

## 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.

<b>NAME</b>	Darren Bennett
<b>DATE OF ASSESSMENT</b>	5 May 2021
<b>JOB ROLE</b>	Owner

<b>Likelihood: how likely is it that the harm presented by the hazard will actually occur?</b>	<b>Severity: what impact or damage could the harm presented by the hazard have on a person or persons?</b>
<b>3 (High):</b> Harm is certain, or near certain, to occur	<b>3 (High):</b> Death or major injury
<b>2 (Medium):</b> Harm will often occur	<b>2 (Medium):</b> 7-day injury or illness
<b>1 (Low):</b> Harm will seldom occur	<b>1 (Low):</b> 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"> <li>• Director identifies workers who may be at risk e.g., underlying health conditions; such workers instructed not to come to work.</li> <li>• 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.</li> <li>• Areas and equipment where people will touch the same surface subject to cleaning immediately before and after use.</li> <li>• 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.</li> <li>• Online meeting facilities in place including for people working in the same building.</li> <li>• Lockers provided for people to store personal belongings.</li> <li>• Surfaces kept clear to make cleaning easier.</li> <li>• Workers instructed not to come to work if they feel unwell.</li> <li>• Workers maintain 2m distance from all in the workplace.</li> <li>• Shift patterns in place to reduce staff overlap.</li> <li>• Disposable PPE provided for all staff.</li> <li>• Monitoring in place to ensure controls are being followed.</li> </ul>	1	3	H

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

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

						<ul style="list-style-type: none"> <li>• 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</li> </ul>			
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"> <li>• Lone workers carry charged mobile phone at all times.</li> <li>• Nominated contact calls lone worker at regular, agreed intervals (not less than hourly frequency)</li> <li>• If no response, help summoned immediately</li> <li>• Lone workers provided with regular information and updates on evolving situation and of the actions to take</li> </ul>	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"> <li>• Director monitors Government website and updates workers accordingly</li> <li>• Set time for daily emails/phone calls to pass on information.</li> <li>• Workers provided with phone numbers of Director, Line manager for use at any time.</li> <li>• WhatsApp group in place for workers to exchange information, boost morale</li> </ul>	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"> <li>• 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.</li> <li>• If further ventilation is required desk fans, air movers etc are provided.</li> <li>• Where possible, heating ventilation and air conditioning (HVAC) systems switched to drawing in fresh air rather than recirculating air.</li> </ul>	1	3	M

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