

EACH - Risk Assessment/Hazard Analysis Form VI.1

SHEET No

Location:	Central Services – Milton	Assessment No:		Assessment Date:	12/04/2022
Department:	Facilities	Assessment Type: (Delete as appropriate: Note 1)			
		Specific			

Activity/Process/ Rationale:	Spread of Covid-19 Coronavirus
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Assessor		Line Manager Acceptance (Note 2)	
Name:	Polly Fellows	Name:	Ruth Kiani
Job Title:	Facilities Administrator	Job Title:	Finance Director
Signature:	<i>P Fellows</i>	Signature:	<i>R. Kiani</i>

Assessment Review (Note 2)							
Review Date:		Name:		Job Title:		Signature:	
Review Date:		Name:		Job Title:		Signature:	
Review Date:		Name:		Job Title:		Signature:	

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Risk Rating = Likelihood x Consequence = Residual Risk (RR)

Hazards	Who is at Risk?	Controls Required	Risk Rating (Note 3)	Additional Controls (Additional control is to be put in place and managed)	RR Rating (Note 4)	Management Plan		
						Owner	Target Date	Comp Date
Spread of Covid-19 Coronavirus	Staff Visitors Contractors Volunteers Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions Anyone else who physically comes in contact with you in relation to	<p>Hand Washing Hand washing facilities with soap and water in place.</p> <p>https://www.nhs.uk/live-well/best-way-to-wash-your-hands/</p> <p>https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/</p> <p>Staff encouraged to protect the skin by applying emollient cream regularly</p> <p>https://www.nhs.uk/conditions/emollients/</p> <p>Gel sanitisers in any area where washing facilities not readily available</p>	2x4=8	<p>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. Tissues will be made available throughout the workplace.</p> <p>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</p> <p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice - Living safely with respiratory infections, including COVID-19 - GOV.UK (www.gov.uk)</p> <p>Posters, leaflets and other materials are available for display. https://www.gov.uk/guidance/reducing-the-spread-of-respiratory-infections-including-covid-19-in-the-workplace</p>	16			

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						Owner	Target Date	Comp Date
	your business	<p>Social Distancing Social distancing is no longer compulsory in the work place.</p> <p>https://www.gov.uk/guidance/living-safely-with-respiratory-infections-including-covid-19</p> <p>However, it is recommended that proper ventilation is adhered to, to reduce the risk of catching COVID-19, or passing it on, minimise the amount of time you spend indoors with people you do not live with.</p> <p>https://www.gov.uk/government/publications/covid-19-ventilation-of-indoor-spaces-to-stop-the-spread-of-coronavirus/ventilation-of-indoor-spaces-to-stop-the-spread-of-coronavirus-covid-19</p> <p>Ventilation Bringing fresh air into a room by opening a door or a window, even for a few minutes at a time, helps remove older stale air that could contain virus particles and reduces the chance of spreading infections.</p>						

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						Owner	Target Date	Comp Date
		<p>https://www.gov.uk/government/publications/covid-19-ventilation-of-indoor-spaces-to-stop-the-spread-of-coronavirus/ventilation-of-indoor-spaces-to-stop-the-spread-of-coronavirus-covid-19</p> <p>Symptoms of Covid-19 All users of the hospice are reminded that they should be aware that the following symptoms of coronavirus (COVID-19) in adults can include: a high temperature or shivering (chills) a new, continuous cough a loss or change to your sense of smell or taste shortness of breath feeling tired or exhausted an aching body a headache a sore throat a blocked or runny nose loss of appetite diarrhoea feeling sick or being sick If anyone becomes unwell with a high temperature or does not feel well enough to do their normal activities in the workplace they will be sent home and advised to stay at</p>		<p>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.</p>				

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		<p>home until you feel better or do not have symptoms after five days.</p> <p>https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/main-symptoms/</p> <p>Line managers will maintain regular contact with staff members during this time.</p> <p>Lateral Flow and PCR Testing Free testing for COVID-19 from the NHS has ended for most people in England and EACH will no longer provide LT tests.</p> <p>If you have symptoms of COVID-19, you are no longer required to do a rapid lateral flow or PCR test. If you still want to get tested and you're not eligible for a free NHS test, you must pay for a COVID-19 test yourself.</p> <p>If you decided to pay for a test and it returns with a positive COVID-19 result, you must stay at home for 5 days and may return to work after this if they no longer have a high temperature and are well enough to work.</p> <p>Other measures</p>						

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		<p>Staff & Volunteers with a positive COVID-19 test must stay at home for 5 days and may return to work after this if they no longer have a high temperature and are well enough to work.</p> <p>Staff or visitors with symptoms of a respiratory infection or a close contact of somebody with COVID are advised to:</p> <ul style="list-style-type: none"> - Wear a face covering at work to protect others. - Cover their mouth and nose when you cough or sneeze - Wash their hands frequently with soap and water for 20 seconds or use hand sanitiser after coughing, sneezing and blowing their nose and before they eat or handle food - Avoid touching their face. - Ventilate rooms they have been in by opening windows and leaving them open for at least 10 minutes after they have left the room. <p>Mental Health Management will promote mental health & wellbeing awareness to staff during the</p>		<p>Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.</p> <p>Regular communication of mental health information and open door policy for those who need additional support.</p>				

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Notes to Accompany Risk Assessment:

1. If using a Generic risk assessment, the assessors and Line Managers are to satisfy themselves that the assessment is valid for the activity/process and that all significant hazards have been identified and assessed.
2. Line Managers are to note that they are held responsible for the contents of the risk assessment and they are signing to indicate that they consider the risks to be acceptable.
3. **Likelihood Score (L) x Consequence Score (C)**
 - a. What is the likelihood of the consequence occurring?

Likelihood Score	1	2	3	4	5
	Rare	Unlikely	Possible	Likely	Almost Certain

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Descriptor Frequency How often might it or does it happen	This will probably never happen/recur	Do not expect it to happen/recur but it is possible it may do so	Might happen or recur occasionally	Will probably happen/recur but it is not a persisting issue	Will undoubtedly happen/,possibly frequently
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Consequence Scores (Severity)

b. Choose the most appropriate domain for the identified risk from the left hand side of the table. Then work along the columns in same row to assess the severity of the risk on the scale of 1 to 5 to determine the consequence score, which is the number given at the top of the column.

	Consequence Score (severity levels) and examples of descriptors				
	1	2	3	4	5
Domain	Insignificant	Minor	Moderate	Major	Catastrophic
Impact on the safety of staff service users, or others (physical or psychological harm).	Minor injury requiring no/minimal intervention or treatment. No time off work	Minor injury which is self resolving or requires minor intervention and/or Results in >3 days off work	Moderate injury requiring intervention and/or HSE/RIDDOR reportable incident Results in >4 days off work	Major injury and long-term incapacity/disability Results in > 6 months off work	Death Multiple, permanent injuries/health effects

4. Risk Rating Score - Likelihood x Consequence (L x C) = Example 3 x 2 = 6 (Moderate Risk)

Likelihood Score Consequence Score		1	2	3	4	5
		Rare	Unlikely	Possible	Likely	Almost Certain
5	Catastrophic	5	10	15	20	25
4	Major	4	8	12	16	20
3	Moderate	3	6	9	12	15
2	Minor	2	4	6	8	10

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1	Insignificant	1	2	3	4	5
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- a. When recording the Risk Rating ensure that both the Likelihood and Consequence scores are included. Record the residual Risk Rating to demonstrate that the risk has been reduced to an acceptable level.
- b. A risk score of **8 or above** is to be added to the EACH Risk Register.

	Low Risk	Maintain control measures and review if there are any changes.
	Medium Risk	Improve control measures if reasonably practicable to do so.
	High Risk	Review control measures and consider alternative ways of working.
	Extreme Risk	Improve control measures and do not proceed . Conducting work at this level of risk is to be approved by Senior Management.

5. Risk Assessments are to be reviewed:

- At least annually.
- If there is reason to doubt the effectiveness of the assessment.
- Following an accident or near miss.
- Following significant changes to the activity, process, procedure or Line Management.
- Following the introduction of more vulnerable personnel.
- If using a **Generic** Assessment - prior to use.