

RISK ASSESSMENT

<b>Subject of Assessment</b>	Coronavirus (COVID-19)	<b>RA No.</b>	1.1
<b>Task/Activity</b>	Managing the risk of Coronavirus (COVID-19) exposure whilst undertaking all work activities		
<b>Assessor</b>	Nikki Verity	<b>Location of Assessment</b>	Unipol Student Homes, Leeds and Nottingham and Bradford offices.

<b>Risk Rating Matrix (RR)</b>	<b>Likelihood (L)</b>		
<b>Severity (S)</b>	Certain or near certain to occur (High)	Reasonably likely to occur (Medium)	Unlikely to occur (Low)
Fatality; major injury or illness causing long term disability (High)	<b>HIGH (H)</b>	<b>HIGH (H)</b>	<b>MEDIUM (M)</b>
Injury or illness causing short term disability (Medium)	<b>HIGH (H)</b>	<b>MEDIUM (M)</b>	<b>LOW (L)</b>
Other injury or illness (Low)	<b>MEDIUM (M)</b>	<b>LOW (L)</b>	<b>LOW (L)</b>

<b>Hazard Ref</b>	<b>Hazards</b> <i>(Unsafe Condition)</i>	<b>Who is at risk?</b> <i>(and how)</i>	<b>Controls in place</b>	<b>L</b>	<b>S</b>	<b>RR</b>	<b>Adequately controlled?</b>
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1	<p><b>COVID-19</b> <i>(Someone infected entering the workplace)</i></p>	<p><b>Employees</b> <i>(A visitor or employee enters the workplace and passes the virus onto employees)</i></p>	<ul style="list-style-type: none"> <li>• An information poster highlighting the symptoms and the risk of COVID-19 and the rules within the building are placed on entry points and designated locations within the building.</li> <li>• Staff and visitors who feel unwell should stay at home and not attend the premises. Staff should contact the Deputy Chief Executive as soon as possible to discuss their absence and working arrangements in line with coronavirus guidance.</li> <li>• Best practice Hygiene requirements (handwashing etc.) are being enforced and included in all inductions. Employees have been instructed to wash their hands frequently for at least 20 seconds duration. No handshaking.</li> <li>• Hand sanitising stations are set up at entry and exit points for visitors.</li> <li>• All employees have undertaken the Coronavirus and Pandemic e-Learning</li> <li>• Visitors are limited to ensure social distancing in line with the social distancing policy</li> <li>• Visitors to the Hub are required to wear a face mask whilst in the building</li> <li>• Staff have been issued with face masks and visors to wear when conversing with visitors</li> <li>• Perspex screens are in place in the hubs. Employees should converse with visitors from behind the screens.</li> <li>• Guidance on 'working safely whilst in Unipol properties/offices' has been issued to contractors before working in the office.</li> <li>• A site induction will be provided to contractors working during office hours to ensure the office guidance, social distancing guidance and working safely whilst in Unipol properties/offices is followed.</li> <li>• Contractors are required to sign in and out when working in the office and sign to confirm they will adhere to the guidance listed above. An email will be sent to staff based in the office to let them know when a contractor is on site and when the contractor has left.</li> <li>• All visitors are requested to scan the QR code on arrival via the NHS Tracing App</li> </ul>	M	M	M	Yes

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2	<b>COVID-19</b> (Someone becomes ill in the workplace)	<b>Employees &amp; Visitors</b> (Contract COVID-19 in workplace)	<ul style="list-style-type: none"> <li>UK <a href="#">Government guidance</a> to be followed</li> <li>A designated safe area has been identified away from other staff. Persons showing signs of COVID-19 infection will be removed from the workplace to the designated area, away from other staff and sent home with support required. The person will be advised to follow <a href="#">NHS Guidance online</a>.</li> <li>Staff showing signs of COVID-19 infection, or reporting that they are self-isolating in line with UK <a href="#">Government guidance</a> will be asked to have a COVID -19 test <a href="#">NHS COVID-19 Test and Trace</a> and to report the results to the Deputy Chief Executive.</li> <li>If the person is a visitor their organisation will be informed.</li> <li>The workplace will be decontaminated following <a href="#">governmental guidance</a>.</li> <li>Best practice Hygiene requirements (handwashing etc.) are being enforced and included in all inductions. Employees have been instructed to wash their hands frequently for at least 20 seconds duration. No handshaking. Hand sanitising station have been set up at key points (entry/exit/lifts/deks0communal areas ) throughout the building</li> <li>Cleaning materials have been provided to all staff to clean down their work stations, kitchens, and bathroom. Photocopiers, printers etc. after us.</li> <li>This information has been passed onto all employees.</li> </ul>	M	M	M	Yes

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3	<b>COVID-19</b> (Contaminated Workplace)	<b>Employees &amp; visitors</b> (Contract COVID-19 in workplace)	<ul style="list-style-type: none"> <li>UK <a href="#">Government guidance</a> is being followed.</li> <li>An office risk assessment has been carried out for each building that office work takes place in and controls have been implemented to mitigate risk.</li> <li>Hand sanitisers have been placed in the workplace and employees are encouraged to carry their own sanitary wipes.</li> <li>Extra hygiene requirement (handwashing etc.) in place. Multi-use handtowels are not used to dry hands.</li> <li>Employees are encouraged to implement increased cleaning regime. Equipment such as keyboards, work surfaces etc. to be regularly cleaned.</li> <li>Employees and visitors should make every reasonable effort to comply with the social distancing guidelines set out by the government (2m, or 1m with risk mitigation where 2m is not viable).</li> <li>Employees and visitors should avoid unduly raising their voice or shouting because of the potential for increased risk of transmission.</li> <li>Ventilation in to the building should be optimised to ensure the maximum fresh air supply by keeping windows and doors open where possible and increase the existing ventilation rate of fans</li> <li></li> <li>This information has been passed onto all employees.</li> </ul>	M	M	M	Yes

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4	<b>COVID-19</b> (proximity, workplace gatherings)	<b>Employees &amp; visitors</b> (A person catches COVID-19 due to working closely with an infected person)	<ul style="list-style-type: none"> <li>- UK <a href="#">Government guidance</a> to be followed.</li> <li>- A social distancing policy has been implemented.</li> <li>- Staffing numbers have been reduced to 50% to allow for social distancing</li> <li>- Perspex screen have been installed between desks to mitigate the risk of transmission to staff sat facing each other or say side by side.</li> <li>- Employees and visitors should make every reasonable effort to comply with the social distancing guidelines set out by the government (2m, or 1m with risk mitigation where 2m is not viable).</li> <li>- A one way system has been implemented when moving around the office</li> <li>- Employees and visitors should not move around the building unnecessarily.</li> <li>- The use of lifts has been limited to one person at a time.</li> <li>- Hot desking is to be avoided where possible</li> <li>- Only business critical face to face meetings to be undertaken on agreement with all involved.</li> <li>- Customer meetings to be undertaken remotely by phone or video where possible.</li> <li>- No handshaking or attendance at large meetings.</li> </ul> <p>This information has been passed onto all employees.</p>	M	M	M	Yes

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5	<b>COVID-19</b> (Vulnerable employees)	<b>Employees with underlying health conditions. Reduced immunity, pregnancy, over 70, etc.</b> (Contract COVID-19 in workplace)	<ul style="list-style-type: none"> <li>UK <a href="#">Government guidance</a> to be followed</li> <li>Employees have been instructed to self-isolate if they have had either a high temperature (37.8 centigrade or greater) or a continuous dry cough in the last 14 days – there have been no instances of either of these to date.</li> <li>A risk assessment will be carried out for any vulnerable employees before they return to the work place.</li> <li>Where home working is not possible arrangements are made to isolate employee at work if symptom free.</li> <li>Pregnant workers may be asked to commence maternity leave early if practicable.</li> <li>The company will arrange for meetings with clients/customers to be completed by video or audio conferencing where possible.</li> </ul>	M	M	M	Yes
6	<b>COVID-19</b> (Employees who have contracted COVID-19)	<b>Employees, visitors, members of the Public, Family members</b> (Contract COVID-19 in workplace)	<ul style="list-style-type: none"> <li>If the NHS confirms an employee has contracted COVID-19 they will be treated as off sick as per normal company sickness policy.</li> <li>Colleagues who have had contact with a symptomatic employee will be made aware of the symptoms and advised to follow <a href="#">NHS Online Guidance</a>.</li> <li>The workplace will be decontaminated following <a href="#">governmental guidance</a>.</li> <li>This information has been passed onto all employees.</li> </ul>	M	M	M	Yes

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7	<b>COVID-19</b> (Presenteeism. Symptomatic or exposed employees remaining in workplace.)	<b>Employees, members of the Public, Family members</b> (Employees who are symptomatic or have been in contact with someone with COVID-19 but continue to work despite being unwell)	<ul style="list-style-type: none"> <li>UK <a href="#">Government guidance</a> to be followed</li> <li>Employees are advised to follow <a href="#">NHS Guidance online</a>.</li> <li>Symptomatic employees will be instructed to go home.</li> <li>Colleagues who have had contact with a symptomatic employee will be made aware of the symptoms and advised to contact <a href="#">NHS Guidance online</a>.</li> <li>As a last resort, if we decide to suspend an employee this will be on full pay unless the employee's specific contract provides a right to suspend without full pay for this reason. Such as suspension will not be considered a medical suspension</li> </ul>	M	M	M	Yes
8	<b>COVID-19</b> (Self-Isolation and wellbeing)	<b>Employees</b> (Employees not aware of the need to or how self-isolate. Wellbeing/Loneliness issues from self-isolation )	<ul style="list-style-type: none"> <li>NHS 111 online provides advice on when to self-isolate and access to an online interactive and personal checklist (<a href="#">Stay at Home Advice</a>)</li> <li>A homeworkers risk assessment – either general or specific depending on risk levels – will be completed</li> <li>Managers are to ensure that all employees now required to work from home have the necessary equipment to do their jobs safely.</li> <li>Managers &amp; Colleagues are advised to keep in regular contact with home workers with regular individual, team calls or by Zoom</li> <li>This information has been passed onto all employees.</li> </ul>	M	M	M	Yes

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9	COVID-19 (Travelling abroad)	<b>Employees &amp; visitors</b> (A person catches COVID-19 due to travelling abroad)	<ul style="list-style-type: none"> <li>UK <a href="#">Government guidance</a> to be followed</li> <li>FCO provides <a href="#">Foreign Travel advice</a> for travellers</li> <li>CIPD provides advice for <a href="#">travellers returning to work from affected areas</a>.</li> <li>We do not insist on employees travelling to work to an area with a higher risk of COVID-19</li> <li>Employees are granted permission to cancel at short notice any pre-booked annual leave to an affected area i.e. no pressure to travel to affected destinations.</li> </ul>	M	M	M	Yes
10	COVID-19 (Information failure)	<b>Employees &amp; visitors</b> (Escalation/de-escalation of Pandemic)	<ul style="list-style-type: none"> <li>The company has a designated COVID-19 Appointed Person whose responsibilities include;                             <ul style="list-style-type: none"> <li>- Signing up to relevant websites to receive timely updates</li> <li>- Monitoring relevant websites &amp; news outlets</li> </ul> </li> </ul>	M	M	M	Yes

**Additional Site Specific Arrangements**

Hazard Ref	Additional control	Assigned to	Date Completed	L	S	RR

**Risk Assessment References – Notes**



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HSE Workplace health, safety and welfare Workplace (Health, Safety and Welfare) Regulations 1992  
The Management of Health and Safety at work Regulations 1999  
HSE Managing the Causes of Work Related Stress HSG218 2007  
HSE Books 1998 Lighting at Work HSG38  
HSE INDG244 Workplace health, safety and welfare: A short guide for Managers  
GOV.UK information on Coronavirus (COVID-19):  
<https://www.gov.uk/guidance/social-distancing-in-the-workplace-during-coronavirus-covid-19-sector-guidance>  
HSE information on Coronavirus:  
<https://www.hse.gov.uk/news/coronavirus.htm>  
NHS information and advice about coronavirus (COVID-19)  
<https://www.nhs.uk/conditions/coronavirus-covid-19/>

<b>Date of Assessment</b>	18/05/20	<b>Signature</b>	NHVerity
<b>Reviewed Date</b>	Last reviewed 25/09/20	<b>Reviewed By</b>	Nikki Verity & COVID-19 Health and Safety Group