

HAZARDS ARISING DURING COVID-19 PANDEMIC

The Management of Health & Safety at Work Regulations 1999 places a legal duty on Employers to carry out risk assessments, and to make a written record if there are more than 5 employees.

COVID-19 adds a set of new hazards and risks to employees and/or workers and as a result a risk assessment must be carried out with the aim of identifying sensible controls to reduce the risks to which employees and/or workers are exposed.

NAME	Darren Bennett
DATE OF ASSESSMENT	5 May 2021
JOB ROLE	Owner

Likelihood: how likely is it that the harm presented by the hazard will actually occur?	Severity: what impact or damage could the harm presented by the hazard have on a person or persons?
3 (High): Harm is certain, or near certain, to occur	3 (High): Death or major injury
2 (Medium): Harm will often occur	2 (Medium): 7-day injury or illness
1 (Low): Harm will seldom occur	1 (Low): All other injuries or illnesses

Risk rating: Once the likelihood and severity have been determined, the risk can be calculated as shown below:

	Likelihood		
Severity	3	2	1
3	High	High	Medium
2	High	High	Medium
1	Low	Low	Low

Haz No	Significant Hazards Look only for hazards which you could reasonably expect to result in significant harm	People affected.	Risk rating L x S = R			Control measures e.g., physical safeguards, training, PPE etc	Residual risk rating L x S = R		
			L	S	R		L	S	R
1	Spread of virus from co-workers	Employees and/or Workers Workers' families Clients Visitors	3	3	H	<ul style="list-style-type: none"> • Director identifies workers who may be at risk e.g., underlying health conditions; such workers instructed not to come to work. • Only one person at a time permitted in “pinch points” i.e., where people cannot maintain social distancing rules such as narrow corridors, stores etc. • Areas and equipment where people will touch the same surface subject to cleaning immediately before and after use. • Areas and surfaces that are frequently touched but are difficult to clean are identified and workers informed; gloves to be worn when in these areas. • Online meeting facilities in place including for people working in the same building. • Lockers provided for people to store personal belongings. • Surfaces kept clear to make cleaning easier. • Workers instructed not to come to work if they feel unwell. • Workers maintain 2m distance from all in the workplace. • Shift patterns in place to reduce staff overlap. • Disposable PPE provided for all staff. • Monitoring in place to ensure controls are being followed. 	1	3	H

						<ul style="list-style-type: none"> • Team members have their temperature taken at the beginning of every shift. • Tables in restaurant are spaced apart to provide social distancing. • Diners are seated at tables upon arrival – there is no waiting at the bar. • Food and drink are ordered from tables. • Menus are disposable or cleaned between use. • Test and Trace procedures in place in accordance with current UK Government Guidelines 			
2	Contracting virus in the workplace e.g., from contact with infected surfaces, infected people.	<p>Employees and/or Workers</p> <p>Workers' families</p> <p>Clients</p> <p>Visitors</p>	3	3	H	<ul style="list-style-type: none"> • Workers provided with disposable PPE. • Workers trained in correct use and disposal of PPE. • Sufficient water, soap and drying facilities provided. • Information and posters provided detailing correct handwashing method (at least 20 seconds) • Workers instructed to wash/sanitise their hands after every contact with another person and after touching any shared surface. • Hand sanitiser provided at entry and exit points. • Soap/hand sanitiser is replenished when necessary. • Social distancing arrangements implemented throughout premises. • Areas identified where workers are not able to maintain social distancing rules. • 2m gaps marked out on floors. • One-way systems in place 	1	3	M

					<ul style="list-style-type: none"> • Limited number of people permitted in the workplace at any one time. • Time slots allocated to customers. • Work areas and tasks rearranged to allow people to meet social distancing rules. • Empty spaces used as additional rest break areas where safe to do so. • Workers clean surfaces with combined detergent/disinfectant at a dilution of 1000 ppm chlorine, alcohol solutions (with at least 70% alcohol) • Linen will be professionally washed at temperature above 60 degrees for optimal disinfection. • Delivery drivers use “drop zones” to minimise contact. • If not possible to meet social distancing rules enhanced cleaning measures in place, workers instructed to increase handwashing, amount of time spent on any task is limited, people work back-to-back rather than face to face. • Ventilation increased throughout the premises. • Workers who become ill at work instructed to self-isolate immediately and inform Line Manager by phone • Tables in restaurant are spaced apart to provide social distancing. • Diners are seated at tables upon arrival – there is no waiting at the bar. • Food and drink are ordered from tables. • Menus are disposable or cleaned between use. 			
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						<ul style="list-style-type: none"> • Test and Trace procedures in place in accordance with current UK Government Guidelines • Monitoring in place to ensure controls are being followed 			
3	Shortage of PPE due to supply chain problems presents risk of increased likelihood of contracting the virus.	<p>Employees and/or Workers</p> <p>Workers' families</p> <p>Clients</p> <p>Visitors</p>	3	3	H	<ul style="list-style-type: none"> • Approved supplier scheme in place • Stock held onsite • Workers trained in procedures to follow if disposable PPE not available e.g. change of clothes, hygiene practices to follow • Director will withdraw workers if situation deemed too dangerous 	1	3	M
4	Workers suffering from stress. Loss of staff can lead to increased workload for colleagues; worry about contracting the virus can affect workers' mental health.	<p>Employees and/or Workers</p> <p>Workers' families</p>	2	2	H	<ul style="list-style-type: none"> • Director/Line Manager in touch at least daily with all workers • Workers provided with phone numbers of Director and Line Manager for use at any time • Workers informed of signs of stress to look out for • Workers updated, at least daily, with status reports • Workloads monitored to ensure individuals are not overworked e.g., covering for sick colleagues 	1	2	M
5	Workers contracting virus during travel to and from work	<p>Employees and/or Workers</p> <p>Workers' families</p>	3	3	H	<ul style="list-style-type: none"> • Workers encouraged to walk to work, or to use own vehicle • If public transport has to be used, workers instructed to maintain 2m distance from fellow passengers 	2	3	H

						<ul style="list-style-type: none"> • Last resort: if 2m distance impossible, workers instructed to wear face mask, gloves and glasses during travel; on arrival at work, worker to wash hands for 20 seconds, change into work clothes, wash hands for 20 seconds then commence work; process reversed on completing work 			
6	Lone workers at increased risk of stress, of being without assistance if they fall ill at work.	Employees and/or Workers	3	3	H	<ul style="list-style-type: none"> • Lone workers carry charged mobile phone at all times. • Nominated contact calls lone worker at regular, agreed intervals (not less than hourly frequency) • If no response, help summoned immediately • Lone workers provided with regular information and updates on evolving situation and of the actions to take 	1	3	M
7	Poor communication. Lack of information can lead to raised stress levels, incorrect working practices, feeling of isolation.	Employees and/or Workers	3	2	H	<ul style="list-style-type: none"> • Director monitors Government website and updates workers accordingly • Set time for daily emails/phone calls to pass on information. • Workers provided with phone numbers of Director, Line manager for use at any time. • WhatsApp group in place for workers to exchange information, boost morale 	1	1	L
8	Poor workplace ventilation leads to risk of coronavirus spreading	Employees and/or Workers Workers' families Clients Visitors	3	3	H	<ul style="list-style-type: none"> • Additional ventilation used e.g. opening windows, holding open non-fire doors, increasing air conditioning use, to improve air flow in all or parts of the premises. • If further ventilation is required desk fans, air movers etc are provided. • Where possible, heating ventilation and air conditioning (HVAC) systems switched to drawing in fresh air rather than recirculating air. 	1	3	M

						<ul style="list-style-type: none"> • Air-circulating and conditioning systems maintained in line with manufacturers' recommendations. 			
9	Increased risk of infection and complications for vulnerable workers	<p>Employees and/or Workers</p> <p>Workers' families</p>	3	3	H	<ul style="list-style-type: none"> • Workers identified who are: • Clinically extremely vulnerable • People self-isolating • People with symptoms of coronavirus • Managers discuss with vulnerable workers what their personal risks are and identify what steps will be taken to protect them in each case. • Managers identify how and where someone in one of these categories will work in line with current government guidance. • Vulnerable workers who come to the workplace are protected through social distancing and hygiene procedures. • Workers informed of how to notify Managers if they fall into one of these categories e.g. they start chemotherapy, are pregnant. • Test and trace procedures in place and implemented. 	1	3	M