

# TARFF

## RISK ASSESSMENT – CORONAVIRUS COVID-19

Risk assessment - topic/area covered	
Location(s):	All
Department/staff:	All
Tasks/activities:	All
Other information:	Please regularly monitor and refer to Government guidelines and NHS advice at all times.

Risk assessment sign off					
Prepared by:	Ian Billings	Signature:		Date:	06/03/20
Reviewed by:		Signature:		Date:	
Date for review:	Ongoing				

Risk matrix								
Risk rating guidance	Likelihood (L)	5	5	10	15	20	25	Likelihood (L) x Severity (S) = Risk rating (RR).
		4	4	8	12	16	20	
		3	3	6	9	12	15	
		2	2	4	6	8	10	
		1	1	2	3	4	5	
			1	2	3	4	5	
		Severity (S)						
Acceptability of risk guidance	<b>High risk: 15-25</b>		High-risk activities should cease immediately. Further effective control measures to mitigate risks must be introduced.					
	<b>Medium risk: 8-12</b>		Medium risks should only be tolerated for the short term and only whilst further control measures to mitigate the risks are being planned and introduced.					
	<b>Low risk: 1-6</b>		Low risks are largely acceptable. Where it is reasonable to do so, efforts should be made to reduce risks further.					

Personal protective equipment (PPE) assessment								
In many instances, you will be able to reduce risks further by asking staff/others to wear/use PPE. You should identify which items are required for the task here:								
Type of PPE:								
	Head	Foot	Eye	Hand	Hearing	High-visibility vest	RPE	Fall arrest
				y				
Additional requirements (list here):	<b>You must ensure controls on risk assessments are correctly used, suitably maintained and are subject to thorough examination and test where required.</b>							

Risk assessment					
Activity	Persons at risk	Significant hazards	Initial	Risk control measures	Residual
All activities	Staff/visitors	Exposure to COVID-19	High	<p>Workplaces should remain open only if the industry has been deemed "necessary" by the UK Government</p> <p>Staff should only attend the workplace if they are key workers as laid out by the UK Government and cannot work from home</p> <p>Maintain contact with homeworkers so that a supportive role is being maintained and take steps to address concerns of isolation and loneliness</p> <p>Ensure a homeworkers home is a safe, secure place of work, taking into account ergonomics</p> <p>Where the nature of the work involves contact with the general public, the public should be encouraged to make contact by other means such as email or telephone. Where this is not possible, signage to be displayed stating anyone with symptoms of the virus should leave the building immediately. Hand sanitizing should be enforced</p> <p>If work involves visiting a person in their own home, the employer should notify the person to advise them as soon as possible if they or any member of their household is showing coronavirus symptoms.</p> <p>Home visits should only take place if they are classed as urgent.</p> <p>In the event of a home visit being necessary, the employer should take steps to ensure that the employee is not put at risk with proper training and protective measures . These will vary depending on the circumstances, type of work and the level of contact with the person.</p>	Medium

Reduce or cancel non-essential business travel and meetings

Meetings should be carried out by video link

Ensure staff and visitors are aware of the social distancing guidelines which should separate individuals by a minimum of 6 feet. This should be enforced

Unauthorised visitors should refrain from entering the workplace unless absolutely necessary.

Regular cleaning and disinfecting of surfaces, doors, door handles and bathroom facilities.

Hand sanitizers (alcohol based) should be provided and enforced with supporting signage.

Tissues should also be provided.

Facilities should be clean and have hot water and soap at all times.

Signage encouraging 20 second thorough handwashing should be installed at all handwashing facilities.

Staff should be trained in recognizing the symptoms of the coronavirus and steps they should take if they suspect they have come into contact with someone who has or may have the virus

Extra steps should be taken to protect staff who have underlying health conditions, staff who fall into one of the vulnerable groups or care for someone with a health condition that might put them at a greater risk.

Assess all tasks & activities to determine if staff require any personal protective equipment such as disposable gloves to carry out their activities safely.

				<p>Make sure everyone's contact numbers and emergency contact details are up to date.</p> <p>Keep everyone updated on actions being taken to reduce risks of exposure in the workplace.</p> <p>If someone becomes unwell in the workplace with coronavirus symptoms, they should: -</p> <p>Tell their employer immediately and go home, avoid touching anything, cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow AND use a separate bathroom from others.</p> <p>If a member of staff or recent visitor is showing symptoms and self-isolating, measures should be taken to clean and disinfect the area that they work in and equipment/workstation.</p> <p>For retail premises that have been approved to remain open, only allow 1 customer in the premises at any one time, payment by card &amp; contactless, apply social distancing of 6 feet between staff member and customer, customer to hand sanitize on entry &amp; exit</p> <p>Where third party visitors such as delivery drivers enter the premises, maintain a contactless delivery.</p>	
Giving First aid	First aiders	Exposure to COVID-19	High	<p><b>GOVERNMENT ADVICE</b></p> <p><b>5. What to do if you are required to assist someone who is symptomatic and suspected of having COVID-19</b></p> <p><b>5.1 Providing assistance:</b></p> <p>If you need to provide assistance to an individual who is symptomatic and may have COVID-19, wherever possible, place the person in a place away from others. If there is no physically separate room, ask others who are not involved in providing assistance to stay at least 2 metres away from the</p>	

individual. If barriers or screens are available, these may be used.

### **5.2 Personal Protective Equipment (PPE)**

Use and dispose of all PPE according to the instructions and training previously provided by your employer or organisation. Disposable gloves and fluid repellent surgical face mask is recommended and, if available, disposable plastic apron and disposable eye protection (such as face visor or goggles) should be worn. Wash your hands thoroughly with soap and water before putting on and after taking off PPE.

### **5.3 Cardiopulmonary resuscitation**

If you are required to perform cardiopulmonary resuscitation (CPR), you should conduct a risk assessment (in the Police this would be a "dynamic risk assessment") and adopt appropriate precautions for infection control.

Where possible, it is recommended that you do not perform rescue breaths or mouth-to-mouth ventilation; perform chest compressions only. Resuscitation Council (UK) Guidelines 2010 for Basic Life Support state that studies have shown that compression-only CPR may be as effective as combined ventilation and compression in the first few minutes after non-asphyxial arrest (cardiac arrest due to lack of oxygen).

If a decision is made to perform mouth-to-mouth ventilation in asphyxial arrest, use a resuscitation face shield where available.

Should you have given mouth-to-mouth ventilation there are no additional actions to be taken other than to monitor yourself for symptoms of possible COVID-19 over the following 14 days. Should you develop such symptoms you should follow the advice on what to do on the [NHS website](#).

### **6. Hand hygiene**

After contact with the individual, wash your hands thoroughly with soap and water or alcohol hand rub at the earliest opportunity.

Avoid touching your mouth, eyes and/or nose, unless you have recently cleaned your hands after having contact with the individual.

There are no additional precautions to be taken in relation to cleaning your clothing/uniform other than what is usual practice.

**7. Cleaning the area where assistance was provided**

Cleaning will depend on where assistance was provided. It should follow the advice for cleaning in [non-healthcare settings](#). Public areas where a symptomatic individual has passed through and spent minimal time in (such as corridors) but which are not visibly contaminated with body fluids can be cleaned in the usual way. However, all surfaces that the symptomatic individual has come into contact with must be cleaned and disinfected.

**8. If there has been a blood or body-fluid spill**

Keep people away from the area. Use a spill-kit if available, using the PPE in the kit or PPE provided by your employer/organisation and following the instructions provided with the spill-kit. If no spill-kit is available, place paper towels/roll onto the spill, and seek further advice from emergency services when they arrive.

**9. Contacts of the unwell person**

If anyone had direct contact with the individual and makes themselves known to you, advise them that if they go on to develop symptoms (cough, fever), they should follow the advice on what to do on the [NHS website](#).

**10. What to do if you become unwell following contact with someone who may be at risk of COVID-19**

If you have already been given specific advice from your employer or Public Health England (PHE) about who to call if you become unwell, follow that advice.

Otherwise, if you develop symptoms of coronavirus infection (COVID-19), however mild, you will need to stay at home for 7 days - refer to the advice on

				the <a href="#">NHS website</a> and the <a href="#">Stay at home guidance</a> .	
--	--	--	--	---	--

