

## Total Inclusion COVID-19 General workplace safety risk assessment

Assessor:			
Job title:			
Assessment date:			
Review date(s):			
Business type/location:			
Business hazards associated with the coronavirus pandemic	Potential risks to workers caused by hazards	Control measures	Further actions required
<b>Infection Prevention, Cleaning and Staff Safety</b>			
<p>As the business rebuilds after lockdown and staff return to work the organisation must ensure their safety by making premises “COVID” secure – unsafe workplace premises raise the risks of virus transmission</p>	<p>There is a direct threat to staff health and wellbeing from transmission of the COVID-19 coronavirus while at work</p> <p>People can catch the virus from others who are infected in the following ways:</p> <ul style="list-style-type: none"> <li>• virus moves from person-to-person in droplets from the nose or mouth spread when a person with the virus coughs or exhales</li> </ul>	<ul style="list-style-type: none"> <li>• Read “COVID secure” coronavirus policies and safety procedures; these set out how staff should behave and the precautions they must adopt during the pandemic to keep them safe</li> <li>• Staff to practice effective social distancing while in and around the workplace, while travelling to work and in all work business.             <ul style="list-style-type: none"> <li>• Staff to access and read the provision they work in risk assessment and note all elements that impact staff member.</li> <li>• Staff to stay aware of changes of information in all provisions they work in.</li> </ul> </li> </ul>	

	<ul style="list-style-type: none"> <li>• the virus can survive for up to 72 hours out of the body on surfaces which people have coughed on, etc</li> <li>• people can pick up the virus by breathing in the droplets or by touching contaminated surfaces and then touching their eyes or mouth</li> </ul>	<p>Follow key Government public health messages:</p> <ul style="list-style-type: none"> <li>• cover the mouth and nose with a tissue or sleeve (not hands) when coughing or sneezing (Catch it — Bin it — Kill it)</li> <li>• put used tissues in the bin straight away</li> <li>• wash hands regularly with soap and water for at least 20 seconds (use hand sanitiser gel if soap and water are not available)</li> <li>• avoid close contact with people who are unwell</li> <li>• clean and disinfect frequently touched objects and surfaces</li> <li>• do not touch face, eyes, nose or mouth if hands are not clean.</li> <li>• Increase cleaning of work-space/ surfaces/ equipment.</li> <li>• Staff are not required to wear face coverings while at work but may do so if they wish.</li> </ul>	
<b>Workplace Social Distancing</b>			
<p>Effective social distancing is a key element in reducing the transmission of COVID-19</p>	<p>Social distancing refers to people being required to maintain a distance from each other of 2 meters, wherever possible. Social distancing effectively puts people at a safe range from anyone coughing. The main route of virus transmission is through droplets exhaled or</p>	<p>Staff are required to practice effective social distancing while in and around the workplace, while involved in work activities and when travelling to and from work, whenever possible, by:</p> <ul style="list-style-type: none"> <li>• Avoiding non- essential contact with others</li> <li>• Keeping a safe distance of at least 2 metres (about 3 steps) from others whenever possible</li> </ul>	

coughed by an infected person

- Avoiding physical contact (e.g hugs, handshakes, etc)

Adaptations to the premises to support social distancing should include:

- Review of all work area to identify suitable adaptations which will support social distancing.
- Offices and work-spaces to be set up to support social distancing, e.g. layout changes, appropriate signage, stickers and floor markings to denote safe distances, etc
- Establish maximum occupancy limits for offices /work areas.
- Reduce the need to move around within the workplace

Adaptations to work processes to support social distancing will include:

- Holding essential meetings in well ventilated rooms with appropriate social distancing in place – limit numbers to essential members only.
- Replacing face-to- face meetings wherever possible with video conferencing, phone conferencing, etc
- Use hand sanitiser at meetings
- Carrying out any essential training by using email/online e-learning wherever possible

		<p>When carrying out intervention:</p> <ul style="list-style-type: none"> <li>• Keep to small groups of children – 5 children max.</li> <li>• Children to sit apart from each other – 1 chair between each child.</li> <li>• Keep an adequate distance from child/ young people.</li> <li>• Children / young people to wash hands/ sanitise hands before session</li> <li>• SALT to wash hands/ sanitise before session.</li> <li>• Show visuals for hygiene expectations at start of session</li> <li>• All to wash and sanitise hands following session.</li> <li>• Group size appropriate to room size.</li> <li>• Tissues and bin available at all times</li> <li>• Wipe surfaces and equipment used with bacterial solution at the end of every session.</li> <li>• Avoid areas of numbers of groups of staff where possible.</li> </ul>	
Higher Risk Areas of the Workplace			
<p>Some areas of the workplace may present a higher risk than others – this may include areas such as staff toilets, staff rooms and restrooms</p>	<p>Heavily used areas of the workplace are more likely to present an infection transmission risk</p> <p>Essential for staff to wash hands regularly but also that</p>	<p>Ensure higher-risk high- traffic areas of the workplace are COVID- secure by applying appropriate safety precautions, including:</p> <ul style="list-style-type: none"> <li>• Staff to follow good hygiene practice at all times while at work (ie regular handwashing, using tissues and disposing of them appropriately, etc)</li> </ul>	

	<p>toilets are kept clean and free of coronavirus contamination</p> <p>A number of staff going to the toilet together may compromise their ability to comply with social distancing</p> <p>Increased risk of people coughing and touching door handles, taps and toilet flush handles</p>	<ul style="list-style-type: none"> <li>• Toilets should have adequate hand cleaning resources provided; all staff toilets to be supplied with adequate supplies of hot water, liquid soap and paper towels</li> <li>• Limiting use high traffic areas such as corridors, stairs, toilets and restrooms at any one time to ensure social distancing</li> <li>• Limit use of lifts</li> <li>• Stagger toilet breaks to ensure that restrooms and toilets are not overloaded.</li> </ul>	
<b>Staff Health and Staffing Levels</b>			
<p>Low staffing hazards due to high rates of staff sickness or staff having to self-isolate themselves at home or remain at home because they are “shielded”</p>	<p>Staff may get sick with coronavirus infection</p> <p>People who have symptoms must “self- isolate” at home for 7 days from the start of symptoms to prevent them from passing the infection on and contributing to the overload on the NHS</p> <p>Those who live with others and where one person has symptoms must self-isolate as a household for 14 days</p>	<p>The following safety arrangements should apply:</p> <ul style="list-style-type: none"> <li>• Staff who are considered extremely vulnerable or high-risk should not be expected to attend for work in the workplace – where possible or appropriate they should be furloughed or supported to work from home</li> <li>• Staff who are sick or self-isolating should phone immediately and inform the Director – on no account should they attend for work.</li> <li>• If staff member feels any Covid-19 related symptoms they should not go into work and notify the manager.</li> </ul>	

from the day when the first person in the house became ill. If anyone else in the household starts displaying symptoms, they need to stay at home for 7 days from when the symptoms appeared, regardless of what day they are on in the original 14- day isolation period

Those who are considered extremely vulnerable are advised to “shield” themselves at home

**Premises Access and Travel**

Staff who are required to attend for work must be given safe access to the workplace

Travel to and from work may lead to greater risk of virus transmission

Public transport may be restricted in order to achieve social distancing on trains, buses, etc

Access to buildings may create a virus transmission risk if staff all seek entrance

The following safety arrangements should apply to workplace access and travel arrangements:

- Ensure there are sufficient access points to the workplace and do not congregate at entrances and exits.
- Be aware of disabled access policies and arrangements to ensure safe entrance or exit for

	<p>at once or are channelled through single points of entry</p> <p>Risks may be increased for disabled staff who may have reduced options for access</p>	<ul style="list-style-type: none"><li>• Do not share cars with colleagues where possible.</li><li>• Do not to use public transport if at all possible – where staff do use public transport they should conform with all requirements, e.g. wearing face coverings if required, social distancing, etc</li><li>• In all cases non-essential travel for work purposes should be minimised</li></ul>	