




































Risk Assessment For: Linostouch Global Services













Risk assessment name	Potential Exposure To Suspected/Diagnosed Coronavirus	Assessment type	 General
Assessment date	16/04/2020	Review period	Weekly
Approved by		Review date	16/04/2020
Approved date		Reference	RA001

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 <p>COVID-19 COVID-19 is a Coronavirus. The virus is spread via droplets when a person coughs or sneezes. The droplets land on surfaces and are picked up on the hands of others and spread further. People catch the virus when they touch their infected hands to their mouth, nose or eyes.</p>	<p>All staff</p> <p>How? Contracting the virus could lead to symptoms including raised temperature or new/continuous cough. https://www.nhs.uk/conditions/coronaviruscovid-19/symptoms-and-what-to-do/</p>	<div>  <p>Do Not Share PPE/RPE No work should be completed utilising other people PPE. With particular focus on gloves, face masks etc. Where PPE is reusable, all articles should be thoroughly cleaned after use.</p> </div> <div>  <p>Social Distancing (2 Metres Apart) All individuals should operate a minimum of 2m apart. Where this is not possible, apply risk assessment process where this is not possible or vulnerable person(s) are involved.</p> </div> <div>  <p>Do not use local shops for food during breaks. Where possible, bring food and a refillable bottle rather than using local shops where numerous bodies are/have been present.</p> </div>	<p>1 x 8</p> <p>8</p> <p>Low</p>
 <p>Contact with contaminated non-sanitised surfaces Carriers may cough or sneeze over surfaces and/or touch it with uncovered hands with no follow up cleaning of the surfaces</p>	<p>All staff, visitors</p> <p>How? Those coming in to secondary contact with the surface could develop symptoms of the virus.</p>	<div>  <p>Good Hand Washing/Hygiene Procedures Observed Good hand washing procedures observed to reduce the risk of skin disorders and promote good hygiene</p> </div> <div>  <p>Infection Control Procedures In Place Infection Control Procedures in place communicated to all employees.</p> </div> <div>  <p>Suitable & Sufficient Welfare Facilities Provided To include hot/cold water, soap, means of drying, well ventilated and kept in an orderly condition.</p> </div> <div>  <p>Waste Bins Are Provided Within The Premises Lidded waste bins are provided within the premises</p> </div> <div>  <p>Use Of Hand Sanitisers Use of a hand sanitiser to reduce the risk/spread of infection</p> </div> <div>  <p>Pro-active Monitoring In Place Pro-active monitoring systems in place</p> </div> <div>  <p>Work Surfaces Cleaned & Disinfected Daily. (Internally) Only suitable sanitisers used that fully remove bacteria & compliant with BS EN 1276 or BS EN 13697</p> </div>	<p>1 x 8</p> <p>8</p> <p>Low</p>

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 <p>Employees visiting clients. Those individuals whose work would constitute potential exposure to those carrying the virus as part of their job role.</p>	<p>All staff</p> <p>How? Spread of the virus. Displaying virus symptoms including coughing, raised temperature or shortness of breath.</p>	<p> Lone Workers contactable. Lone Workers contactable by mobile phone to ensure that there are no health & safety issues. Lone workers can also have constant access to call staff should they show symptoms of Coronavirus or come in contact with those displaying mild symptoms.</p> <p> No Non-Essential Visitors or Visits Visits incoming or outgoing should only be done under keyworker guidelines. https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision/guidance-for-schools-colleges-and-local-authorities-on-maintaining-educational-provision</p> <p> Only suitable sanitisers used that fully remove bacteria. Claim sanitisers through expense system.</p> <p> Provision Of Written Safe Systems of Work In Place Provisions of written Safe Systems of Work to control the process with the minimum risk of injury</p> <p> Remove Contact With Vulnerable Parties. Ensure visits are only completed where both parties are in agreement and where there are no 'at risk groups' such as Care Homes etc.</p> <p> Reporting procedures followed. Those experiencing symptoms or who have come in to contact with those that have should seek further advice from: https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-advice/ Avoid calling NHS 111 or local GP where possible.</p> <p> Social Distancing Avoid gatherings, non-essential use of public transport, work from home, keep 2 metres apart</p>	<p>1 x 8  8 Low</p>
 <p>Individuals Displaying Symptoms. Coronavirus reportedly spread through exposure to or contact with cough droplets, either directly or when in contact with contaminated surfaces. Suspected contact may bring on related symptoms.</p>	<p>All staff</p> <p>How? Contact with infected substances may bring on symptoms such as new or persistent cough, raised temperature (exceeding 37.8 degrees), Tiredness. Muscle pains.</p>	<p> Communication Should individuals display or witness anyone with potential symptoms they should come forward and make the correct person(s) aware immediately.</p> <p> Good Hand Washing/Hygiene Procedures Observed Individuals must not touch eyes, mouth or nose with unwashed hands, particularly after coughing or sneezing. Hands should be washed with adequate soap or sanitiser immediately for in excess of 20 seconds.</p> <p> Infection Control Procedures In Place Infection control procedures in place and communicated to all employees. Focus around coughing and sneezing in to tissues that are disposed of in closed lid bins. and avoiding close contact with the unwell.</p>	<p>1 x 8  8 Low</p>

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
		<div data-bbox="1342 1115 1414 1182"></div> <p>Information on Coronavirus communicated amongst all staff. Communicate information on Coronavirus using official medical and Government guidance.</p> <div data-bbox="1206 1115 1278 1182"></div> <p>Isolate (7 / 14 Days) Those who have a new or persistent cough or raised temperature (exceeding 37.8 degrees) should stay at home in isolation for 7 days whilst the virus becomes non-infectious. Should individuals live with others who display symptoms they should stay at home in isolation for 14 days. Do not visit the GP, hospital or walk in centre. Up to date guidance can be found at: https://www.nhs.uk/conditions/coronavirus-covid-19/</p> <div data-bbox="1007 1115 1078 1182"></div> <p>PPE Issued, Worn & Kept In Good Condition Any PPE provided should be worn as stated within the procedure and disposed of correctly.</p> <div data-bbox="1007 1518 1078 1585"></div> <p>Restricted Access Restrict access to members of the public or those displaying related symptoms where possible. Contact should be restricted to excess of 2 meters from the affected person.</p> <div data-bbox="823 1115 895 1182"></div> <p>RPE - Disposable Respirator FFP 2 Masks may be required to be issued to both visitors and staff to reduce spread of cough droplets. Masks should be provided proactively. Masks should meet a minimum standard - FFP2 rated respirator mask to EN149:2001 (N95). Masks should be disposed of correctly.</p> <div data-bbox="647 1115 719 1182"></div> <p>Social Distancing Individual should exercise 'social distancing'. Avoid contact with someone who is displaying symptoms of coronavirus (COVID-19). These symptoms include high temperature and/or new and continuous cough Avoid non-essential use of public transport, varying your travel times to avoid rush hour, when possible. Work from home, where possible. Avoid large gatherings, and gatherings in smaller public spaces such as pubs, cinemas, restaurants, theatres, bars, clubs. Avoid gatherings with friends and family. Keep in touch using remote technology such as phone, internet, and social media. Use telephone or online services to contact your GP or other essential services. Everyone should be trying to follow these measures as much as is pragmatic.</p>	

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 Individuals Returning From Affected Regions. Tourists or visitors returning from affected regions.	All staff How? Individuals may be subject to high temperatures, coughing or shortness of breath. (Even mild symptoms)	<div>  Suitable & Sufficient Welfare Facilities Provided To include hot/cold water, soap, means of drying, well ventilated and kept in an orderly condition. </div> <div>  Temporary Isolation Those who become unwell during employed hours should be temporarily isolated in a room with a closeable door, a minimum of 2 meters away from other where possible. Ensure in transit that the individual does not come in to contact with other people, surfaces or objects and their mouth and nose are covered by a tissue or crook of their elbow. They should come in to contact with no one until they are free from the building and arrive home. </div> <div>  Medical Quarantine 14 day assisted quarantine may be enforced at the local medical facility. Contact with your line manager should be made on returning from affected areas and on the return to work. </div> <div>  Restrict Access Staff or visitors returning from affected areas should be asked not to visit the premises or ideally leave the house without further medical guidance. Such individuals should go under self containment for 14 days with no contact with others. </div> <div>  Self-Isolation Those returning from affected areas should impose self-isolation and call NHS 111 / GP for further advice. (Whether displaying symptoms or not). Self-containment would be advised by Public Health England. </div> <div>  Social Distancing Individual should exercise 'social distancing'. Avoid contact with someone who is displaying symptoms of coronavirus (COVID-19). These symptoms include high temperature and/or new and continuous cough Avoid non-essential use of public transport, varying your travel times to avoid rush hour, when possible. Work from home, where possible. Avoid large gatherings, and gatherings in smaller public spaces such as pubs, cinemas, restaurants, theatres, bars, clubs. Avoid gatherings with friends and family. Keep in touch using remote technology such as phone, internet, and social media. Use telephone or online services to contact your GP or other essential services. Everyone should be trying to follow these measures as much as is pragmatic. </div>	<div> 1 x 8  8 Low </div>

Hazard	Who could be harmed and how?	Existing controls	Risk rating (1 x 5)
 Poor levels of hygiene / housekeeping. Risk of ill-health due to poor hygiene controls and cleaning down procedures such as incorrect handling of waste or handwashing etc.	All staff How? Individuals may start exhibiting symptoms related to the virus, including, Coughing. High temperature. Shortness of breath.	<div>  Follow Government and PHE guidance. Employees are encouraged to follow the guidance from the Government and Public Health England as to correct health measures. </div> <div>  Hand sanitisers provided. Only suitable sanitisers used that fully remove bacteria. Claim sanitisers through expense system. </div> <div>  Hygiene procedures in place. Any staff that may have come in to contact with those displaying symptoms should utilise washing facilities immediately. </div> <div>  Implement/Increase Hygiene Procedures Provisions of soap, hand sanitiser and paper towels should be ensured at all times. All welfare, common areas and wash areas should be cleaned more frequently throughout the working day to ensure hygiene levels are maintained. Rubbish bins should be provided where applicable. Increased cleaning of door handles, hand rails, flush handles, telephones, food preparation areas, office equipment etc. </div>	1 x 8  8 Low
 Those with pre-existing conditions Immune/motor neuron disorders, expectant mothers, older people and those with diagnosed lung, kidney, liver or heart disease, cancer, or diabetes and those who are overweight with a BMI of over 40. Up to date at risk groups can be found at: https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people/guidance-on-social-distancing-for-everyone-in-the-uk-and-protecting-older-people-and-vulnerable-adults	All staff How? Due to weakened immune systems or prescribed medication, symptoms of COVID-19 can be aggravated should the individual become infected.	<div>  Follow Government and PHE guidance. Employees are encouraged to follow the guidance from the Government and Public Health England as to correct health measures. </div> <div>  Health conditions announced. For those with a pre-existing health condition that may be affected by Coronavirus infection, employees are encouraged to inform management. </div> <div>  Social Distancing Individual should exercise 'social distancing'. Avoid contact with someone who is displaying symptoms of coronavirus (COVID-19). These symptoms include high temperature and/or new and continuous cough Avoid non-essential use of public transport, varying your travel times to avoid rush hour, when possible. Work from home, where possible. Avoid large gatherings, and gatherings in smaller public spaces such as pubs, cinemas, restaurants, theatres, bars, clubs. Avoid gatherings with friends and family. Keep in touch using remote technology such as phone, internet, and social media. Use telephone or online services to contact your GP or other essential services. Everyone should be trying to follow these measures as much as is pragmatic. </div> <div>  Temporary Isolation Those who become unwell during employed ours should be temporarily isolated in a room with a closeable door, a minimum of 2 meters away from other where possible. Ensure in transit that the individual does not come in to contact with other people, surfaces or objects and their mouth and nose are covered by a tissue or crook of their elbow. </div>	1 x 8  8 Low

None required

Operating procedures

Other than those stated under the 'key worker' categories should stay at home for a 3 week isolation period or work from home if possible. This is in line with the Government position communicated 23rd March 2020.

Those returning from affected regions or those concerned that they have come into contact with those displaying symptoms should seek advice from <https://www.nhs.uk/conditions/coronavirus-covid-19/>, which may include / result in self-containment for a minimum of 7 days. Internal HR department and direct line management should be informed immediately.

For individuals displaying symptoms, reduce potential spread by leaving the workplace or client premises and return home immediately. Contact should be made with the internal HR department and direct line management.

Measures of 'social distancing' should be applied. Individual should exercise 'social distancing'.

1. Only go outside for food, health reasons or work (where this absolutely cannot be done from home)
 2. Avoid non-essential use of public transport, varying your travel times to avoid rush hour, when possible.
 3. Stay 2 metres (6ft) away from other people
 4. Wash your hands as soon as you get home
- Everyone should be trying to follow these measures as much as is pragmatic.

The incubation period of COVID-19 is between 2 to 14 days - therefore anyone in supposed contact with an infected individual who shows no symptoms post this time has not been infected themselves.

Contact should be made to your internal HR Department and direct line management both on returning from affected areas and/or returning to work following 14 day quarantine. The company may opt to extend the period of quarantine before returning to work.

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

Self-containment would include staying at home in a well ventilated room, with access to clean, potable water. Those helping with grocery drop offs etc. should not enter the premises and those living with the potentially affected should keep in excess of 2 meters and leave as soon as possible.

In order to reduce the risk of the spread of Coronavirus infections, basic preventative measures are advised for the public, including: good respiratory hygiene and respiratory etiquette; frequent careful hand washing; avoiding touching one's eyes, mouth and nose; sanitary disposal of oral and nasal discharges as well as avoiding contact with sick people. (European Centre for Disease Prevention and Control)

Any hand washes or sanitisers should be purchased and claimed for via the internal expense system.

Mask Use -

- If you are healthy, you only need to wear a mask if you are taking care of a person with suspected 2019-nCoV infection.
- Wear a mask if you are coughing or sneezing.
- Masks are effective only when used in combination with frequent hand-cleaning with alcohol-based hand rub or soap/water.
- If you wear a mask, then you must know how to use it and dispose of it properly.

Masks should be utilised as a general precautionary control, however their effectiveness is not guaranteed

Supporting evidence

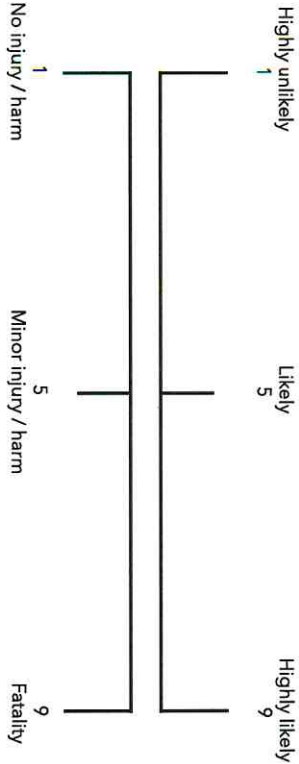


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Risk rating explanation

Risk ratings are calculated by considering the likelihood of an event occurring along with the severity of the potential consequence should an accident occur. After considering existing control measures, values are assigned to the likelihood and severity from the scales below and these figures multiplied to establish the risk rating.



Probability

9	18	27	36	45	54	63	72	81
8	16	24	32	40	48	56	64	72
7	14	21	28	35	42	49	56	63
6	12	18	24	30	36	42	48	54
5	10	15	20	25	30	35	40	45
4	8	12	16	20	24	28	32	36
3	6	9	12	15	18	21	24	27
2	4	6	8	10	12	14	16	18
1	2	3	4	5	6	7	8	9

Severity

What do your risk ratings mean?

- Risk is categorised as LOW: Look to reduce risk if practicable
- Risk has been categorised as MEDIUM: Begin to plan your action to reduce the risk immediately
- Risk has been categorised as HIGH: Immediate action required to reduce the risk

Assessor's signature:

Approved by signature: