

Advantis COVID-19 Risk Assessment

Assessment conducted by: Katherine Sykes  
 Job Title: HR & Recruitment Manager

Last updated: 10/07/2020  
 Next Assessment Due: Ongoing



Potential Risk	Risk No.	Possible Hazard(s)	Inherent Risk Rating						Controls in place	Risk Level			Further Action Required	Target Date	Owner	Current Status
			Before controls			Post controls				High	Medium	Low				
			Likelihood	Impact	Score	Likelihood	Impact	Score								
<b>Persons at risk: Employees, Visitors, Clients, Vulnerable Workers, Pregnant Workers</b>																
COVID-19	1	Exposure to COVID-19 - Contact with infected persons	4	2	8	2	2	4	All employees who can work from home are doing so. All non-essential visitors, clients or guests are not permitted to visit the office. Staggered shift start/finish times are in place for on-site employees. All employees are instructed to stay at home for a period of 7 days from the onset of symptoms of new continuous cough or high temperature. All employees are instructed to stay at home for a period of 14 days from the onset of symptoms of new continuous cough or high temperature in a member of their household. Employees and potential visitors are adhering to social distancing. This is reminded throughout the office with posters, signs, floor markings and walkway systems. Stagger shift start and finish times for each department to reduce traffic. Building facilities document has been put together detailing all new processes to aid and inform employees.	✓	✓	✓	Send regular reminder emails to all staff about processes.  Produce COVID-19 Policy.	Fortnightly  Jul-20	Management  HR	Risk Controlled Risk Controlled Risk Controlled Risk Controlled Risk Controlled Risk Controlled
<b>Persons at risk: Employees, Visitors, Clients, Vulnerable Workers, Pregnant Workers</b>																
COVID-19	2	Exposure to COVID-19 - Contact with or inhalation of airborne virus.	3	2	6	1	2	2	All employees who can work from home are doing so. Numbers of employees in the workplace reduced through homeworking / closure of some functions. Social distancing requirements fully implemented, 2m distance maintained between workers. Staggered shift start/finish times are in place for on-site employees. Pedestrian traffic flow restricted – corridor and staircase systems / signs displayed. Floor markings displayed throughout premises, clearly highlighting 2m distance requirement. Desk and workstation layout and occupant capacity modified to ensure 2m distance, limited face to face working. Breakout area layout modified and opening of the training room for breaks Windows and doors are being left open to improve ventilation.	✓	✓	✓			Risk Controlled Risk Controlled Risk Controlled Risk Controlled Risk Controlled Risk Controlled	
<b>Persons at risk: Employees, Visitors, Clients, Vulnerable Workers, Pregnant Workers</b>																
COVID-19	3	Exposure to COVID-19 – Physical contact with virus or contaminated materials.	4	2	8	2	2	4	All employees who can work from home are doing so. All non-essential visitors, clients or guests are not permitted to visit the office. All employees instructed and regularly reminded to wash hands as often as possible for a minimum of 20 seconds. Adequate facilities provided and maintained to ensure this can occur including provision of additional hand sanitiser stations. All employees instructed to sanitise their hands before entering the building and before eating. All employees instructed to cover mouth when coughing and dispose of tissues immediately. Employees instructed to avoid touching face, eye, mouth with hands and regularly reminded. Employees instructed and provided facilities to wipe down equipment after use (printers, desks, water machines/vending machines) Equipment sharing is prohibited / minimised / through introducing safe working procedures or providing additional equipment. Additional cleaner attending site to deep clean touch-points, all desks, telephones etc. Workstations not shared / Hot-Desking Prohibited	✓	✓	✓			Risk Controlled Risk Controlled Risk Controlled Risk Controlled Risk Controlled Risk Controlled	
<b>Persons at risk: Employees, Visitors, Clients, Members of Public, Vulnerable Workers, Pregnant Workers</b>																
COVID-19	4	People becoming unwell whilst onsite or symptomatic.	3	2	6	1	2	2	Any employee displaying symptoms will be sent home to self-isolate. All surfaces used by employee must be cleaned and disinfected. HR room is allocated as a safe space if needed. Contactless forehead thermometer to be used where necessary. Visor, mask and gloves provided for first aiders or managers where needed.  Any PPE worn will be disposed of separately, double bagged and left for 72 hours before disposing into general waste. Thermal imaging camera has been installed in reception - all employees are temperature checked as they enter the building.	✓	✓	✓			Risk Controlled Risk Controlled Risk Controlled Risk Controlled Risk Controlled Risk Controlled	
<b>Persons at risk: Employees, Visitors, Clients, Members of Public, Vulnerable Workers, Pregnant Workers</b>																
COVID-19	5	Interruption of existing emergency, first aid and supervisory procedures following implementation of COVID-19 controls.	1	1	1	1	1	1	No First aiders on site - contactable via phone for advice and support. Employees will administer treatment themselves for minor injuries with the support of a first aider to reduce exposure. Processes are also in place to reduce exposure in the event of a major incident. On-site managers conducting regular stock take. On-site managers performing monthly Health & Safety audits and fire extinguisher checks. Fire Marshal duties have been passed to on-site managers. Routine Fire systems checks, and tests, have been carried out as normal.	✓	✓	✓			Risk Controlled Risk Controlled Risk Controlled Risk Controlled Risk Controlled	
<b>Persons at risk: Employees, Visitors, Clients, Vulnerable Workers, Pregnant Workers</b>																
COVID-19	6	Property/Premises/Work Equipment - following implementation of COVID-19 controls.	4	2	8	2	2	4	Numbers of employees in the workplace reduced through homeworking / closure of some functions. Social distancing requirements fully implemented, 2m distance maintained between workers. Equipment sharing is prohibited / minimised & no hot-desking. Pedestrian traffic flow restricted – entrance, corridor and staircase systems / signs displayed. Floor markings displayed throughout premises, clearly highlighting 2m distance requirement. Desk and workstation layout and occupant capacity modified to ensure 2m distance, limited face to face working. Breakout area layout modified, chairs removed and maximum of 11 employees to be in there at one time. Training room to be used as an additional breakout area space to allow for social distancing. Disabled toilet now a 'ladies only' to help reduce traffic. All internal doors are left open to reduce touch points and aid ventilation.	✓	✓	✓	Corridors, breakout area and toilets are a high traffic areas which cause difficulty to maintain 2m. Regular reminders to staff to take care in these areas and keep their distance as much as reasonably possible.	Fortnightly	Management	Risk Controlled Risk Controlled Risk Controlled Risk Controlled Risk Controlled

									One of two doors into all toilets have been left open to reduce touch points.			✓					
									Floor stickers are displayed before entering the toilets to remind staff to keep their distance.			✓					Risk Controlled
<b>Persons at risk: Employees, Visitors, Clients, Vulnerable Workers, Pregnant Workers</b>																	
COVID-19	7	Employee wellbeing impacted by COVID-19							Weekly comms to all employees (WFH, WFO, Furlough) to keep connected and informed.			✓	Conduct employee wellbeing surveys. Health and wellbeing training to be designs and rolled out to managers.	July	HR		Risk Controlled
			4	2	8	2	2	4	Working from home risk assessments completed.			✓		July	HR		Risk Controlled
									Regular 'checking-in' systems set up between employee and manager			✓					Risk Controlled
									New 'Covid-19 return to work' form creating and being used by managers.			✓					Risk Controlled
									Monthly 121's are continuing, either adhering to social distancing in the office or remotely via Teams.			✓					Risk Controlled

### Risk Level Rating

<b>Impact</b>	<b>5</b>	<b>Critical - COVID19 fatality</b>	5	10	15	20	25
	<b>4</b>	<b>High - Multiple cases requiring medical intervention</b>	4	8	12	16	20
	<b>3</b>	<b>Medium - Displays symptoms and requires medical intervention</b>	3	6	9	12	15
	<b>2</b>	<b>Low - Displays symptoms &amp; self isolates</b>	2	4	6	8	10
	<b>1</b>	<b>Negligible - no symptoms</b>	1	2	3	4	5
			<b>Very unlikely/ rare</b>	<b>Unlikely</b>	<b>Possible</b>	<b>Likely</b>	<b>Almost Certain</b>
		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	

### Likelihood