

Generic risk assessment.



Topic/version: Coronavirus (COVID-19) 1.1 (Review)

Date undertaken: 30/01/22

Step 1 - Hazard & risk identification

What is the hazard?

Spread of the COVID-19 Coronavirus.

Who might be harmed?

Staff; cleaners & contractors; Guests & visitors to holiday accommodation and premises

Particularly vulnerable groups, identified as the elderly, pregnant workers, those with existing underlying health conditions.

Step 2 - Controls & additional information

Control measures required	Additional information	Action required (including by whom and a date for completion)
<p>A. General - management</p> <ol style="list-style-type: none">Information on Covid Control measures must be communicated to all staff, visitors and customers.Staff (and others) should be regularly reminded of the Covid control measures in place and the need to follow all of the relevant procedures.Managers shall check to ensure that appropriate procedures are being followed and that facilities provided are maintained. <p>B. Hand washing</p> <ol style="list-style-type: none">Hand washing facilities with soap and water should already be in place in guest accommodation. Materials to allow drying of hands with disposable paper towels within company premises/sites.	<ol style="list-style-type: none">All staff reminded of current PHE guidelines and provided with access to additional information as requested. Customers staying in guest accommodation should familiarise themselves with the latest guidance at https://www.gov.uk/coronavirus.Posters and signage erected as required.Managers are also responsible for contractor actions. <ol style="list-style-type: none">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.	

2. Information provided to staff and contractors on hand washing.
3. Handwashing facilities will be cleaned, bins will be emptied and soap, paper towels and hand sanitiser replenished regularly.
4. Gel sanitisers should be provided in any area where washing facilities are not readily available.
5. Repeated washing can dry skin and lead to dermatitis. Staff encouraged to protect the skin by applying emollient cream regularly - see <https://www.nhs.uk/conditions/emollients/>

C. Cleaning

1. Cleaning regimes for properties are now available as part of a wider Enhanced Cleaning Programme (ECP). All staff and contractors must familiarise themselves with the details of the programme to ensure maximum risk reduction.
2. Where possible, equipment must not be shared. Where this is not possible, we will ensure that the correct cleaning materials are supplied. They must be used between each change of user.

D. Eliminating workplace exposure

1. Working from home - Where staff are required to work from home they should be facilitated to do so.
2. Meetings - Conference calls to be used in preference of face-to-face-meetings where possible.
3. Visitors - Only necessary visitors/contractors will be permitted to site/premises.

E. Persons with positive Covid-19 tests or persons informed they are close contacts

1. Staff to be instructed not to attend work if they have developed Coronavirus symptoms or have been informed that they are a close contact of a positive individual in line with PHE guidance.
2. Line managers will maintain regular contact with staff members during this time.

F. Persons with Covid-19 symptoms at work

2. Follow guidance from <https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/>. Regular checks will be carried out by managers to ensure all staff/contractors are following guidelines.
 3. Cleaners will ensure Enhanced Cleaning protocols are followed within holiday accommodation properties. Managers will carry out checks within company premises.
 4. 70% Alcohol based hand sanitisers are flammable and need to be used and stored correctly to reduce fire risks
 5. 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>
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1. Check sheets are included in the ECP documentation. This is to be continued regardless of England's return to 'Plan A'.
 2. Signage will be provided for plant and other equipment that has to be shared between users to remind them of the necessity to clean equipment.
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1. Where possible, all functions should now return to their usual work placement. Where working from home is required (for example, as a result of a positive LFT), the company will provide ongoing support.
 2. Participants of face-to-face meetings will be required to confirm they have not been in contact with a person who has tested positive for COVID 19 in the past 10 days and they do not have any symptoms.
 3. Visitors will be required to confirm they have not been in contact with a person who has tested positive for COVID 19 in the past 10 days and they do not have any symptoms. Where practicable, a record of visitors/contractors contact details will be held for 10 days to allow contact tracing if required. All visitors must present a valid negative LFT.
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1. Regular reminders to be issued to staff on symptoms and the actions to take. LFTs should be carried out on Monday, Wednesday & Friday of each week and results recorded.

1. If anyone becomes unwell with a new continuous cough, loss of taste or smell or a high temperature in the workplace they will be sent home and advised to follow the stay-at-home guidance.
2. Activate arrangements to clean if someone develops symptoms of Coronavirus in work.
3. If advised that a member of staff or public has developed COVID-19 and were recently on your premises (or where a member of staff has visited other work place premises or domestic premises), the management team of the workplace should contact the Public Health Authority 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.

G. Social distancing

1. The number of persons in any work area to comply with a 2-metre (6.5 foot) gap as previously recommended by Public Health England.
2. Hand washing facilities and hand sanitiser are at accessible places near to where people will have contact with high traffic communal areas, e.g., sanitiser/washing facilities at the entrance/exit to communal areas.
3. Use floor markings / wall signs etc to maintain social distancing with guests and visitors to premises.
4. Where it is impossible to maintain 2m Social Distancing additional controls will be implemented including;
 - a. limiting the amount of time people spend on the task
 - b. placing workers back-to-back or side-by-side rather than face-to-face when working
 - c. 'co-horting' or 'bubble' work teams so they consistently work together
 - d. improving ventilation
 - e. enhanced cleaning regimes (such as the ECP)
 - f. increase in hand washing
5. Face coverings and visors are not a sufficient measure by themselves to allow for working within 2m of other persons and must be supplemented by other mitigations. Staff will not work within 1m of each other at any time.
6. For 'co-horting', identify workers that will travel to sites/premises together and group them together.

H. Ventilation

1. Poor ventilation increases the risk of spreading COVID-19 and measures should be taken to ensure adequate ventilation is maintained when working.
2. Where possible good ventilation should be maintained using natural 'fresh air' ventilation (opening windows and 'non-fire' doors). Do not prevent fire doors from closing.

1. For more information on decontamination see - <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>.

6. Discuss with workers who live and/or travel to work together to agree how to prevent the risks of spreading Coronavirus.

1. Where possible, heating during colder weather will be adjusted to maintain enhanced ventilation.
2. If you need additional ventilation, mechanical ventilation such as fans and air movers are available. Portable fans and air handling units will be positioned to prevent air being blown from one individual towards others.

3. Switch heating ventilation and air conditioning (HVAC) systems, where fitted, to draw in fresh air, rather than recirculating air.

I. Face coverings

1. Face coverings will be worn in all situations when working unless exempt or a local risk assessment deems them unnecessary. This does not include guest accommodation areas and they should be worn at all times.
2. Face coverings are not PPE as they do not protect people from work-related hazardous substances. They may protect others, not the wearer, against Coronavirus so should not be relied upon for personal protection.

J. Use of gloves

1. Staff and contractors are reminded that wearing of gloves is not a substitute for good hand washing as the virus can be transferred on the surface of the glove.
2. Where an existing Risk Assessment or your personal Dynamic 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. Always 'double glove' to provide you with a constantly 'clean' pair and in case of accidental tearing.

K. Vehicles & drivers

1. Where possible persons should not share vehicles or taxis, where suitable distancing cannot be maintained or alternative mitigations cannot be achieved. Avoid public transport where possible.
2. Company vehicles should be cleaned and sanitised regularly.
3. Ensure welfare facilities exist for delivery drivers when visiting company premises and/or sites.

L. Working from home specific risks

1. For all people working at home using display screen equipment (DSE), put in place information and training on how to protect themselves, e.g., taking regular breaks, stretching exercises, setting the equipment up properly.

M. Mental health

1. The Company will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help.

1. Where another person requests that you wear one for their comfort, you must do so.
2. See <https://www.hse.gov.uk/coronavirus/ppe-face-masks/non-healthcare/index.htm> for more information and guidance. PPE including protective masks are available on request.
2. Specific arrangements are already in place with the chosen provider of company hired vehicles.
3. Communicate with companies we deliver to/from to ensure welfare facilities will be available to our drivers. Factor any additional time requirements for adequate welfare and hand washing as required.
1. For more information on working from home see <https://www.hse.gov.uk/toolbox/workers/home.htm>. 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.
1. Regular communication of mental health information and an open-door policy exists for those who need additional support. Our managers will offer support to staff who are affected by Coronavirus or has a family member affected. We have partnered with MIND to offer additional guidance, which all

	staff and contractors can use at https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/ .	
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Declaration

This generic risk assessment was reviewed & completed by:

Print name & sign: Date: