

**BGB – Risk Assessment**

<b><u>Machine / Process</u></b>	<b><u>Assessor</u></b>	<b><u>Assessment Date</u></b>	<b><u>Review Date</u></b>	<b><u>Risk Assessment No</u></b>
<b><u>COVID-19</u></b>	<b><u>Breeze Rowlands</u></b>	<b><u>08/06/2020</u></b>	<b><u>08/07/2020</u></b>	<b><u>85v5</u></b>

**Initial / Un-controlled Risk Categorisation**

<b>Likelihood</b>	5 Almost Certain	5	10	15	20	25
	4 Likely	4	8	12	16	20
	3 Possible	3	6	9	12	15
	2 Unlikely	2	4	6	8	10
	1 Rare	1	2	3	4	5
		1 Minor Injury No First Aid	2 Minor Injury First Aid	3 Injury Hospital Treatment	4 Injury Permanent / Long-term	5 Fatality / Multiple Injuries
<b>Severity</b>						

<b>Risk Category</b>	<b>Colour Code</b>	<b>Severity:</b>	<b>5</b>
<b>Very High</b>		<b>Likelihood:</b>	<b>5</b>
<b>High</b>		<b>Category:</b>	<b>Very High</b>
<b>Medium</b>		<b><u>Actions taken to address risk should be proportional to the risk category decreed by the assessment.</u></b>	
<b>Low</b>			

<u>Hazards</u>	<u>Who might be harmed &amp; how?</u>	<u>Present Controls</u>	<u>Recommended Actions</u>	<u>Implementer</u>	<u>Implementation Deadline</u>	<u>Complete ?</u>
Foreign travel	Staff and visitors - who have travelled to affected countries have a higher chance of coming into contact with someone with coronavirus and spreading the virus	<b>COVID-19 Exceptional Travel Advisory Notice</b> As countries respond to the COVID-19 pandemic, including travel and border restrictions, the FCO advises British nationals against all but essential international travel. Any country or area may restrict travel without notice.	Traveler's should continue to monitor the <a href="#">GOV.UK travel advice</a> as the information may change; <a href="#">check also the UK FCO website for country specific information.</a>	All staff	Immediately as of 08/04/2020	Yes
Exposure from others  <i>*Symptoms are a high temperature considered to be 37.8C or over, and a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours. Loss or change to your sense of smell or taste</i>	Staff & Visitors 1) Living with someone who shows symptoms* of COVID-19. 2) Come into close contact (within 2 meters for 15 minutes or within 1 meter for 1 minute) with someone who shows symptoms of *COVID-19*. 3) Being advised by a public health agency that contact with a diagnosed case has occurred.	Everyone in the UK with symptoms is now eligible for testing if symptomatic, follow the self-isolating guidelines and arrange a test online <a href="https://www.gov.uk/apply-coronavirus-test">https://www.gov.uk/apply-coronavirus-test</a> . You should self-isolate immediately if you or anyone in your household has symptoms including a new, continuous cough, a high temperature, or a loss of or change in their normal sense of smell or taste All members of their household must also self-isolate according to current guidelines, unless the symptomatic individual receives a negative test result.  Self-isolating - <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</a>	Staff who self-isolate can obtain an isolation note online. The first 7 days, staff can self-certify but, from day 8 onwards, isolation notes can be obtained <a href="https://111.nhs.uk/covid-19">https://111.nhs.uk/covid-19</a> Do not come into work if diagnosed or showing symptoms* of COVID-19. Follow NHS / 111 or CDC / 911 for US advice as required.  Staff must request a testing online. You will be asked to provide evidence of a negative test result. Only once a negative result confirmation is received should you return to work.	All staff  Translations of current government guidance are available  All staff	Immediately as of 02/04/2020  Distributed as of 3/04/2020  Immediately as of 18/05/2020	Yes  Yes  Yes

<p>People at moderate risk (clinically vulnerable)</p> <p><b>*Healthy age death rate from COVID-19:</b>  50-59 1.3%  60-69 3.6%  70-79 8%  80+ 21.9%  <b>Male have twice higher risk to die from coronavirus than woman.</b></p> <p><b>**If you are 40 years old male but you are a smoker with hypertension, asthma and diabetes you will be at even higher risk comparing with 80 years old healthy lady.</b></p>	<p>Staff and visitors who are: Aged 60* or older (regardless of medical conditions) Under 60** with underlying health conditions:</p> <p>People at moderate risk (clinically vulnerable) include people: 70 or older, Pregnant, lung conditions such as asthma, COPD, emphysema or bronchitis, heart disease, heart failure, diabetes, chronic kidney disease, liver disease, hepatitis, conditions affecting the brain or nerves, Parkinson's disease, motor neurone disease, multiple sclerosis or cerebral palsy, a high risk of getting infections, taking medicine that can affect the immune system, low doses of steroids, very obese (a BMI of 40 or above)</p>	<p>If you're at moderate risk from coronavirus, you can go out to work (if you cannot work from home) and for things like getting food or exercising. But you should try to stay at home as much as possible.</p> <p>It's very important you follow the general advice on social distancing, including staying at least 2 metres (3 steps) away from anyone you do not live with.</p> <p>Unlike people at high risk, you will not get a letter from the NHS.</p> <p>We can all help control the virus if we all stay alert. This means <b>YOU MUST</b> –</p> <ul style="list-style-type: none"> <li>Stay at home as much as possible</li> <li>Work from home if you can</li> <li>Limit contact with other people</li> <li>Keep your distance if you go out (2 metres apart where possible)</li> <li>Wash your hands regularly</li> <li>Do not leave home if you or anyone in your household has symptoms.</li> </ul> <p>Evidence shows that the risk of transmission is significantly lower outdoors and as the infection rate has been driven down the Government have announced new rules – the latest updated rules can be found here on what you can and can't do with regards to social distancing-</p> <p><a href="https://www.gov.uk/government/publications/coronavirus-outbreak-faqs-what-you-can-and-cant-do/coronavirus-outbreak-faqs-what-you-can-and-cant-do">https://www.gov.uk/government/publications/coronavirus-outbreak-faqs-what-you-can-and-cant-do/coronavirus-outbreak-faqs-what-you-can-and-cant-do</a></p>	<p>All staff at increased risk are asked to please advise HR or discuss this with our Guardian support team in strict confidence.</p> <p>Self-evaluation of personal risk, following the age, sex ratio and underlying health condition from the previous column.</p> <p>Floor tape shows where to wait in high traffic areas (If the tape looks to be causing a trip hazard - report immediately.) Posters are placed on offices/meeting rooms to show many people should be in the room and WC facilities are only to be used by one person at a time to allow for the 2-meter distancing.</p> <p><b>STAFF MUST NOT LOCK THEMSELVES INSIDE OFFICES TO STOP OTHERS ENTERING – THIS COULD STOP ACCESS FOR A MEDICAL EMERGENCY OR SAFE EVACUATION.</b></p> <p>We must all stay alert.</p>	<p>All staff</p> <p>All staff</p> <p>All staff</p>	<p>Immediately as of 17/03/2020</p> <p>Immediately as of 21/04/2020</p> <p>Immediately as of 10/05/2020</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p>
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Shielding to protect people who are clinically extremely vulnerable.	People at high risk (clinically extremely vulnerable) include people: organ transplant, chemotherapy, antibody treatment, immunotherapy, radiotherapy, radical radiotherapy, cancer treatments, protein kinase inhibitors, PARP inhibitors, blood or bone marrow cancer, leukaemia, lymphoma or myeloma, bone marrow or stem cell transplant, taking immunosuppressant medicine, severe lung condition, cystic fibrosis, severe asthma or severe COPD, very high risk of getting infections, SCID or sickle cell, much more likely to get infections, high doses of steroids or immunosuppressant medicine, serious heart condition and are pregnant	<p>If you have an underlying health condition on the previous column you are at very high risk of severe illness as a result of coronavirus (COVID-19) requiring admission to hospital.</p> <p>Shielding is a practice used to protect extremely vulnerable people from coming into contact with coronavirus.</p> <p>You are strongly advised to stay at home at all times and avoid any face-to-face contact for a period of at least 12 weeks. Please note that this period of time could change.</p> <p><b>If you live with someone at high risk from Coronavirus (Clinically Extremely Vulnerable) – you can help protect the person you live with by following the below guidance.</b></p> <p><b>It's very important you follow the advice on social distancing. This includes washing your hands often and staying at least 2 metres (3 steps) away from others when you're outside your home. There are also some extra things you can do.</b></p> <p><b>Spend as little time as possible in shared rooms, for example, the kitchen and sitting areas, open windows to let fresh air into shared spaces, keep 2 metres (3 steps) away from the person who's at high risk – avoid sharing a bed, if possible, use separate towels, including hand towels and tea towels, clean cutlery, dishes and pans thoroughly, clean a shared bathroom each time you use it, for example, by wiping the surfaces you have touched, clean objects and surfaces you touch often (such as door handles, kettles and phones) using your usual cleaning products</b></p> <p><b>Do not have visitors to your home, including friends and family, unless they're providing essential care</b></p>	<p>Staff must inform HR or their line manager if they fall into this category.</p> <p>Email sent to all staff from HR on Guidance on shielding and protecting extremely vulnerable persons</p> <p><b>With the return to work of a staff member with a shielding household member all staff onsite have been re briefed to be vigilant in social distancing and contact.</b></p>	All staff	Immediately as of 21/03/3030	Yes
				All staff	Immediately as of 1/04/2020	Yes
				All staff	<b>Immediately as of 08/06/2020</b>	Yes

Poor personal hygiene	Staff and visitors - To help prevent the spread of respiratory viruses,	Washing hands more often with soap and water for at least 20 seconds when getting into work, blowing your nose, sneeze or cough, eat or handle food. Avoid touching your eyes, nose, and mouth. Cover your cough or sneeze with a tissue, then throw the tissue in a bin and wash your hands	All Public Health England guidelines to be followed. Hand dryers should not be used after washing hands and paper towels must be used instead, the paper towels once used must be double bagged and placed in general waste after 72hrs.	All staff	Immediately 23/03/2020	Yes
				All staff	Immediately 21/04/2020	Yes
Occupational skin disease	Staff - Repeated skin irritation or skin sensitisation can lead to dermatitis. The following symptoms may be felt: skin redness or soreness; Itching; rash; skin cracking or peeling.	Soaps and cleaners can cause dermatitis, washing hands more often and daily cleaning without wearing disposable gloves can cause dermatitis, use of a barrier cream will help to avoid dermatitis.	Any staff showing signs of skin redness or soreness; Itching; rash; skin cracking or peeling are to raise this with H&S - Occupational dermatitis: where the person's work involves regular exposure to a known skin sensitizer or irritant is RIDDOR reportable.	All Staff	Immediately 21/04/2020	Yes
Poor workplace housekeeping	Staff and visitors - COVID-19 can spread through contact with a surface or object that has the virus on it.	Soap and water remove germs, it does not kill germs. Diluting disinfectant or bleach beyond the proper ratio, it becomes a sanitizer, lowering the number of germs on surfaces to a safe level. Disinfectant kills germs, cleaning with disinfectant should take place every day. <b>(Bleach is a corrosive chemical and must not come into contact with production items)</b>	Disinfect surfaces wearing disposable gloves and disposable apron if possible. Pay attention to frequently touched areas and surfaces. Hands should be washed with soap and water for 20 seconds after. Rubbish should be double bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished	All staff disinfecting their work areas.	Immediately 25/03/2020	Yes
				Cleaners must also follow these guidelines	Immediately 03/04/2020	Yes

<p>Working from home</p> <p>For further homeworking details please refer to the additional Risk Assessment 87 COVID-19 Homeworking</p>	<p>Staff where it is possible to work from home - Incorrect use of DSE or poorly designed workstations or work environments can lead to pain in necks, shoulders, backs, arms, wrists and hands as well as fatigue and eye strain.</p>	<p>To reduce postural problems working with display screen equipment (DSE) Users should use a firm surface. The height and position of the screen should be angled to be sitting comfortably and without reflection. Changes of activity for prolonged awkward postures.</p>	<p>Staff must consider how to adjust furniture; how to organise the workplace to avoid awkward or frequently repeated stretching movements</p> <p>All staff working from home need to complete the HSE Display Screen Equipment workstation checklist to contact H&amp;S for help and to report problems or symptoms</p>	<p>All staff</p> <p>All staff</p>	<p>Immediately 23/03/2020</p> <p>Immediately 21/04/2020</p>	<p>Yes</p> <p>Yes</p>
<p>Mental Wellbeing</p> <p>For further mental health and wellbeing details please refer to the additional Risk Assessment 86 COVID-19 Mental Health &amp; Wellbeing</p>	<p>Staff - Understandably, you may find your mood and feelings are affected and you may feel low, worried or have problems sleeping.</p>	<p>At times like these, it can be easy to fall into unhealthy patterns of behavior which in turn can make you feel worse. There are simple things you can do that may help, to stay mentally and physically active during this time such as try to eat healthy, well-balanced meals, drink enough water, exercise regularly, and try to avoid smoking, alcohol and drugs</p>	<p>Information on looking after your mental health is available as below, Talk to the Samaritans - emotional support 24 hours a day – in full confidence Call 116 123 24 hrs</p> <p>CALM (Campaign Against Living Miserably) – National Helpline for Men to talk about any troubles they are feeling. Call 0800 58 58 58 17:00 – 12:00 midnight</p> <p>MIND Wellbeing Charity - Infoline provides information and access to support services: Support for: <input type="checkbox"/> Mental health problems Infoline: 0300 123 3393 Text: 86463</p>	<p>All staff</p>	<p>Immediately 2/04/2020</p>	<p>Yes</p>

CPR and first aid	First Aiders - There is risk of cross infection, associated particularly with giving rescue breaths.	If you need to provide first aid assistance you should wear disposable gloves, disposable plastic apron, disposable eye protection (such as goggles) and a surgical face mask is recommended if available. Wash your hands thoroughly with soap and water before putting on and after taking off PPE	For Cardiac Arrest you do not listen for breathing, get close to mouth, face, perform rescue breaths or mouth-to-mouth; Perform compression only CPR. Apply Defibrillator as normal and follow instructions with chest compressions only. Resuscitation Council (UK) Guidelines 2010 for Basic Life Support state 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).	First Aiders	Immediately 09/04/2020	Yes
Fire doors	Fire doors are wedged open to reduce spread due to them being frequently touched, while open they will offer no protection in preventing the spread of fire and smoke.	Ensure doors are closed in (a) The event of a fire/ fire alarm activation. (b) All doors are closed at times of non-occupy.		Fire Marshalls & Keyholders	Immediately 09/04/2020	Yes
Face coverings	If not able to work within the social distancing guidelines face coverings may protect others	A face covering can be worn in enclosed spaces where social distancing isn't possible. It needs to cover your mouth and nose. It is not the same as a face mask, such as the surgical masks or respirators used by health and care workers. When work requires a 2 man lift use a fixed pairing system with both wearing a face covering.	All staff have been provided with face coverings to be worn if they are not able to work within the social distancing guidelines.	All staff	Immediately from 11/05/2020	Yes

Fans	Use of a fan may spread the virus.	Fans are only to be used if they are inward facing and not dispersing possibly contaminated air towards others, in warm weather open windows and doors where possible to let fresh air in.	Drink water to keep yourself hydrated	All staff	Immediately from 19/05/2020	Yes
Multiple occupancy in vehicles	Sharing a vehicle may spread the virus as you are unable to follow social distancing and increase contact.	Vehicles should not be shared if possible. It is recommended you consider walking or cycling rather than share a vehicle with people outside of your household. If it is not possible you should wear a face covering. Make sure vehicles are well-ventilated by opening a window. Ensure the cleaning of vehicles, in between different users.	All staff have been provided with face coverings to be worn if they are not able to work within the social distancing guidelines.	All staff	Immediately from 08/06/2020	Yes

### Residual Risk Categorisation

Likelihood	5 Almost Certain	5	10	15	20	25
	4 Likely	4	8	12	16	20
	3 Possible	3	6	9	12	15
	2 Unlikely	2	4	6	8	10
	1 Rare	1	2	3	4	5
		1 Minor Injury No First Aid	2 Minor Injury First Aid	3 Injury Hospital Treatment	4 Injury Permanent / Long-term	5 Fatality / Multiple Injuries
Severity						

<b>Risk Category</b>	<b>Colour Code</b>	<b>Severity:</b>	<b>3</b>
<b>Very High</b>		<b>Likelihood:</b>	<b>3</b>
<b>High</b>		<b>Category:</b>	<b>High</b>
<b>Medium</b>		<b>Assessors signature:</b>	<i>Elena Bobkova &amp; Breeze Rowlands</i>
<b>Low</b>			