


**Risk Assessment  
Infectious diseases**

<b>Date of Assessment: 31.05.20</b>	<b>Assessed by: David Elliott</b>
<b>Review date:.</b>	<b>Role: SHEQ Manager</b>

What is the <b>task, activity, person or environment</b> you are assessing?
Risk of infectious disease within Head office including COVID-19

**CLEANING**

What hazards are present or may be generated?	Who might be harmed by the hazards and how?	What control measures/ precautions are in place to eliminate or reduce the risk?	Is the residual risk acceptable?		If no to the previous question, what additional control measures/ precautions are needed to manage the risk?	Additional control measures implemented:		
			Yes	No		Action by whom?	Action by when?	Date complete
Infectious Diseases / Washing after toilet use /Hand hygiene/ general hygiene	Staff, Visitors, Contractors	<p>Good personal hygiene promoted:</p> <ul style="list-style-type: none"> <li>• cough/sneeze into tissue or elbow and 'catch it, bin it, kill it' message promoted.</li> <li>• regular handwashing for at least 20 seconds, especially after coughing/ sneezing, on arrival to site, before eating</li> <li>• encouraged not to touch their mouth, nose and eyes</li> </ul> <p>Cover any open wounds, avoid contact with bodily fluids, human waste. Extra vigilance during an outbreak, increased frequency of handwashing</p>	Yes		<p>Emergency First aid - ensure gloves and suitable equipment is available</p> <p>Anti-bacterial gel and wipes available</p> <p><a href="#">Posters on general hand hygiene</a></p> <p align="center">                       PHE Poster                      COVID19_Guidance_CI                 </p>			

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		<p>Alcohol based gel dispensers allocated to all open exit points within the building and are checked regularly throughout the day.</p> <p>Deep clean areas and isolate them while reducing space being used in the building. This is prior to the re-opening of the building.</p>	Yes		<p>Further guidance can be found on the link below from Public Health England:</p> <p><a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></p>			
Infectious Diseases / Equipment and surfaces	Staff, Visitors, Contractors	<p>Ensure cleaning of all equipment is carried out on a regular basis using appropriate methods. I.e. kitchen, toilet, offices, meeting spaces</p> <p>Staff appropriately trained. COSHH assessments completed where needed.</p> <p>Frequency of cleaning of surfaces is increased if an outbreak occurs.</p> <p>Deep cleans issued to take place if outbreak occurs</p> <p>Keep soap and towels topped up daily or advise when run out at any time</p> <p>Daily use of sterile wipes when opening the building i.e. handles</p>	Yes		<p>Ensure that there is adequate provisions of cleaning equipment/PPE on site at any time i.e. anti-bacterial gel</p> <p>Use of a 'Germ Fogger' to be considered depending on the severity of the infection.</p> <p>A plan of daily cleaning is created designating areas and applications.</p> <p>Create a list of the high contact items telephones, taps, switches, bannisters, handles etc.</p>	<p>DE to purchase</p> <p>DE to meet with cleaner</p> <p>DE to prepare</p>	<p>5/6/200</p> <p>5/6/20</p> <p>5/6/20</p>	

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Infectious Diseases / Contaminated Waste	Staff, Visitors, Contractors	Any contaminated waste is correctly disposed off in a safe manner  Double wrapped if necessary.  Review to decide if can be managed by staff or professional disposal required  Twice daily emptying of the bins in place - assign extra cleaning staff.  Ensure all rubbish is secure in the outside bins on a daily basis.	Yes		Use additional PPE Refer to Cossh file for disposal of waste			
<b>STAFF SAFETY</b>								
Infectious Diseases / Direct Contact	Staff, Visitors, Contractors	Wash contaminated area of both contacts immediately.  If required individual to change clothes and dispose of contaminated articles correctly.	Yes					
Infectious Diseases PPE Use (Personal Protection Equipment)	Staff, Visitors, Contractors	No need for PPE in general duties.	Yes		Face masks are available for all staff if required  PPE kit available in the office for use.			

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Staffroom and facilities	Staff, Visitors, Contractors	Stagger the use of the staffroom to including kitchen facilities throughout the day. Where possible set up an extra station to ensure crowding does not occur.  Ensure that daily regime of cleaning cutlery/crockery etc. takes place  Staff to have lunches outside as much as possible to reduce use of staff room.	Yes		Paper towels instead of tea towels.  Dishwasher to be used where possible			
Staff Meetings	Staff	No staff meetings or group meetings to take place  All meeting to take place using Zoom/ Microsoft Teams	Yes					
Staff available to work	Staff	Identify the staff that are available to work based on the government advice at the time.	Yes					
Working days	Staff	Explore the opportunity for flexible working patterns, shorter days, part-time.	Yes					
<b>Clinically vulnerable staff members or those with other risk factors</b>	Staff	Staff in the 'clinically extremely vulnerable' group are advised to follow the government advice by shielding at home. Where it is possible for them to work whilst at home, they are doing so.	Yes		Directors to use guidance when making staffing decisions	IC to review	5/6/20	

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		<p>Staff in the 'clinically vulnerable' group are advised to follow the government advice on social distancing and are working from home where possible. If this is not possible, they are offered the safest available on-site roles, staying 2 metres away from others wherever possible, and an individual risk assessment is carried out.</p> <p>Other staff with personal risk factors such as ethnicity, age, obesity and existing health conditions to be considered on a case-by-case basis and an individual risk assessment completed.</p> <p>Regular contact from managers maintained with any staff working from home, and they are kept informed of work life as much as possible. e.g. via Microsoft Teams or phone calls.</p>						
	The 'clinically extremely vulnerable' person	Staff who live with an individual in the 'clinical extremely vulnerable' group are only in work if stringent social distancing can be adhered to.	yes					

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Infectious Diseases / Pregnant Staff	Staff	If rash appears or is in direct contact with someone with a potentially infectious rash/disease should be investigated by a doctor.	yes		Risk assessment for working whilst pregnant is available to be viewed. In the event of any known outbreak that effects pregnancy, the person must leave the premises immediately and follow advice.	IC to review current staff	5/6/20	
Infectious Diseases / Immunisations	Staff	All staff should undergo a full occupational health check prior to employment, ensure they are up to date with immunisations	yes		Staff aged 16-25 should check they have had two doses of MMR.			
<b>GENERAL SITE SAFETY AND SOCIAL DISTANCING</b>								
Infectious Diseases –  General Site Social distancing	Staff, Visitors, Contractors	Advice to be followed by the government, NHS and local authority on the distance required for social distancing.  One way systems to be operated around the site at all times. Barriers or tape to be used to designate safe areas/channels  Optimal use of space required to enforce the social distance required  Staff need to be regularly reminded of measures in place and requirements of social distancing. A definitive list of do's and don'ts should be made available to all staff to avoid ambiguity.	yes		Risk assessments to be carried to enforce the requirements within a manageable frame.  Site plans drawn up for everyone to see in the building at different locations.  Review to decide if actions are essential or can be eliminated to minimise breaking social distancing i.e. meetings, staff room lunches  County to provide PPE if necessary if activities or close personal work is required			

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		Doors propped open for minimal use of handle						
<b>FIRST AID PROVISION</b>								
<b>First Aid Cover due to staff illness / isolation</b>	Staff, Visitors, Contractors	<p>First aid cover is continually monitored to ensure adequate cover.</p> <p>Review of First Aid Assessment needed.</p> <p>All staff informed of where the first aid boxes are kept.</p> <p>Activities that increase the likelihood of an injury are to be reduced where necessary.</p> <p>First aid certificate validity extended by 3 months from 16<sup>th</sup> March 2020.</p> <p>Activity of first aiders reviewed, in line with Covid-19 <a href="#">government guidance for first responders</a></p>	<b>yes</b>		<p>Call NHS 111 for additional clinical advice or help in a non-emergency situation (when 999 should be called).</p> <p>Full PPE equipment to be readily available for staff to deal with injuries in close proximity.</p>			

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<b>MENTAL WELL BEING</b>								
Infectious Diseases Mental Health and Well being	Staff, Visitors, Contractors	Clear information given at all times to everyone involved with the company  Management to be open about any event so staff can ask questions and be protected from rumour and gossip  Any guidance or guidelines distributed and put on all forms of communication to all stakeholders	yes		Directors and senior managers to gauge levels of stress and anxiety for all staff and act appropriately.  <b>Staff and given support and resources to promote good mental health and wellbeing.</b> E.g. <a href="https://www.nhs.uk/oneyou/ever-y-mind-matters/">https://www.nhs.uk/oneyou/ever-y-mind-matters/</a>	De& IC to prepare news letter	8/6/20	
<b>COMMUNICATIONS</b>								
Infectious Diseases Communications	Staff	Regular emails and texts to be sent to all staff updating on procedures and policies put in place	yes		All contact details are to be checked and made current.	IC	8/6/20	
Finance Issues	Company	Create a COVID 19 cost centre  Finding for additional PPE equipment and cleaning costs	yes			IC	8/6/20	