

<b>Date:</b>	21/08/2020	<b>Review Date:</b>	04/09/2020	<b>Area:</b>	<b>COVID-19 General Workplace Risk Assessment</b>
<b>Assessor/s:</b>	Tony Richards – Head of Facilities and Property Services				
<b>Description of task:</b>	<p>This Workplace Risk Assessment has been prepared in line with UK Government guidance “Working safely during COVID-19 in offices and contact centres”.</p> <p>As an employer, BYM recognises its’ duty to protect people from harm along with the requirement to take steps to protect our staff, visitors and others from coronavirus. The risk assessment addresses the following:</p> <ul style="list-style-type: none"> <li>• identifies what work activity or situations might cause transmission of the virus</li> <li>• considers who could be at risk</li> <li>• determines how likely it is that someone could be exposed</li> <li>• identifies steps that need to be taken to remove the activity or situation, or if this isn’t possible, control the risk</li> </ul> <p>The assessment will be used to help BYM ensure that the required steps are being taken to keep staff and others safe.</p> <p>BYM will continue to monitor the measures outlined to ensure that the processes which have been put in place are working as expected in line with government/scientific advice and guidance as this develops and evolves.</p> <p>Information sources:</p> <p>Resuscitation council COVID -19 advice <a href="https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/a">https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/a</a></p>				

1.0 Workplace/premises cleanliness, preventing transmission, safety of staff (including tenants) and visitors

Ref	Hazard	Potential Harm/persons exposed	Existing Risk Control Measures	Level of Risk			Additional control measures	Residual risk			Target completion date
				L	S	R		L	S	R	
1.0	<p><b>Workplace/premises cleanliness, preventing transmission, safety of staff (including tenants) and visitors</b></p> <p>Inadequate level of cleanliness of workplace raises the risk of virus transmission - Site to be made COVID secure in lead up to reopening following lockdown, and when staff and visitors begin to return</p>	<p>Direct threat to health and wellbeing of staff, customers, suppliers and contractors staff from transmission of COVID-19 while at the premises. The virus can be transferred from infected persons by:</p> <p>transfer from person-to-person as droplets from the nose or mouth when a person carrying the virus coughs or exhales the virus can survive for up to 72 hours out of the body on surfaces where droplets have landed by inhaling droplets or by touching contaminated surfaces and then touching their eyes or mouth</p>	<p>RSOF compliance with its duty to provide a safe and healthy workplace/conditions for staff and visitors during the coronavirus pandemic by:</p> <p>Circulating/displaying COVID-19 related policies and safety procedures to all staff, managers and visitors to the workplace /site. These detail required behaviours and the precautions to be adopted during the pandemic to keep them safe</p> <p>Requiring staff and visitors to practice effective social distancing while in and around the workplace and whilst travelling to and from places of work</p> <p>Managers should pass on and reinforce key Public Health England (PHE) messages and other current best advice to all staff:</p> <p>Ensure staff are aware of their responsibility not to attend site if they are unwell and display symptoms of Covid-19; if a member of their household displays symptoms; or if they are following advice from NHS Track and Trace. Take action in the event of a staff member or visitor showing signs of a medical condition that could be diagnosed as Coronavirus. Report to applicable manager and follow guidance issued by PHE. Refer to COVID – 19 Policy.</p> <p>where a staff member or visitor experiences non continuous sneezing or coughing, cover the mouth and nose with a tissue or sleeve (not hands). Follow 'Catch it - Bin it - Kill it' guidance</p> <p>ensure all staff have read and signed the COVID-19 Policy and understood the control measures necessary to minimise the spread of COVID within the business.</p> <p>wash hands regularly with soap and water for at least 20 seconds (use hand sanitiser gel if soap and water is unavailable)</p>	3	3	9	<p><b>Ensure that all staff have read and understood the COVID-19 policy document.</b></p> <p>Deliveries and despatch</p> <p>Review pick up and drop off collection points, procedures, signage and markings</p> <p>Minimise contact with delivery drivers</p> <p>See specific RA's, including for staff who work remotely, Swarthmoor Hall, FH reception, maintenance, catering and bookshop</p> <p>Consider methods to reduce frequency of deliveries, for example by ordering larger quantities less often subject to availability of storage</p> <p>Where possible and safe, having single workers load or unload vehicles</p> <p>Where possible, using the same pairs of people for loads where more than one is needed</p> <p>Enable drivers to access welfare facilities when required, consistent with other guidance</p> <p>Encourage drivers to stay in their vehicles where this does not compromise their safety and existing safe working practice, such as preventing drive aways</p>	2	3	6	

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				L	S	R		L	S	R		
			<p>clean and disinfect frequently touched objects and surfaces – arrange via cleaning team or using sanitizing wipes provided</p> <p>do not touch face, eyes, nose or mouth if hands are not clean. All areas of work to implement Public Health England (PHE) <i>Guidance for Employers and Businesses on Coronavirus</i>, including the following key safety precautions:</p> <p>Keep local/departmental risk assessments under review to ensure that a safe place of work is maintained</p> <p>Consult with staff and staff representatives – fully involve the workforce at all stages of the pandemic</p> <p>Make any adjustments to the workspace /rotas /work patterns / procedures necessary to facilitate effective infection prevention and social distancing at work. This includes introduction of staggered breaks in some areas of work</p> <p>Follow government health and travel advice. See link as below:  <a href="https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers#public-transport">https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers#public-transport</a></p> <p>Ensure availability of sufficient hand sanitiser for use by staff and visitors as needed, with signage.</p> <p>Provide infection control personal protective equipment (PPE) including gloves, masks and eye protection where required in individual risk assessments and method statements, e.g. cleaning or first aid</p> <p>Increase environmental cleaning in the workplace; review and revise cleaning method statements and schedules and ensure cleaning staff have access to suitable detergents, disinfectants and PPE</p> <p>Provide additional waste collection facilities where needed and more frequent rubbish collection</p>				Control measures relating to Swarthmoor Hall are detailed in specific risk assessment based on current uk government guidance for hotels and other guest accommodation. Similarly controls specific to Friends House library are detailed in the RA specific to the library				Tenants to provide copies of and follow controls detailed in their own COVID-19 RA's	

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			<p>Display appropriate public health posters and notices around the workplace and on websites</p> <p>Staff, contractors and suppliers staff may be requested to wear face coverings while undertaking certain duties and in certain situations. It is recognised that it may not be possible for visitors to wear masks at all times however customers will be requested that masks are worn when moving around the workplace/premises</p>								

2.0 Use of workspaces, homeworking, equipment sharing

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2.0	<p><b>Use of workspaces, homeworking, equipment sharing</b></p> <p>Staff working together in workplace premises inevitably raises the risk of virus transmission. Sharing of work equipment presents hazards that raise the risk of virus transmission further</p>	<p>Building closure and homeworking reduces the risk of transmission of the COVID virus between staff members</p>	<p>Presently homeworking is the default method of work for normally office based staff within the organisation. This will be reviewed frequently as scientific evidence develops. However at this time only staff who specifically need to be on-site should attend workplace premises (Friends House, Swarthmoor)</p> <p>The following working arrangements are in place to support homeworking:</p> <p>Minimum numbers of staff are attending the premises during the closure period as needed to ensure safety of the site, plus infrequent visits by other staff to collect or despatch essential documentation</p> <p>Departmental and line managers to review all staff job roles in order to facilitate and enable homeworking where appropriate</p> <p>Homeworking policies to be reviewed to ensure that sufficient support is provided to homeworkers</p> <p>HR and Managers should monitor the wellbeing of people who are working from home and put in place measures to support their mental and physical health and personal security</p> <p>Enhanced IT support to be provided to homeworkers to ensure the effectiveness of working arrangements and the security of information and data including provision of remote access to work systems</p> <p>Arrangements should help homeworkers to stay connected to the rest of the workforce as appropriate.</p>	3   3   9	<p>Staff needing to access the premises during the lockdown period, including facilities staff (maintenance, compliance), library staff (environmental monitoring), finance (post, banking) are to comply with specific RA "Visiting site during closure period".</p> <p>Note that whilst operating during COVID-19 period of closure, ensure that lone working on site is avoided. All site visits are to be agreed with Line Management.</p> <p>Consider any staff performing critical roles which might be performed remotely, but who are unable to work remotely due to home circumstances or the unavailability of safe enabling equipment.</p>	2   3   6	

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			<p>Where staff are working from home, ensure they have an up to date DSE assessment for their workstation. Line managers to instigate changes or additional equipment required where necessary.</p> <p>Equipment including desks at BYM facilities, (ie. Friends House, Swarthmoor) should not be shared between staff – limit use of high-touch equipment in the workplace, eg stationery, etc.</p> <p>Equipment such as photocopiers to be cleaned down frequently</p>				

### 3.0 Social Distancing

Ref	Hazard	Potential Harm/persons exposed	Existing Risk Control Measures	Level of Risk	Additional control measures	Residual risk	Target completion date
3.0	<b>Social Distancing</b>  Transmission of COVID-19 virus due to lack of social distancing arrangements and compliance	Social distancing in line with government guidelines and site arrangements to be maintained wherever possible. The main route of virus transmission is through droplets exhaled or coughed by an infected person as such all staff and visitors are at risk	<p>Staff and visitors are required to practice effective social distancing in line with government guidelines, when travelling to and from the workplace, while in and around BYM premises, while visiting other sites and organisations on behalf of BYM (see specific RA and guidance for staff who work remotely or from home) and while involved in work activities, whenever possible, by:</p> <p>Avoiding nonessential contact with others            Keeping a safe distance in line with guidelines whenever possible            Avoiding physical contact (eg hugs, handshakes, etc)</p> <p>Adaptations to the premises to support social distancing should include:            A review of all work premises to identify suitable adaptations which will support social distancing            Offices and work spaces to be set up to support social distancing, e.g. layout changes, appropriate signage, stickers and floor markings to denote safe distances, etc            Workstations and desks to be arranged with a minimum separation between them – where necessary screens will be fitted            Establishing maximum occupancy limits for offices and work areas            Reducing the need for staff to move around within the workplace            Adaptations to work processes to support social distancing will include:            Cancelling nonessential face to face meetings            Holding essential meetings in well ventilated rooms with appropriate social distancing in</p>	3   3   9	<p>Only where it is not possible to move workstations further apart, arranging people to work side by side or facing away from each other rather than face to face.</p> <p>Avoid use of hot desks and spaces and, where not possible, for example, call centres or training facilities, cleaning workstations and shared equipment between use by different occupants</p> <p>For areas where regular meetings take place, use floor signage to help people maintain social distancing</p>	2   3   6	

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			<p>place – limit numbers to essential members only and use phone/video conferencing, etc</p> <p>Replacing face-to face meetings wherever possible with video conferencing, phone conferencing, etc</p> <p>Holding meetings outdoors</p> <p>Providing hand sanitiser at meetings</p> <p>Cancelling nonessential training and all face-to-face training /recruitment practices</p> <p>Carry out any essential training /recruitment by using email /online elearning wherever possible rather than bringing people together face to face</p> <p>Managers should display notices in all premises reminding staff of the key infection prevention requirements, including the need to maintain safe distancing. Where social distancing guidelines cannot be followed in full, in relation to a particular activity, managers must carry out further risk assessments and consider whether that activity needs to continue for the business to operate - where such activities need to continue appropriate mitigation methods should be put into place, such as:</p> <p>Increased hand washing</p> <p>Increased environmental cleaning</p> <p>Keeping the activity time involved as short as possible</p> <p>Reducing the number of people each person has contact with by using “fixed teams or partnering” (so each person works with only a few others)</p>				

#### 4.0 Higher Risk Areas of the Workplace

Ref	Hazard	Potential Harm/persons exposed	Existing Risk Control Measures	Level of Risk	Additional control measures	Residual risk	Target completion date
4.0	<p><b>Higher Risk Areas of the Workplace</b></p> <p>Some areas of the workplace may present a higher risk than others – this may include areas such as staff toilets, staff rooms and restrooms</p>	<p>Heavily used areas of the workplace are more likely to present an infection transmission risk. It is essential for staff to wash hands regularly but also that toilets are kept clean and free of COVID-19 contamination.</p> <p>A number of staff going to the toilet together may compromise their ability to comply with social distancing. Increased risk of people coughing and touching door handles, taps and toilet flush handles</p>	<p>Ensure higher-risk high traffic areas of BYM workplace facilities such as kitchens are COVID secure by applying appropriate safety precautions, including:</p> <p>Stressing the need for staff to follow good hygiene practice at all times while at work (ie regular handwashing, use of paper towels and tissues and disposing of them appropriately, etc)</p> <p>Managers ensuring that adequate hand cleaning resources are provided; all staff toilets to be supplied with adequate supplies of hot water, liquid soap and paper towels</p> <p>Printing handwashing instructions/posters and displaying throughout workplace, especially in toilets</p> <p>Placing 60% alcohol hand gels at convenient places around the workplace with instructions for use</p> <p>Increasing environmental cleaning, especially in and around toilets and restrooms and staff rooms; special attention to be paid to frequently touched surfaces such as door handles, toilet flush handles, light switches, etc</p> <p>Increasing toilets/washrooms inspections to check for cleanliness/adequate stock of soap/toilet paper, etc</p> <p>Where possible, providing paper towels as an alternative to hand dryers in handwashing facilities</p> <p>Devise menus that reduce the crossover of preparation techniques</p> <p>Restricting entry to areas e.g.: dry stores, cellars to 1 person at a time</p> <p>Staff should wear PPE at all times</p>	3 3 9	<p>Limiting numbers of staff who can use high traffic areas such as corridors, stairs, toilets and restrooms at any one time to ensure social distancing</p> <p>Limiting lift occupancy</p> <p>Monitor high-traffic area use and regulate access as necessary</p> <p>Prioritise disabled use where necessary, eg disabled toilet use, use of lifts, etc</p> <p>Staggering breaks to ensure that restrooms and toilets are not overloaded</p> <p>Establishing safe queuing systems by use of room occupancy limits and floor markings/signage, etc</p> <p>Assess the workflow of kitchens and make adjustments where possible e.g.: back-to-back or side-by-side working</p> <p>Avoid sharing workstations</p> <p>Identify other high density areas and make adjustments to minimise risk such as: using screens to separate people, keeping activity times as short as possible</p> <p>Introduce fixed teams, eg. team A, team B, or partnering</p>	2 3 6	

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			Use rope barriers to manage separation and implement a one-way system where possible Identify high peak times and stagger breaks and shift start times Restrict the number of staff using corridors and locker rooms at the same time Use distance signage at staff entrances.				

5.0 Conferencing / specific arrangements

Ref	Hazard	Potential Harm/persons exposed	Existing Risk Control Measures	Level of Risk			Additional control measures	Residual risk			Target completion date
5.0	<p><b>Conferencing / specific arrangements</b></p> <p>Includes gatherings such as Meeting for Worship, Committee meetings, etc</p>	Customers, conference support and catering staff	<p><b>Event risk assessments</b></p> <p>To offer enhanced safety for delegates, a specific risk assessment should be undertaken for each event. This process to involve:</p> <p>Liaising closely and regularly with the organiser will help build confidence in your ability to respond to the fast changing environment</p> <p>Communicate identified risks to organisers and together decide on actions to reduce the risk.</p> <p><b>Venue visits</b></p> <p>For the personal safety of clients and sales staff, face-to-face showrounds should be restricted and only carried out when absolutely necessary. Instead:</p> <p>Offer a virtual tour</p> <p>Hold meetings via a digital platform such as Zoom or Microsoft Teams</p> <p>If showrounds are necessary, they must be conducted with due regard for social distancing</p> <p>Staff should wear gloves to open doors and step back for clients to move forward</p> <p>Masks should be worn and also made available to the client</p> <p>Sanitiser points should be used by both staff and clients as they tour the venue</p> <p>If hospitality is offered, it must follow the controls you have created around catering (see specific RA for Catering).</p> <p><b>Conference, breakout and catering space allocation</b></p> <p>Syndicate, meeting and conference areas should be allocated with care to ensure distancing can be maintained</p>	3	3	9		2	3	6	

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			<p>Syndicate rooms should be as close as possible to the main room</p> <p>Apply social distancing rules to syndicate rooms for numbers of people and layouts</p> <p>If possible, keep small group work within the main room and consider allocating a larger space to facilitate this</p> <p>Discourage use of lounge areas</p> <p><b>Sales staff</b></p> <p>Until the government allows reopening of hospitality venues, sales staff should continue to work from home where possible</p> <p>When travelling for business, only one person (excluding family members) should be in a car. Staff must be provided with PPE and sanitisers for all journeys</p> <p>Ensure staff have appropriate remote access to work systems, and that they are included in all communications</p> <p><b>Conference spaces - capacities</b></p> <p>Applying distancing rules will reduce the capacity of meeting and event spaces</p> <p>Apply distancing rules based on current guidance to each room and to each layout i.e.: theatre, boardroom, classroom</p> <p>Tables should be side-by-side rather than facing</p> <p>Avoid face to face layouts – only permit where the 2m rule can be comfortably applied</p> <p>1 delegate on a 6ft table</p> <p>The use of baize or other cloths is not recommended</p> <p>If baize is used, it must be changed at the end of each day and not reused for 72 hours</p>				

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			<p>If linen cloths are used, they must be changed at the end of each day and laundered at a minimum of 60°C</p> <p>Update your website and marketing materials to reflect the new capacities and layouts</p> <p>Stay flexible. As we come through the crisis, distancing rules may change and you need to be able to review capacities and update marketing information quickly</p> <p><b>Conference support activities</b></p> <p>Distancing and personal safety rules must be applied during set-up and break-down procedures</p> <p>Staff should practice social distancing when setting up conference rooms</p> <p>Staff should wear gloves to reduce surface contamination risk and masks, if identified in the risk assessment (masks should be worn at break-down point particularly where baize or linen cloths were used)</p> <p>Tables and chairs, particularly arm rests, must be disinfected when in place</p> <p>If a venue uses chairs with attached writing desks, these should be disinfected before use and at the end of each day</p> <p>Trolleys used to move chairs, tables and other equipment, should be disinfected before and after use</p> <p><b>Supplier set-up activities</b></p> <p>If external suppliers are used to deliver chairs or equipment, they must follow your procedures</p> <p>Suppliers should not use the front entrance at the same time as delegates/guests and preferably they should deliver at back of house</p>				

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			<p>Apply social distancing rule for deliveries with ground markings</p> <p>Distancing between suppliers and staff must be maintained at all points from delivery point to meeting room</p> <p>Suppliers should wear masks and gloves to reduce the risk of contamination</p> <p>Suppliers must sign in and out, creating a record to enable tracing, if required</p> <p>Suppliers must provide evidence to the venue before leaving, that the equipment provided has been disinfected</p> <p><b>AV equipment</b></p> <p>Staff or suppliers should wear gloves when installing AV equipment</p> <p>Equipment must be disinfected after setting up</p> <p>Disinfect whiteboards at each set up and at the end of each day</p> <p>Flipcharts, if requested, should be disinfected along with pens. Both must be removed by the client at the end of the day or disposed of</p> <p>Use your chosen communication method (card, text message etc.) to inform organisers that the equipment has been disinfected</p> <p>Additional cables and controls that organisers request, must be disinfected before taking to the room – gloves must be worn for the installation of these.</p> <p><b>Ventilation</b></p> <p>Internal meeting rooms may seem confining and although there is no evidence that coronavirus is spread through air conditioning, increase the frequency of filter changing for customer confidence</p> <p>Window handles should be disinfected as a high touch point.</p>				

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			<p><b>Delegate packs</b></p> <p>Delegate packs should only be provided on request and confirmed during the booking process. These are single-use and should be taken away by the delegates, or disposed of at the end of the event</p> <p>Packs should be disinfected before placing in the room</p> <p>Paper should be stored securely to reduce contamination and changed at the end of each day. Pens should be disposed of at the end of the day</p> <p>Supply disposable glasses, or if glass is supplied, these must be run through the dishwasher and then immediately hygiene wrapped by staff wearing gloves</p> <p>Provide each delegate with their own sealed bottle of water</p> <p>No sweets in any format are to be provided as these can be shared between delegates therefore increasing the risk</p> <p>Provide a small bottle of sanitiser or pack of wipes/pair of gloves and a mask to each delegate on arrival at the welcome desk</p> <p><b>Mid event cleaning of conference spaces</b></p> <p>Organisers and delegates will be very aware of what cleaning you carry out. Ensure your schedules are implemented regularly. These are to include:</p> <p>High touch point cleaning (e.g.: tables, chair arm rests, door handles, light switches) should be carried out during the main lunch break by staff wearing gloves and masks and a signed schedule left for customer confidence</p> <p>Meeting rooms should be disinfected at the end of each day for meetings longer than one day. At end of tenancy, the meeting room</p>				

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			<p>should be deep cleaned prior to any further use</p> <p>Rooms should be secured after cleaning to prevent entry</p> <p>Staff should wear masks and gloves for cleaning and disinfecting processes, as per the cleaning schedules and risk assessments.</p> <p><b>Infection outbreaks</b></p> <p>The second floor first aid room has been designated as an isolation room for use in the event that a delegate begins to feel unwell. In this situation the following shall take place:</p> <p>Liaise with the organiser to close down the event</p> <p>If delegates or organisers report infection symptoms after the event, use the delegate information to contact other delegates</p> <p>Contact staff that served that meeting and they must self-isolate for 14 days</p> <p>Secure the meeting room for 72 hours, if possible</p> <p>Follow the cleaning procedures in the “Workplace cleanliness” section, in all the areas the delegate has been in e.g.: meeting rooms, corridors, public toilets, refreshment areas</p> <p><b>Temperature screening</b></p> <p>To effectively prevent infection outbreaks, there is every possibility that businesses will be required to carry out temperature checks of delegates before they enter the venue</p> <p>Hand-held digital thermometers are the most effective at this</p> <p>Staff should receive training</p> <p>Delegates refusing to undertake a temperature check, will be refused entry</p>				

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			<p><b>Mass arrivals</b></p> <p>Consider asking organisers to stagger arrival times for larger meetings</p> <p>Recommend use of QR codes to ease queuing where distancing may become problematical</p> <p>Recommend badge-less events – using digital credentials reduces the risk created between staff and delegates</p> <p><b>Entry</b></p> <p>To reduce the risk of continuous personal contact with handles, front doors should either be left open during key arrival time or be automated</p> <p>If a large number of delegates is expected at one time, rope barriers should be placed to control flow and ground signage for distancing in case of queuing</p> <p>Conference staff/security to be used to control numbers entering reception and registration areas at any one time to maintain distancing.</p> <p><b>Baggage and goods trolleys</b></p> <p>Trolleys used to help organisers with equipment must be disinfected after use:</p> <p>Equipment must be taken immediately to the meeting room</p> <p>Do not store equipment</p> <p>Delegate luggage should be taken to storage before the person goes to their meeting room, or use knock and step back routines and leave the luggage at the door</p> <p><b>Organiser arrival</b></p> <p>Organisers may be greeted individually maintaining distancing rules</p> <p>The 'on-the-day' organiser may not be your pre-event contact so do ensure they know all of your policies related to onsite precautions</p>				

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			<p><b>Delegates</b></p> <p>Provide a copy of the venue policy on safety and hygiene to all delegates, this should include a request that they take responsibility to keep themselves and others safe</p> <p>Request delegates stay in the meeting room during the event as much as possible</p> <p><b>Isolation area</b></p> <p>A closed area will be identified where delegates will be directed to if they start to display symptoms</p> <p>A manager should support the keeping of distancing rules and wearing a mask and gloves</p> <p>Arrange with local healthcare providers for support and advice</p> <p><b>Manage access to meeting rooms</b></p> <p>Manage the flow of people in meet and greet areas and corridors, to meet distancing requirements or manage the transmission risk</p> <p>Use rope barriers and floor signage and, if possible, have an 'in' and 'out' flow system</p> <p>Reduce and reconfigure seating areas to keep distancing rules</p> <p>Leave doors open, if possible, to reduce touching but consider fire regulations</p> <p><b>Lifts</b></p> <p>Restrict usage to 1 person per lift – applies to all FH lifts</p> <p>Provide wipes to disinfect controls and a bin to dispose</p> <p><b>External areas</b></p> <p>Use distancing signage in courtyard and garden seating areas</p>				

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			<p>Use rope barriers to control customer flow through doors into external areas or have an 'in and out' system clearly signed</p> <p><b>Public toilet areas</b></p> <p>These are areas of high risk</p> <p>Use floor signs to remind people of safe distancing</p> <p>Identify potential pinch points when multiple breaks might take place, and take extra measures to control flow and distancing</p> <p>Use visible reminders to wash hands effectively</p> <p>Check and clean public area toilets frequently</p> <p>Staff should wear full PPE and place signs to warn customers that cleaning is taking place</p> <p>Identify increased disinfection cleaning of toilets and other high touch point areas</p> <p>Carry out cleaning and disinfection of high touch points regularly</p> <p>Use signage to reassure customers when cleaning has taken place</p> <p>Provide disposable towels for hand drying and pedal operated, lidded disposal bins</p> <p>Clear disposal bins regularly and disinfect before replacing.</p> <p><b>Reception - staff personal safety</b></p> <p>Use floor markings to control distancing and rope barriers to control the flow of customers</p> <p>Reception staff should not take items directly from guests, or give items directly to guests</p> <p>Use 'place and step back' routines or extended desks/tables for placement and collection of items e.g.: keys</p> <p>Provide sanitisers and appropriate waste bins for both staff and guest use</p>				

Ref	Hazard	Potential Harm/persons exposed	Existing Risk Control Measures	Level of Risk	Additional control measures	Residual risk	Target completion date
			<p>Staff should sanitise their hands before and after dealing with guests</p> <p>Where 2m distance is not possible, staff must wear masks and gloves</p> <p><b>Welcome/reception procedures</b></p> <p>Review all procedures:</p> <p>The aim of procedures is to reduce the risk of infection to both staff and guests.</p> <p>Arrangements for recording visitor names and contact details to be in line with current government guidance in relation to Track and Trace, including requirement to hold records of visitors for 21 days. The guidance below to be applied:</p> <p><a href="https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace">https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace</a></p> <p>Use pre-registration wherever possible or digital check in/out</p> <p>Disinfect keys and re-useable key cards between use</p> <p>Do not accept cash</p> <p>Use contactless payment systems</p> <p>Use the card that guaranteed bookings at check out where possible, to avoid any requirement for a new card</p> <p>If a PDQ is used, use 'place and step back' routines and disinfect the PDQ before handing it to a guest</p> <p>Use email billing to reduce paper handling</p> <p>Do not offer pens to guests</p> <p>Provide information that guests require electronically.</p> <p><b>Shared break-out areas</b></p>				

Ref	Hazard	Potential Harm/persons exposed	Existing Risk Control Measures	Level of Risk	Additional control measures	Residual risk	Target completion date
			<p>Allocate set spaces for each meeting and control numbers with rope barriers and floor signage</p> <p>Identify potential pinch points and stagger break times of meetings to control numbers, flow and distancing</p> <p>Discuss this with organisers at the time of booking</p> <p><b>Refreshment points</b></p> <p>Use multiple refreshment points for larger meetings</p> <p>Use floor signage and rope barriers at each refreshment point</p> <p>Only serve in-room refreshments in rooms large enough to observe 2m distancing</p> <p>Staff service is preferred at refreshment points</p> <p>Use 'place and step back' routines or a pick-up table</p> <p>Provide sanitiser wipes and bins at self-serve machines and visual reminders to prompt delegates to wipe dispense buttons after each use. Disinfect bins after use</p> <p>Staff should wear masks and gloves to set up points and serve</p> <p>Disinfect tables before setting up and after use</p> <p>Cover refreshment points once they are set up</p> <p>Use disposable cups and spoons</p> <p>Limit the selection of refreshments available to reduce bottlenecks</p> <p>Offer cold refreshments in sealed individual bottles and pre-wrap additional products eg: cakes</p> <p><b>Personal safety of guests and staff</b></p> <p>Distancing rules apply in all catering areas, including the Café and Seed Kitchen</p>				

Ref	Hazard	Potential Harm/persons exposed	Existing Risk Control Measures	Level of Risk	Additional control measures	Residual risk	Target completion date
			<p>Tables must be 2m apart and be one person per table unless tables can accommodate more using the 2m rule or protective screens to be used</p> <p>Use floor guides to give guidance on distancing</p> <p>Use rope barriers or floor guide arrows to manage customer flow</p> <p>Aim to provide a separate entrance and exit</p> <p>Personal safety and hygiene rules apply in all F&amp;B outlets</p> <p>Provide sanitiser points at entrances and counter points for staff and guest use</p> <p>Staff should not hand anything directly to customers or receive anything from them</p> <p>Staff should wear gloves and masks for service and set up</p> <p>Gloves should be changed between each customer</p> <p>Tables and arm rests should be disinfected between use</p> <p>Handwashing of glassware, plates and cutlery should be avoided</p> <p>Check dishwasher temperatures are set to rinse above 60°C.</p> <p><b>Table service</b></p> <p>Pre-book tables to manage potential pinch points</p> <p>Use single-use menus or display boards</p> <p>Encourage delegates to pre-order or use digital formats</p> <p>Service procedures should reduce risk of touching and personal contact</p> <p>Use full plate service</p> <p>Use cloche covers to protect food between the kitchen to the customer</p>				

Ref	Hazard	Potential Harm/persons exposed	Existing Risk Control Measures	Level of Risk	Additional control measures	Residual risk	Target completion date
			<p>Individually wrapped condiments and sauces should be offered on request and served with the plated food</p> <p>Wrapped cutlery should be brought to the tables with the food</p> <p>Plates of food should be placed directly on tables not handed to customers and staff should use place and step back routines</p> <p><b>Buffet/counter service</b></p> <p>No self-serve buffets to be offered, instead staff should serve customers. Multiple buffet points may be required depending on number of delegates.</p> <p>Use floor signs to mark where customers should stand and use rope barriers to control flow</p> <p>Provide sneeze guards or cover food</p> <p>Staff must wear gloves and masks</p> <p>Sanitiser points with disposal bins should be placed at the start of the buffet and end point for both staff and guest use</p> <p>Use an end 'pick up' table for staff to place covered plates for collection by the customer</p> <p>Use pre-wrapped cutlery, or disposable</p> <p>Use individually wrapped condiments and sauces which should be offered and served with the plated food</p> <p>Pre-plated individual desserts and fruit should be wrapped</p> <p>Use individual picnic or 'bento box' style meals with disposable boxes.</p>				

6.0 Vulnerable staff and visitors including those of BAME origin

Ref	Hazard	Potential Harm/persons exposed	Existing Risk Control Measures	Level of Risk	Additional control measures	Residual risk	Target completion date
6.0	<p><b>Vulnerable staff and visitors including those of BAME origin</b></p> <p>Some staff or visitors may have pre-existing medical conditions, or may be from BAME ethnic groups. Recent studies suggest that this renders them more vulnerable to the dangers of COVID19</p>	<p>Those who are classified by PHE as being at greater risk from COVID-19 include people in the vulnerable (moderate risk) and extremely vulnerable (high risk) categories</p> <p><b>Vulnerable (moderate risk) people include those who:</b></p> <ul style="list-style-type: none"> <li>are 70 or older</li> <li>are pregnant</li> <li>have a lung condition such as asthma, COPD, emphysema or bronchitis (not severe)</li> <li>have heart disease, diabetes, chronic kidney disease or liver disease (such as hepatitis)</li> <li>are taking medicine that can affect the immune system (such as low doses of steroids) or are very obese</li> </ul> <p><b>Extremely vulnerable (high risk) people include those who:</b></p> <ul style="list-style-type: none"> <li>have had an organ transplant</li> </ul>	<p>The following safety and staff health arrangements should apply to staff who are classified as vulnerable (moderate risk) or extremely vulnerable (high-risk):</p> <p>Managers, human resources and occupational health departments should identify and be aware of staff who fall into vulnerable and extremely vulnerable categories so they can ensure that they are given adequate protection and support to enable them to comply with government health recommendations</p> <p>No member of staff in the extremely vulnerable “high-risk” category should be expected to come to work during the pandemic crisis or during recovery from the lockdown – these staff should be advised to follow government medical advice and stay at home</p> <p>Extremely vulnerable “high-risk” staff will be offered furlough arrangements – where it is possible or appropriate for them to safely work from home without risk this should be facilitated</p> <p>Staff in the vulnerable “moderate risk” category should be considered on a case by case basis –wherever possible they will be supported to work from home</p> <p>Staff in the vulnerable “moderate risk” category who cannot work from home and wish to return to work should be offered additional protection so that they can achieve effective social distancing</p> <p>Managers should stay in touch with vulnerable or extremely vulnerable staff who are staying at home by phone to ensure they are well and to prevent them from feeling isolated</p>	3 3 9	<p><b>Risk assessment</b></p> <p>An individual risk assessment should be carried out for all BAME and other vulnerable staff as a priority, so that a personalised risk mitigation plan can be put in place for each member of staff. This requires an open and collaborative one to one conversation between the staff member and line manager, aided by the HR or occupational health team if necessary. It should be conducted within a “done with”, co-production approach with the staff member, and not a “done to” approach. This means that the staff member should see and be in agreement with the risk assessment document and paperwork before the one to one conversation takes place. The risk assessment process is to be recorded and signed off by both parties when concluded.</p>	2 2 4	

Ref	Hazard	Potential Harm/persons exposed	Existing Risk Control Measures	Level of Risk	Additional control measures	Residual risk	Target completion date
		<p>are having chemotherapy for cancer, including immunotherapy  are having an intense course of radiotherapy for lung cancer  have a severe lung condition (such as severe asthma or severe COPD)  are taking medicine that makes them much more likely to get infections (such as high doses of steroids)  have a serious heart condition and are pregnant</p> <p>The following PHE advice applies:</p> <p>Those in the “high risk” (extremely vulnerable) category are subject to special “shielding” arrangements – they are advised to self-isolate and not leave home for any reason for at least 12 weeks  Those in the “moderate risk” (vulnerable) category are advised to stay at home as much as possible – they can go to work if they cannot work from home  People in both categories are advised by the</p>	<p>As they cannot leave their home at all, the organisation should help to provide additional support for any extremely vulnerable high-risk staff who may need it; this might include providing shopping or medicines where they are unable to gain support from elsewhere  All reviews of staff roles and safety should be non-discriminatory and take into consideration equality considerations and protected characteristics as defined under the Equality Act 2010, eg disabled staff  Reasonable adjustments must be made to avoid disabled workers being put at any disadvantage  Managers should refer to existing policies regarding new and expectant mothers, eg entitlement to suspension on full pay if suitable safe roles cannot be found</p> <p>Current best practice continues to evolve in respect of control measures in this field as such constant review will be required however the following measures are to be considered in relation to staff from BAME backgrounds:</p> <p><b>Risk mitigation</b>  Studies from various professional bodies indicate that BAME medical staff face particular issues with being supported with measures to reduce their exposure to risk. The assumption is that this may be the same across other occupations. Measures to reduce exposure to risk must be implemented as a priority to protect the wellbeing of staff. Such measures may include adjustment of work patterns or shifts to minimise contact with others. The measures will need to be in place</p>				

Ref	Hazard	Potential Harm/persons exposed	Existing Risk Control Measures	Level of Risk	Additional control measures	Residual risk	Target completion date
		<p>government to be particularly stringent in complying with social distancing requirements Pregnant women are included in the “moderate risk” category as a precaution but are not considered by PHE to be more likely to get seriously ill from COVID-19.</p> <p>The recent review by PHE found that persons from Black ethnic groups were the most likely to be diagnosed and that death rates were highest in Black and Asian ethnic groups. Other minority ethnic groups had an increased risk of dying. In addition to those working in healthcare, data indicates occupations such as auxiliary workers, assistants, security guards, transport and construction workers, retail assistants and those working in social care, as having significantly higher death rates</p>	<p>for some time as the pandemic takes its course, so need to be sustainable. There is a widespread assumption in the NHS that a “second wave” of COVID 19 is likely in late Autumn 2020. Regular feedback to see whether interventions are working is vital.</p> <p><b>Personal protection equipment (PPE)</b> Appropriate PPE should be made available and clear instruction and training should be provided to staff regarding how to wear and dispose of, or re-use these, where fitting. There is ongoing debate for and against use of face masks/face coverings in general for staff and public guidance should be updated as the evidence evolves and is made available.</p> <p><b>Staff testing</b> There is now a national testing process for England. It should be offered to staff with consideration given to prioritising BAME staff and their families, to enable healthy staff to attend work</p> <p><b>Aids for remote working</b> BYM will make resources available for remote working for all staff as priority</p> <p><b>Redeployment</b> BAME staff should be considered for redeployment to lower risk work areas or home working where possible. A proactive offer by the manager as part of an ongoing review, keeping staff needs in mind, will engender confidence that the staff members’ needs are being taken seriously.</p>				

Ref	Hazard	Potential Harm/persons exposed	Existing Risk Control Measures	Level of Risk	Additional control measures	Residual risk	Target completion date
			<p><b>Working from home</b></p> <p>If completely working from home or redeployment is not possible, a balance between working from home and work may be a way of reducing COVID-19 risk exposure. This should be carefully considered rather than staff being made to feel guilty. Other infection prevention and control measures, social distancing in all work areas including staff rest areas and hand washing should be undertaken as described in national guidance and should be strictly maintained.</p>				

## 7.0 Staff health and staffing levels

Ref	Hazard	Potential Harm/persons exposed	Existing Risk Control Measures	Level of Risk			Additional control measures	Residual risk			Target completion date
7.0	<p><b>Staff health and staffing levels</b></p> <p>Insufficient staffing hazard caused by high rates of staff sickness or staff self-isolating or “shielding”</p>	<p>Staff may become unwell with COVID-19 infection. Those with symptoms must “self isolate” in accordance with government guidelines to prevent them from passing the infection on and contributing to the overload on the NHS. Those who live with others and where one person has symptoms must self-isolate as a household, again in line with government guidance. Those who are considered extremely vulnerable are advised to “shield” themselves at home</p>	<p>The following safety arrangements should apply to staff health or staffing levels:</p> <p>Staff who are considered extremely vulnerable or high-risk should not be expected to attend for work in the workplace – where possible or appropriate they should be furloughed or supported to work from home</p> <p>Staff who are sick or self-isolating should phone immediately and inform their line manager. Accordingly, in the case of sickness, the staff member is to be signed off. Where a self-isolating member of staff is not showing symptoms and chooses to work/is well enough to work, they can do so with mutual agreement between staff member and their line manager, providing isolation can be maintained</p> <p>Make sure that communications go out that no member of staff should come to work, or leave their home (in regard to homeworking) if they are self isolating or if they have COVID-19 symptoms or if they feel unwell</p> <p>Staff may be reallocated from nonessential parts of the organisation to essential functions or may be subject to furlough arrangements</p> <p>Managers should consider temporary departmental closures or operational adjustments if staffing is reduced to unsafe levels</p>	3	3	9	<p>Consider enabling staff to work from home in the event that they need to self-isolate.</p> <p>See current guidance for: employees and employers relating to statutory sick pay due to COVID 19 people who have symptoms and those who live with others who have symptoms.</p>	2	2	4	

## 8.0 Access to site and travel

Ref	Hazard	Potential Harm/persons exposed	Existing Risk Control Measures	Level of Risk	Additional control measures	Residual risk	Target completion date
8.0	<p><b>Access to site and travel</b></p> <p>Staff who are required to attend for work must be given safe access to the workplace</p>	<p>Travel to and from work may lead to greater risk of virus transmission Public transport may be restricted in order to achieve social distancing on trains, buses, etc. Access to buildings may create a virus transmission risk if staff all seek entrance at once or are channelled through single points of entry. Risks may be increased for disabled staff who may have reduced options for access</p>	<p>The following safety arrangements should apply to BYM workplace access and travel arrangements:</p> <p>Ensure that sufficient access points to the workplace are provided so that staff do not congregate at entrances and exits – ensure that all access points have supplies of sanitizer available</p> <p>Review disabled access policies and arrangements to ensure safe entrance or exit for disabled staff</p> <p>Use floor markings and signage at entrances and exits and introduce one way flow systems at entry and exit points where appropriate</p> <p>Enable flexible/staggered working arrangements so that staff can avoid travelling at peak times or all arriving or leaving at the same time</p> <p>Provide hand sanitiser at entrances and exits</p> <p>Ask staff not to share cars and limit use of any work minibuses, etc</p> <p>Support staff to walk or cycle to work wherever possible, eg providing safe bike storage, showers, lockers, etc</p> <p>Ask staff not to use public transport if at all possible – where they do use public transport they should conform with current legislation regarding wearing face coverings, social distancing, travel outside peak periods, etc. In all cases non-essential travel for work purposes should be minimised</p>	3   3   9	<p>See link as follows:  <a href="https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers#public-transport">https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers#public-transport</a></p>	2   2   4	

9.0 Cases of possible infection on-site

Ref	Hazard	Potential Harm/persons exposed	Existing Risk Control Measures	Level of Risk			Additional control measures	Residual risk			Target completion date
9.0	<p><b>Cases of possible infection on-site</b></p> <p>Possible risk of transmission from potentially symptomatic persons becoming unwell while on-site or a symptomatic person being present at the premises</p>	<p>High risk of Transmission to staff and visitors</p>	<p>If a member of staff or becomes unwell at a BYM premises and is displaying coronavirus symptoms (a new, continuous cough or a high temperature) they should be sent home immediately and advised to follow government advice to self-isolate. The following actions should be taken within the workplace:</p> <p>All surfaces that a symptomatic person has come into contact with must be cleaned and disinfected, especially objects visibly contaminated with body fluids and all potentially contaminated highcontact areas such as toilets. Access to the affected area should be restricted whilst the above is undertaken</p> <p>Public areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids, can be cleaned thoroughly as normal as below</p> <p>Cleaning staff should use disposable cloths or paper roll and a combined detergent disinfectant solution at a dilution of 1000 parts per million available chlorine or in accordance with manufacturers' instructions</p> <p>Cleaning staff must wear appropriate PPE</p> <p>Waste from cleaning of areas where possible cases have been (including disposable cloths and tissues) is to be "double-bagged" and tied off, and then stored in a secure non accessible holding area for 72 hours before being disposed of in general waste</p>	3	3	9		2	2	4	

10.0 Business Continuity

Ref	Hazard	Potential Harm/persons exposed	Existing Risk Control Measures	Level of Risk			Additional control measures	Residual risk			Target completion date
10.0	<b>Business Continuity</b>	Threat to business continuity and ability to deliver essential services to our customers	Managers should refer to business continuity policies and procedures. After lockdown the following safety arrangements should be applied to establish business recovery: Establish overall COVID-19 contingency team Ask all teams to review and refresh business continuity arrangements as necessary Devise appropriate business recovery plans and keep under constant review	2	2	4		2	2	4	

11.0 Information

Ref	Hazard	Potential Harm/persons exposed	Existing Risk Control Measures	Level of Risk			Additional control measures	Residual risk			Target completion date
11.0	<p><b>Information</b></p> <p>Hazards caused by lack of information or inaccurate information being circulated</p>	<p>The pandemic has been accompanied by a large amount of official guidance, some of which needs careful interpretation, and also by misinformation, rumour and “myths”. Confusion and lack of clarity regarding vital H&amp;S control measures can develop if such information is allowed to spread</p>	<p>In recovery from lockdown the following safety arrangements should be applied to mitigate risks caused by misinformation and “fake” news:</p> <p>To ensure the safety and wellbeing of staff business strategies must be based on accurate information provided by PHE, NHS, HSE or similar and all staff must be given consistent, simple and clear messages appropriate to their work location.</p> <p>COVID-19 contingency team to monitor official advice carefully and oversee updating of policies and procedures</p> <p>Ensure leadership teams/local managers are briefed and kept up to date</p> <p>Managers to beware of fake news and discourage the circulation of misinformation</p> <p>Keep all staff informed – key messages include the need for unwell staff or homeworking staff to stay at home, for frequent handwashing and for social distancing</p>	2	2	4	<p>Provide clear guidance on social distancing and hygiene to all BYM workers and visitors to BYM premises. For example, regular emails to all staff, signage and visual aids at and before arrival at BYM premises, for example, by phone, on the website, by email. Consider the particular needs of those with protected characteristics, such as those who are visually impaired.</p> <p>Establishing host responsibilities relating to COVID 19 and providing any necessary training for people who act as hosts for visitors.</p>	1	2	2	

## 12.0 Communication

Ref	Hazard	Potential Harm/persons exposed	Existing Risk Control Measures	Level of Risk			Additional control measures	Residual risk			Target completion date
				2	2	4		1	2	2	
12.0	<b>Communication</b>  Threat to effective communications	The pandemic may cause a threat to communications with clients, customers and suppliers – such communications are vital in the reestablishment of business activities and procedures after lockdown	After lockdown the following safety arrangements should be applied to mitigate risks to communication systems:  Senior management to review all outward facing communications (eg on customer website, etc) to ensure messages are consistent, clear and reflect the customer focused and socially aware values of the organisation  Managers to revise communications strategies and plans  Devise specific plans for how and how often to communicate with clients, customers and suppliers	2	2	4	Inform visitors that they may be asked to remove face coverings if asked to do so by security, police officers or staff for the purposes of identification.  Reviewing external messaging to visitors to make sure it does not provide information that may present a security risk	1	2	2	

13.0 Cyber Security

Ref	Hazard	Potential Harm/persons exposed	Existing Risk Control Measures	Level of Risk			Additional control measures	Residual risk			Target completion date
13.0	<b>Cyber Security</b>	Cyber-security threats may emerge, including computer viruses, phishing scam emails and COVID related “ransomware”. Increased digital communication and homeworking using different devices, adds to the need to ensure the security and function of our digital systems	<p>The following safety arrangements should be applied to mitigate cyber risks:</p> <p>Review cyber security and surveillance infrastructure and ensure that all reasonable protection is in place</p> <p>Circulate warnings to staff and managers of any credible cyber threats, especially scam emails and text messages</p> <p>Ensure that staff working from home and using remote working systems are covered by cyber-risk protections</p> <p>Ensure any homeworking arrangements maintain standards of data protection and IT security</p> <p>Ensure that existing cyber-security systems do not interfere with the availability of critical safety information and updates relating to COVID</p> <p>Assess cyber risks to new supply chain connections developed during the crisis</p>	1	2	2					

14.0 Contractors

Ref	Hazard	Potential Harm/persons exposed	Existing Risk Control Measures	Level of Risk			Additional control measures	Residual risk			Target completion date
14.0	<b>Contractors</b>	<p>Cross contamination between contractors working in confined spaces, or touching surfaces that are not cleaned between visits.</p> <p>Visiting the site whilst unwell.</p>	<p>Post pone non-essential works.</p> <p>All contactors to provide a copy of their company COVID-19 risk assessment and control measures.</p> <p>Supply all contractors with a copy of the organisation COVID-19 Risk assessment</p> <p>Ensure contractor works are planned so that there is no cross over between different individuals, within specific rooms or confined spaces.</p> <p>Provide a regime of cleaning of plant rooms/contractor areas following a visit (if these areas are not normally addressed as part of the cleaning regime)</p> <p>Ensure all contractors attending site are made aware of the locations whereby handwashing facilities and sanitiser are available.</p> <p>Sanitize keys or equipment that is given to contractors, and again on return.</p> <p>Ensure all contractors are aware of the need to inform the organisation, should they fall ill with COVID-19 within 48 hours of leaving the premises, in line with current government guidance in relation to Track and Trace, including requirement to hold records of visitors for 21 days. Government guidance as below to be applied:</p> <p><a href="https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace">https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace</a></p>	1	2	2	N/A				

15.0 Emergency procedures

Ref	Hazard	Potential Harm/persons exposed	Existing Risk Control Measures	Level of Risk			Additional control measures	Residual risk			Target completion date
15.0	<b>Emergency procedures</b>	Risk of exposure to COVID-19 during a fire evacuation, or during the administration of first aid.	<p>Ensure all staff/individuals on site are made aware of the requirement to follow standard evacuation procedures in the event of a fire alarm activation. It may not be possible to maintain social distancing throughout an evacuation, however exit should not be delayed.</p> <p>Ensure all staff/individuals have access to handwashing facilities and sanitiser as soon as they are able following an evacuation.</p> <p>Delay planned drills where possible to avoid breaching social distancing unnecessarily.</p> <p>Any clinically vulnerable first aiders should not be permitted to assume the role of first aider at this time.</p> <p>All other first aiders are follow government guidance in relation to the administering of first aid:</p> <p>Because of the heightened awareness of the possibility that the victim may have COVID-19, Resuscitation Council UK offers this advice:</p> <p>Recognise cardiac arrest by looking for the absence of signs of life and the absence of normal breathing. Do not listen or feel for breathing by placing your ear and cheek close to the patient's mouth. If you are in any doubt about confirming cardiac arrest, the default position is to start chest compressions until help arrives.</p> <p>Make sure an ambulance is on its way. If COVID 19 is suspected, tell them when you call 999.</p> <p>If there is a perceived risk of infection, rescuers should place a cloth/towel over the</p>	1	2	2	N/A				

Ref	Hazard	Potential Harm/persons exposed	Existing Risk Control Measures	Level of Risk	Additional control measures	Residual risk	Target completion date
			<p>victims mouth and nose and attempt compression only CPR and early defibrillation until the ambulance (or advanced care team) arrives. Put hands together in the middle of the chest and push hard and fast.</p> <p>Early use of a defibrillator significantly increases the person's chances of survival and does not increase risk of infection.</p> <p>If the rescuer has access to any form of personal protective equipment (PPE) this should be worn.</p> <p>After performing compression-only CPR, all rescuers should wash their hands thoroughly with soap and water; alcohol-based hand gel is a convenient alternative. They should also seek advice from the NHS 111 coronavirus advice service.</p>				

**Section C - Additional Comments**

Add any other comments that are relevant to the risk assessment.

**Priority ratings key:**

The three columns (L,S,R) are for assessing the level or degree of risk. The first (L) is for an assessment of the likelihood of the hazard taking place, the second (S) for the severity of the hazard, both based on the following:

<b>(L) LIKELIHOOD</b>	<b>(S) SEVERITY OF HAZARD</b>	<b>(R) RISK LEVEL</b> is product of Likelihood and Severity (LxS).
<ol style="list-style-type: none"><li>1. Hazard exists very infrequently; limited numbers exposed.</li><li>2. Likely to occur; hazard exists intermittently, or occurs occasionally.</li><li>3. Likely to occur soon; permanent hazard, or occurs daily/repeatedly; many may be exposed.</li></ol>	<ol style="list-style-type: none"><li>1. Could cause minor injury only.</li><li>2. Could cause major injury/7 day or more absence.</li><li>3. Could cause fatality/severe/chronic injury.</li></ol>	High risks score        7 - 9 priority H Moderate risks score    4 - 6 priority M Low priority risks score 1 - 3 priority L

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Date: 21<sup>st</sup> August 2020