**CORONAVIRUS GENERIC RISK ASSESSMENT**

**One generic risk assessment required for each Service to be signed off by the Assistant Director and returned to Corporate Health and Safety**

**Covid-19 is an illness that can affect your lungs and airways. It is caused by a virus called Coronavirus.**

**Symptoms can be mild, moderate, severe or fatal**

* This is a copy of a **generic risk assessment** for dealing with the current Covid-19 situation in the workplace. It is not likely to cover all scenarios and each service should consider their own unique circumstances. Much more specific assessments, such as that for health care workers, may look quite different although many of the principles would still be relevant.

* You can adapt this pre-populated document for your own team risk assessment, adding your specific control measures, or even use the control measures suggested below if they are a true reflection of the control measures you are able to evidence.
* As your starting point, you must consider the five key points: <https://www.gov.uk/government/news/new-guidance-launched-to-help-get-brits-safely-back-to-work>.
* You should also see if your service matches, or is similar to, government guidance in: <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19> considering in more detail the basic control measures suggested in this link.
* Workforce consultation is an essential part of risk assessment and a legal requirement. It is therefore important that your team are involved in the risk assessment process too and have opportunity to identify hazards and comment on agreed risk control measures. Staff safety representatives (unions and non-union) are likewise important in the consultation process.
* Further advice and guidance is available from Corporate Health and Safety [corporatehealthandsafety@lbhf.gov.uk](mailto:corporatehealthandsafety@lbhf.gov.uk). To keep up to date with HSE advice to workplaces in this fast-changing situation visit <https://www.hse.gov.uk/news/coronavirus.htm?utm_source=hse.gov.uk&utm_medium=refferal&utm_campaign=coronavirus&utm_content=home-page-banner>.

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| SERVICE |  |
| DEPARTMENT |  |
| HEAD OF SERVICE |  |
| ASSISTANT DIRECTOR/DIRECTOR/CHIEF OFFICER |  |
| DATE OF ASSESSMENT |  |

Remember to **review your risk assessment** and update if necessary when there have been any significant changes; there are improvements you still need to make; your workers have spotted a problem; you have learnt from accidents, near misses, work-related ill-health (physical and mental) reports, sickness absence data or employee surveys that a review is needed

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| **What is the hazard?** | Spread of Covid-19 Coronavirus |
| **Who might be harmed?** | Staff  Visitors to your premises  Cleaners  Contractors  Drivers  Vulnerable groups: elderly, pregnant workers, those with existing underlying health conditions  Anyone else who physically meets you in relation to your business |

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| **Controls Required** | **Additional Controls** | **By who** | **By when** | **Complete** |
| **Hand washing**  Hand washing facilities with soap and water in place.  Stringent hand washing taking place. See hand washing guidance.  <https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/>  Drying of hands with disposable paper towels.  <https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/>  Staff encouraged to protect the skin by applying emollient cream regularly  <https://www.nhs.uk/conditions/emollients/>  Gel sanitisers in any area where washing facilities not readily available | Employees to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace.  Encourage staff to report any problems and carry out skin checks as part of a skin surveillance programme  <https://www.hse.gov.uk/skin/professional/health-surveillance.htm>  To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice – HM Gov links on intranet.  Posters, leaflets and other materials are available for display.  Hand sanitiser dispensers at entry and exit points. <https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19> | FM  Team Managers  Heads of Service  Comms | Immediate if working during lockdown.  As and when re-occupancy after lockdown.  Ensure you specify your team allocation in Phase 1, 2 or 3 |  |
| **Cleaning**  Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods. | Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed.  FM or building manager to implement reinforced cleaning processes | FM  Team Managers  Heads of Service  Comms | Immediate if working during lockdown.  As and when re-occupancy after lockdown.  Ensure you specify your team allocation in Phase 1, 2 or 3 |  |
| ***Stay at Home***  *‘All reasonable steps should be taken by employers to help people work from home. But for those who cannot work from home and whose workplace has not been told to close, our message is clear: you should go to work. Staff should speak to their employer about when their workplace will open’ HM Gov.*  <https://www.gov.uk/government/news/new-guidance-launched-to-help-get-brits-safely-back-to-work> |  | FM  Team Managers  Heads of Service  Comms | Immediate if working during lockdown.  As and when re-occupancy after lockdown.  Ensure you specify your team allocation in Phase 1, 2 or 3 |  |
| **Social Distancing**  Social Distancing -Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health England  <https://www.gov.uk/government/news/new-guidance-launched-to-help-get-brits-safely-back-to-work>  Taking steps to review work schedules including staggered start & finish times/shift patterns, working from home etc. to reduce number of workers on site at any one time, barriers in shared workplaces where 2m cannot be maintained, change seating layouts in breakout rooms, ensure staff are facing away from each other.  Relocating workers to other tasks.  Redesigning processes to ensure social distancing in place.  Conference calls to be used instead of face to face meetings.  Ensuring enough rest breaks for staff.  Social distancing also to be adhered to in canteen area and smoking area. | All LBHF workplaces to have 3 phase re-occupancy zone demarcation in place for phases  1 not exceeding 16%, 2 not exceeding 25% and 3BAU but maximising capacity by utilising agile working principles more fully.  Demarcation of workplace zones, one-way routes, restricted numbers in welfare zones with queuing systems to ensure distancing, removal of some workstations to ensure distance and reduce viral loading of indoor spaces.  Staff to be reminded daily of the importance of social distancing both in the workplace and outside of it.  LBHF poster campaign and Engage to continue and update as necessary  Management checks to ensure this is adhered to | FM  Team Managers  Heads of Service  Comms | Immediate if working during lockdown.  As and when re-occupancy after lockdown.  Ensure you specify your team allocation in Phase 1, 2 or 3 |  |
| **Wearing of Gloves**  Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely. | Staff to be reminded that wearing of gloves is not a substitute for good hand washing. | FM  Team Managers  Heads of Service  Comms | Immediate if working during lockdown.  As and when re-occupancy after lockdown.  Ensure you specify your team allocation in Phase 1, 2 or 3 |  |
| **PPE**  *Public Health England guidance on the use of PPE (personal protective equipment) to protect against COVID-19 relates to health care settings. In all other settings individuals are asked to observe stay at home rules or if working in an essential services social distancing measures and practice good hand hygiene behaviours*  Where PPE is a requirement for risks associated with the work undertaken the following measures will be followed-  Tight-fitting respirators (such as disposable FFP3 masks and reusable half masks) rely on having a good seal with the wearer’s face. A face fit test will be carried out to ensure the respiratory protective equipment (RPE) can protect the wearer.  Wearers must be clean shaven. | To minimise the risk of transmission of COVID-19 during face-fit testing the following additional measures should be carried out:  Both the fit tester and those being fit tested should wash their hands before and after the test.  Those being fit tested with non-disposable masks should clean the mask themselves before and immediately after the test using a suitable disinfectant cleaning wipe (check with manufacturer to avoid damaging the mask).  Test face pieces that cannot be adequately disinfected (e.g. disposable half masks) should not be used by more than one individual.  Fit testers should wear disposable gloves when undertaking cleaning of the tubes, hoods etc. and ensure they remove gloves following the correct procedure (PDF).  Reference <https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm> | FM  Team Managers  Heads of Service  Comms | Immediate if working during lockdown.  As and when re-occupancy after lockdown.  Ensure you specify your team allocation in Phase 1, 2 or 3 |  |
| **Symptoms of Covid-19**  If anyone becomes unwell with a new continuous cough or a high temperature in the workplace, they will be sent home and advised to follow the stay at home guidance.  Line managers will maintain regular contact with staff members during this time.  If advised that a member of staff or public has developed Covid-19 and were recently on our premises (including where a member of staff has visited other workplace premises such as domestic premises), the management team of the workplace will contact the NW London Health Protection Team [phe.nwl@nhs.net](mailto:phe.nwl@nhs.net) (Tel. 0203 326 1658) to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken. A report also needs to be made to Corporate Health and Safety  [Corporatehealthandsafety@lbhf.gov.uk](mailto:Corporatehealthandsafety@lbhf.gov.uk) | Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a fast-changing situation.  Line managers will offer support to staff who are affected by Coronavirus or has a family member affected. | FM  Team Managers  Heads of Service  Comms | Immediate if working during lockdown.  As and when re-occupancy after lockdown.  Ensure you specify your team allocation in Phase 1, 2 or 3 |  |
| **Drivers**  Procedures in place for Drivers to ensure adequate welfare facilities available during their work - Reference  <https://www.hse.gov.uk/news/drivers-transport-delivery-coronavirus.htm>  COVID-19-guidance on freight transport.  Persons should not share vehicles or cabs, where suitable distancing cannot be achieved unless risk assessment deems otherwise – e.g. waste operations RCVs | Communicate with companies we deliver to/from to ensure welfare facilities will be available to our drivers. Allowing delivery drivers adequate breaks to avail of proper welfare facilities. | FM  Team Managers  Heads of Service  Comms | Immediate if working during lockdown.  As and when re-occupancy after lockdown.  Ensure you specify your team allocation in Phase 1, 2 or 3 |  |
| **Mental Health**  Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help  Reference -  <https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/> | Regular communication of mental health information and open-door policy for those who need additional support.  Personal resilience guidance referral | FM  Team Managers  Heads of Service  Comms | Immediate if working during lockdown.  As and when re-occupancy after lockdown.  Ensure you specify your team allocation in Phase 1, 2 or 3 |  |

Once control measures are in place you must sign and display the HSE COVID 19 notice in your workplace (available from H&S)

In the section ‘who to contact’ you can enter [Corporatehealthandsafety@lbhf.gov.uk](mailto:Corporatehealthandsafety@lbhf.gov.uk)