# COVID-19 General Workplace Safety Risk Assessment

## Company name: Helimech Ltd Assessment carried out by: Richard Brown

## Date of next review: Beginning January 2021 Date assessment was carried out: 08/07/2020

| What are the hazards associated with the Coronaviruspandemic? | Potential risks to workers caused by the hazards | What are you already doing to control the risks?What further action do you need to take to control the risks? | | Who needs to carry out the action? | | When is the action needed by? | Done | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Infection Prevention, Cleaning and Staff Safety | | | | | | | | |
| As Helimech gradually returns to a new ‘normal’ after lockdown and staff return to working at the business premises, we must ensure staff safety by making premises ‘COVID’ secure – unsafe workplace premises increase the risks of virus transmission. | There is a direct threat to staff health and wellbeing from transmission of the COVID-19 coronavirus whilst at work.  People can catch the virus from others who are infected in the following ways:   * Virus moves from person-to-person in droplets from the nose or mouth spread when a person with the virus coughs or exhales * The virus can survive up to 72 hours out of the body on surfaces which people have coughed on etc. * People can pick up the virus by breathing in the   droplets or by  touching  contaminated  surfaces and then touching their eyes or mouth | Ensure that Helimech complies with its duty to provide a safe and healthy workplace / working conditions for staff in the workplace during the coronavirus pandemic by:   * Circulating “COVID secure” coronavirus policies and safety procedures to all staff; these set out how staff should behave and the precautions they must adopt during the pandemic to keep them safe * Requiring staff to practice effective social distancing whilst in and around the workplace, whilst travelling to work and in all work business.   Managers should pass on and reinforce key Government public health messages to all staff:   * cover the mouth and nose with a tissue or sleeve (not hands) when coughing or sneezing (Catch it — Bin it — Kill it) * put used tissues in the bin straight away * wash hands regularly with soap and water for at least 20 seconds (use hand sanitiser gel if soap and water are not available) * avoid close contact with people who are unwell * clean and disinfect frequently touched objects and surfaces * do not touch face, eyes, nose or mouth if hands are not clean   In all areas, fully implement Public Health England (PHE) Guidance for Employers and Businesses on Coronavirus, including the following key safety precautions:   * Keep risk assessments under review to ensure that a safe place of work is maintained * Consult with staff and fully involve the workforce at all stages of the pandemic * Make any adjustments to the workspace / work patterns / procedures necessary to facilitate effective infection prevention and social distancing at work * Follow Government health and travel advice * Provide hand sanitiser as required * Provide infection control personal protective equipment (PPE) such as gloves and masks * Increase environmental cleaning in the workplace; review and revise cleaning schedules and ensure cleaning staff have access to suitable detergents, disinfectants and PPE * Provide adequate waste removal facilities and amend rubbish collection frequency as required * Display appropriate public health and safety posters and notices around the workplace   Because of all the above measures staff are not required to wear face coverings whilst at work, but they may do so if they wish. These will be provided by Helimech. | | RB  All members of staff.  All members of staff.  All members of staff.  All members of staff.  All members of staff.  All members of staff.  All members of staff.  RB/ID  RB  RB with input from all staff members.  All members of staff.  RB  RB  RB  RB  RB/ID | | Today – made available to all staff  Already being carried out.  Already being carried out.  Already being carried out.  Already being carried out.  Already being carried out.  Already being carried out.  Already being carried out.  First risk assessment carried out. Will be reviewed regularly adhering to Government guidance.  Initial stage implemented. Will remain under review.  Already being carried out.  Already in place.  Already in place.  **NEEDS IMPLEMENTING NOW MORE** **MEMBERS OF STAFF USING PREMISES.**  Already in place.  Already in place. | Yes  Ongoing  Ongoing  Ongoing  Ongoing  Ongoing  Ongoing  Ongoing  Ongoing  Ongoing  Ongoing  Ongoing  Ongoing  Ongoing  Ongoing  Yes | |
| Homeworking, Desk Sharing and Equipment Sharing | | | | | | | | |
| Staff working  together in workplace premises  inevitably raises the  risk of virus  transmission.  Sitting at someone else’s desk and the  sharing of equipment present  hazards that raise  the risk of virus  transmission further | As before | Homeworking reduces the risk of staff gathering in the workplace and of transmitting the virus  Homeworking should be adopted within the  organisation as the preferred method of work wherever possible and only staff who need to be on-site should attend workplace premises.  Where more than one member of staff is on the premises at anytime, staff are required to adhere to the coronavirus policies and safety measures implemented by Helimech, such as 2m social distancing etc.  The following working arrangements will be put into place to support homeworking:   * Managers will plan for the minimum number of people needed on site to operate safely and effectively * Homeworking policies to be reviewed to ensure that sufficient support is provided to homeworkers * Managers should monitor the wellbeing of people who are working from home and put in place measures to support their mental and physical health and personal security * Enhanced IT support to be provided to homeworkers to ensure the effectiveness of working arrangements and the security of information and data, for example, remote access to work systems. * Arrangements should help homeworkers to stay connected to the rest of the workforce as appropriate eg. Work WhatsApp Group, regular phone calls and emails * When at the premises, staff should work only from their allocated desks and should not sit at other people’s desks or use their computers * Equipment should not be shared between staff – limit use of high-touch equipment in the workplace eg. whiteboards, pens, staplers etc. | | RB/ID/PS  RB  RB  RB  All members of staff  All members of staff  All members of staff | | Already in place  Already in place  Already in place  Already in place  Already in place  Already in place  Already in place  Already in place  Already in place | Yes  Ongoing  Yes  Yes / ongoing  Yes  Yes  Yes / ongoing  Ongoing  Ongoing | |
| Workplace Social Distancing | | | | | | | | |
| Effective social  distancing is a key  element in reducing  the transmission of  COVID-19 | 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  coughed by an infected  person | Staff are required to practice effective social  distancing whilst in and around the workplace, whilst involved in work activities and when travelling to and from work, whenever possible, by:   * Avoiding non-essential contact with others * Keeping a safe distance of at least 2 metres (about 3 steps) from others whenever possible * Avoiding physical contact (eg. hugs, handshakes, etc)   Adaptations to the premises to support  social distancing to include:   * A review of work premises to identify suitable adaptations which will support social distancing * Offices and work spaces to be set up to support social distancing, eg. Layout changes, appropriate signage, stickers and floor markings to denote safe distances etc * Workstations and desks to be arranged with a minimum separation between them – where necessary screens will be fitted * Establishing maximum occupancy limits for offices and work areas * Reducing the need for staff to move around within the workplace   Adaptations to work processes to support social distancing will include:   * Cancelling non-essential meetings * Holding essential meetings in well ventilated rooms with appropriate social distancing in place – limit numbers to essential members only and use phone / video conferencing, eg. Zoom * Replacing face-to-face meetings wherever possible with video / phone conferencing etc * Holding meetings outdoors * Providing hand sanitiser at meetings * Cancelling non-essential training and all face-to-face training/recruitment * Carrying out any essential training / recruitment by using email / online learning wherever possible rather than bringing people together face to face   Managers to display notices around the premises reminding staff of the key infection prevention requirements, including the need to maintain safe distancing.  Where social distancing guidelines cannot be  followed in full, in relation to a particular activity, managers must carry out  further risk assessments and consider whether that activity needs to continue for the business to operate. Where such activities need to continue, appropriate mitigation methods should be put into place, such as:   * Increased hand washing * Increased environmental cleaning * Keeping the activity time involved as short as possible | | All members of staff  All members of  staff  All members of staff  RB/ID/PS  RB/ID/PS  RB/ID/PS  RB  All members of staff  All members of staff  All members of staff  All members of staff  All members of staff  All members of staff  All members of staff  RB  RB | | Already in place  Already in place  Already in place  Appropriate signs put up. Layout changes / screens / floor markings to be considered as more staff return to work and there is more than one member of staff per office  Already in place  Already in place  Already in place  Already in place  Already in place  Already in place  Already in place | Ongoing  Ongoing  Ongoing  Ongoing  Ongoing  Ongoing  Ongoing  Ongoing  Ongoing  Ongoing  Ongoing  Yes  Ongoing | |
| Higher Risk Areas of the Workplace | | | | | | | | |
| Some areas of the workplace may present a higher risk than others eg. toilet and kitchen area as these are used by all staff | Heavily used areas of the workplace are more likely to present an infection transmission risk  It is essential for staff to wash hands regularly and also that toilets are kept clean and free of coronavirus contamination.  Increased risk of people coughing and touching door handles, taps and the toilet flush handle. | | Ensure higher-risk areas of the workplace are COVID secure by applying appropriate safety precautions, including:   * Stressing the need for staff to follow good hygiene practice at all times whilst at work ie. regular handwashing, using tissues and disposing of them appropriately etc * Managers ensuring that adequate hand cleaning resources are provided; toilet and kitchen area to be supplied with adequate supplies of hot water, liquid soap and paper towels * Printing handwashing posters and displaying throughout workplace, especially in toilet and kitchen * Limiting the number of people in the kitchen area to 6, to ensure social distancing can be maintained * Placing alcohol hand gels and anti-bacterial wipes at convenient places around the workplace with instructions for use * Increasing environmental cleaning, especially in and around the toilet and kitchen; special attention to be paid to frequently touched surfaces such as door handles, toilet flush handle, light switches etc | RB  RB  RB  RB  RB  RB/ID | Already in place  Already in place  Already in place  Already in place  Already in place | | | Ongoing  Ongoing  Ongoing  Ongoing  Ongoing |
| Vulnerable and Extremely Vulnerable Staff | | | | | | | | |
| Some staff may have pre-existing medical conditions which make them more vulnerable to the dangers of coronavirus infection |  | | By keeping in contact and talking to staff, Managers to be aware of staff that may fall into the vulnerable or extremely vulnerable category. Copies of recommendations from healthcare professionals for such staff to be kept in personnel records so Managers are aware of how they should be assisting vulnerable staff.  Vulnerable staff, where possible or appropriate, to be supported in working from home or furloughed.  Managers to keep abreast of Government Guidance with regards to vulnerable categories, and any changes made as the pandemic progresses, so such staff can safely return to work. | RB  RB  RB/ID | Already in place  Already in place  Already in place | | | Ongoing  Ongoing  Ongoing |
| Staff Health and Staffing Levels | | | | | | | | |
| Low staffing issues / hazards due to higher rates of staff sickness or staff having to self-isolate themselves at home or remain at home because they are ‘shielded’ | Staff may get sick with coronavirus infection | | Asking staff to keep abreast of the most recent guidance issued by the Government.  **As per Government Guidance updated on28th October 2020:**  Staff who start to have symptoms of coronavirus (COVID-19):   * a new continuous cough * a high temperature * a loss of, or change in, your normal sense of taste or smell   must stay at home and arrange to have a test to see if they have COVID-19.  If a member of staff has symptoms of coronavirus (COVID-19), however mild, OR they have received a positive coronavirus (COVID-19) test result, they must immediately self-isolate at home for at least 7 days from when their symptoms started.  The member of staff should let management know immediately. All other members of staff who they have worked with (albeit following the relevant social distancing policies etc in place) within the last 48 hours need to be informed they have symptoms of coronavirus COVID-19.  After 7 days, or longer, if the member of staff still has symptoms other than cough or loss of sense of smell / taste, they must continue to self-isolate until they feel better.  Staff do not need to self-isolate after 7 days if they only have a cough or loss of sense of smell or taste, as these symptoms can last for several weeks after the infection has gone.  If **staff live with others and they are the first** in the household **to have symptoms** of coronavirus (COVID-19), then they must stay at home for at least 7 days. All other household members who remain well must stay at home and not leave the house for 14 days. The 14-day period starts from the day when the first person in the household became ill.  If **staff live with others and they are NOT the first** person in the household **to have** coronavirus (COVID-19) **symptoms**, someone else is, they must self-isolate for 14 days. If the staff member then starts to display symptoms, they must stay at home for at least 7 days from when their symptoms appeared, regardless of what day they are on in their original 14-day isolation period. | RB  All members of staff  All members of staff  All members of staff  All members of staff  All members of staff  All members of staff  All members of  staff | Already in place  Already in place  Already in place  Already in place  Already in place  Already in place  Already in place  Already in place | | | Ongoing  Ongoing  Ongoing  Ongoing  Ongoing  Ongoing  Ongoing  Ongoing  Ongoing |
| Cases of Possible Infection On-Site | | | | | | | | |
| People becoming unwell whilst at work or a symptomatic person using the work premises | High risk of transmission | | If a member of staff becomes unwell in the workplace with coronavirus symptoms they should be sent home and advised to follow government advice to self-isolate.  The following actions should be taken within the workplace:   * All surfaces that a symptomatic person has come into contact with must be cleaned and disinfected. * Public areas where a symptomatic individual has passed through and spent minimal time, such as the stairs, can be cleaned thoroughly as normal * Cleaning staff should use disposable cloths or paper roll and a combined detergent / disinfectant solution * Cleaning staff must wear appropriate PPE * Waste from cleaning of areas where possible cases have been (including disposable cloths and tissues) should be “double-bagged” and tied off; it should be placed in a secure holding area for 72 hours before being disposed of in general waste | RB  Cleaning staff  Cleaning staff  Cleaning staff  Cleaning staff  Cleaning staff  Cleaning staff |  | | | Ongoing  Ongoing  Ongoing  Ongoing  Ongoing  Ongoing  Ongoing |
|  |  | |  |  |  | | |  |