



# Risk Assessment – COVID April 2022

## Overview

The Board of Directors, Chief Executive and the Executive of the Society recognise their legal duty of care towards protecting the health and safety of the Society's colleagues and any contractors, visitors or customers and is committed to following Government and NHS guidelines in respect of Coronavirus

We will closely monitor the situation by reviewing and following: [Government Guidance April 2022](#)

This policy can only be successful with the active co-operation of all management, colleagues, contractors and visitors, who have a duty to offer all necessary assistance to ensure the health and safety of themselves and others.

## Symptoms of COVID 19, Flu and common respiratory infections include

- >continuous cough
- >high temperature, fever or chills
- >loss of, or change in, your normal sense of taste or smell
- >shortness of breath
- >unexplained tiredness, lack of energy
- > muscle aches or pains that are not due to exercise
- > not wanting to eat or not feeling hungry
- > sore throat, stuffy or runny nose
- > headache that is unusual or longer lasting than usual
- > diarrhoea, feeling sick or being sick

Some people may continue to have a cough or feel tired after other symptoms have improved, but this does not mean that they are still infectious. You can find information about these symptoms on the [NHS website](#).

## Key Risks Identified

The following key hazards and controls have been identified for this activity

As the coronavirus responsible for the COVID-19 infection is now circulating among the general population it may be difficult to identify exposure as being “work-related”, and therefore the Society recognises that the principal controls available remain:

- >Encouraging “distance awareness” wherever possible
- >Enhanced hand washing and cleaning routines
- >Providing adequate ventilation
- >Restricting access to people with COVID-19 symptoms
- >Regular and consistent communication with all Colleagues



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Hazard	Who or what might be at risk?	Controls What control is put in place to reduce the risk	Residual Risk with all Controls in place	Additional Comments and considerations
Exposure to Coronavirus from large numbers of Colleagues	Colleagues Visitors	<ul style="list-style-type: none"> <li>• “Distance aware” encouraged</li> <li>• Temperature checks on arrival in Offices</li> <li>• Meeting Room occupancy numbers considered at time of booking meeting rooms</li> <li>• Perspex screen retained where fitted</li> <li>• Wearing of face coverings determined by Trading Group</li> </ul>	Low	Office etiquette displayed in Office No legal requirement to socially distance
Exposure to Coronavirus from inadequate ventilation	Colleagues Visitors	<ul style="list-style-type: none"> <li>• Mechanical ventilation in situ and operational during occupancy where installed</li> <li>• Open doors and windows encouraged when possible</li> </ul>	Low	Office etiquette displayed in Office
Exposure to Coronavirus from touch points and surfaces throughout the Office	Colleagues Visitors	<ul style="list-style-type: none"> <li>• On-going cleaning of high contact points</li> <li>• Daily cleaning contract in place for many sites</li> <li>• Hand washing/sanitising on arrival/exit for all Colleagues and Visitors encouraged</li> <li>• Sanitiser and cleaning supplies available with frequent checks to ensure stock available</li> <li>• Where fitted with Door Guards, Self-Closing Fire Doors kept open to reduce touch point exposures</li> <li>• Non Self Closing doors kept open whenever possible and safe to do so</li> <li>• Cleaning of workstations including screens at the beginning and end of each shift encouraged</li> <li>• Shared equipment cleaned between use e.g. photocopier/ shredder</li> <li>• “Clear desk policy encouraged”</li> <li>• Hand sanitiser provided by the visitor signing in book</li> </ul>	Low	Office etiquette displayed in Office  Pre-work cleaning checklist in Office Etiquette  PC equipment cleaning materials available
Exposure to Coronavirus for Colleagues at higher risk of becoming seriously unwell from infection	Colleagues	<ul style="list-style-type: none"> <li>• As required, colleagues identified by a health care professional to undertake a risk assessment – “Risk Assessment for Vulnerable Colleagues” with their Site Manager</li> </ul>	Low	
Lack of Hand washing facilities	Colleagues Visitors	<ul style="list-style-type: none"> <li>• Regular checks to ensure adequate supplies of soap/ hand towels</li> </ul>	Low	



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Reporting suspected cases of COVID-19	Colleagues	<ul style="list-style-type: none"> <li>HR Advice line process established and Colleagues to report when self-isolating/when ready to return to work</li> <li>Colleague expectations communicated regularly</li> </ul>	Low	
Information legitimacy and expectations	Colleagues Visitors Contractors	<ul style="list-style-type: none"> <li>HSE and Government Guidance regularly reviewed</li> <li>Information disseminated as appropriate</li> <li>Periodic review of Policies as required following Guidance changes and updates</li> <li>Issues identified and remedied</li> <li>Regular communication and updates on Colleague Connect and internal Group communications</li> </ul>	Low	On-going process with SG review

### Risk Calculation matrix

SEVERITY (S) of Harm/Loss	Superficial	Minor	Major	Major / Death
LIKELIHOOD (L)	-----	-----	-----	-----
Remote	Insignificant Risk	Insignificant Risk	Insignificant Risk	Low Risk
Likely	Low Risk	Low Risk	Medium Risk	High Risk
Very Likely	Medium Risk	Medium Risk	High Risk	High Risk