how to use it and dispose of it properly.

Masks should be utilised as a general precautionary control, however their effectiveness is not guaranteed

The company should introduce an internal contingency plan, should a report or outbreak occur. This would include home working, communication of operations to both internal and external individuals, procedures for staff returning from quarantine and if any activity can be outsourced to ensure productivity is maintained.

Supporting evidence

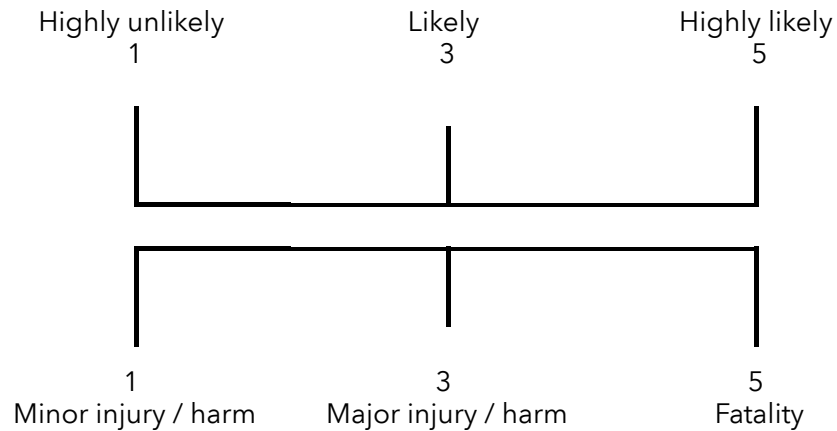


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Risk rating explanation

Risk ratings are calculated by considering the likelihood of an event occurring along with the severity of the potential consequence should an accident occur. After considering existing control measures, values are assigned to the likelihood and severity from the scales below and these figures multiplied to established the risk rating.



	5	10	15	20	25
4	8	12	16	20	
3	6	9	12	15	
2	4	6	8	10	
1	2	3	4	5	
Probability	Severity				

What do your risk ratings mean?

- Risk is categorised as LOW: Look to reduce risk if practicable
- Risk has been categorised as MEDIUM: Begin to plan your action to reduce the risk immediately
- Risk has been categorised as HIGH: Immediate action required to reduce the risk

Assessor's signature: Simon Harris

Approved by signature: Simon Harris