

Risk assessment for Covid-19 secure workplace readiness

Conducted by: Rod Annetts

Date: 04.06.2020



Scenario	Current Control Measures THESE APPLY TO ALL SCENARIOS	Risk (Current Controls)			Proposed Extra Control Measures linked to scenarios	Risk (After Extra Controls)		
		S	L	R		S	L	R
Member of staff displays symptoms of Coronavirus at work (unconfirmed)	The UK government continues to advise that the best protection against Covid-19 is to wash your hands for 20 seconds as often as possible, to avoid touching your face and to catch coughs and sneezes in tissues. Face masks can be worn. Social distancing guidelines. One way system for staff are in place throughout both buildings to help reduce the risk of person to person contamination.	4	4	16	If the staff member is at work they should be sent home immediately/ Deep clean the areas where the member of staff has been Member of staff to follow Government/NHS guidance on isolation and track and trace system Identify other staff members who have worked or come in contact with the staff member so they can follow Government/NHS guidance on isolation and track and trace system RYA HR Advisor to contact the member of staff for an update	4	2	8
or		4	3	12		4	2	8
Member of staff displays symptoms of coronavirus (unconfirmed) whilst at home and has been at work in the last 3 days		4	1	4		4	1	4
Member of staff displays symptoms of coronavirus whilst at home and has NOT been at work within the last 14 days								

Scenario	Current Control Measures THESE APPLY TO ALL SCENARIOS	Risk (Current Controls)			Proposed Extra Control Measures linked to scenarios	Risk (After Extra Controls)		
		S	L	R		S	L	R
<p>Member of staff is diagnosed with coronavirus and has been at work in the last 3 days</p> <p>Or</p> <p>Member of staff is diagnosed with coronavirus and has been at work in the last 3-14 days</p>	<p>Heightened staff awareness regarding handwashing and personal hygiene in place throughout both buildings to help prevent person to person contamination</p> <p>Social distancing / hygiene posters across the facility reminding employees of the requirements</p> <p>One way routes where 2 metres distancing is hard to achieve. These are throughout the facilities</p> <p>Members of staff to Work from home where possible to help stop the spread of the virus</p>	5	4	20	<p>Send member of staff home if at work</p> <p>Deep clean areas possibly affected</p> <p>Identify other staff members who have worked or come in contact with the staff member so they can follow Government/NHS guidance on isolation and track and trace system</p> <p>RYA HR Advisor to contact the member of staff for an update</p>	5	2	10

Scenario	Current Control Measures THESE APPLY TO ALL SCENARIOS	Risk (Current Controls)			Proposed Extra Control Measures linked to scenarios	Risk (After Extra Controls)		
		S	L	R		S	L	R
Member of staff is diagnosed with coronavirus and has not been at work within the past 14 days	Continue to maintain the current high standard of cleaning throughout all communal areas and staff aware to help maintain the spread of the virus Heightened staff awareness regarding handwashing and personal hygiene in place throughout both buildings to help prevent person to person contamination	5	1	5	No additional cleaning required Member of staff to follow Government/NHS guidance on isolation and track and trace system	5	1	5
Member of staff has been in close contact with another person within their household or outside of their household that has been confirmed positive with the coronavirus within the past 14 days and attending work		5	4	20	Send member of staff home if at work Deep clean areas possibly affected Identify other staff members who have worked or come in contact with the staff member so they can follow Government/NHS guidance on isolation and track and trace system RYA HR Advisor to contact the member of staff for an update	5	2	10
Member of staff has been in close contact with another person within their household or outside of their household that has been confirmed positive with the coronavirus over 14 days ago and attending work		1	1	1	No further action	1	1	1

Hazard	Who may be harmed	Current control measures	Current control measures are, please indicate below		
			ADEQUATE	FURTHER CONTROLS REQUIRED	UNACCEPTABLE
Spreading of the coronavirus by person to person contact	Members of staff, contractors and visitors	<p>A physical assessment of all office space and facilities has been conducted to ensure all areas comply with the Governments social distancing guidelines and recommendations. This is to ensure when staff start to return to work, they will be able to work safely within the guidelines.</p> <p>To enable this to happen various items of office furniture have been identified as not compliant within the guidelines. These items will be identified 'Not for use' or removed so that members of staff, contractors or visitors will be within an environment compliant with the guidelines.</p> <p>Face masks are available for staff and visitors who wish to wear them who do not have their own.</p> <p><u>Home working continues for all members of staff who can do so</u></p> <p>Introduction of one-way pedestrian routes within all our facilities</p> <p>Reduction of persons within the below areas:</p> <ul style="list-style-type: none"> • Open planned office areas • CEO's office • Finance Director's office • Photocopier room • Meeting rooms • Kitchens • Toilets • Lift • Smoking shelter • Cycle shelter • Company cars – 1 person only unless from the same household <p>All users of both buildings have an obligation and responsibility under the Health and Safety at Work Act 1974 (HASAWA) that requires you to take reasonable care for the health and safety of yourself and other people at work. You must not interfere with or obstruct anything provided in the interests of health and safety at work. We all need to ensure the safety of ourselves and others by following the social distancing guidelines and processes the RYA have implemented to safeguard us all.</p>	Y		

Hazard	Who may be harmed	Current control measures	Current control measures are, please indicate below		
			ADEQUATE	FURTHER CONTROLS REQUIRED	UNACCEPTABLE
Spreading of the coronavirus by person to person contact	Members of staff, contractors and visitors	<p>Travelling on RYA business</p> <ul style="list-style-type: none"> • If using a pool car clean all common touch points inside and outside the vehicle with antibacterial wipes • Travel alone by car if possible • If you are unable to travel alone with persons not from your household, maintain social distance of at least 1 metre and keep the car well ventilated. • If using public transport wear a face mask and follow government advice <p>Field workers</p> <ul style="list-style-type: none"> • Reduce the number of meetings and people you meet with • Use virtual meetings where possible • Consider meeting outside if possible. If you must meet inside, ensure the room is well ventilated • Consider asking for doors and windows to be opened to improve ventilation and to reduce the need to touch handles • Contact meeting venues in advance to explain the need for social distancing and to understand how to apply their control measures • Maintain social distancing of at least 1 metre • Avoid common touch points. Ask for doors to be left open where possible • Ask for documents to be emailed to you rather than touching paper copies • Keep your own waste and dispose of this at home. • If using shared equipment wipe this down using antibacterial wipes before use 	Y		

Hazard	Who may be harmed	Current control measures	Current control measures are, please indicate below		
			ADEQUATE	FURTHER CONTROLS REQUIRED	UNACCEPTABLE
Spreading of the coronavirus by person to surface	Members of staff, contractors and visitors	<p>Daily cleaning of all communal areas and surfaces within our facilities</p> <p>Implementation of additional hand sanitisers within the below areas</p> <ul style="list-style-type: none"> • Toilets • Meeting rooms • Kitchens • Water machines • Reception • Entrances to departments • Before entering identified corridors to maintain a sterile environment before entering toilets & kitchens • Members of staff who have contact with staff members workstations or their working environment have been issued with their own hand sanitiser to help maintain the risk of person to surface contact • Use of PPE by contractors when in the buildings • Company or own vehicles used for business purposes <p>Current guidance recommends that all personal belongings are removed from showers after use leaving the area free for the next person. Items that have been left in the showers before lockdown have now been removed.</p> <p>Anti-bacteria wipes have also been made available at the below areas for members of staff to use</p> <ul style="list-style-type: none"> • Photocopiers • Entrances to departments for staff to wipe down their own workstation equipment • Identified internal doors • Kitchens • Post “pigeon holes” – disposable gloves also provided for handling mail • Company vehicles 	Y		

Hazard	Who may be harmed	Current control measures	Current control measures are, please indicate below		
			ADEQUATE	FURTHER CONTROLS REQUIRED	UNACCEPTABLE
Spreading on the coronavirus by person to person contact	RYA First aid staff	<p>All RYA First aid trained staff have been issued with their own supply of the below items</p> <ul style="list-style-type: none"> • Hand sanitiser • Face Mask - FFP2/KN95 • Full face shields • Disposable gloves 	Y		
Spreading of the coronavirus by air circulation by the air conditioning systems	Members of staff, contractors and visitors	<p>The air conditioning systems within both buildings are regularly serviced as part of the RYA's planned maintenance program, this is to help maintain hygiene and service standards of the equipment. In line with current recommendations to help reduce the spread of airborne particles the air conditioning systems have been serviced.</p> <p>Where possible in line with the current guidance to help with the dilution of any possible coronavirus in the atmosphere the fresh air circulation and refresh rates have been significantly increased to help dilute any potential hazard.</p>	Y		
RYA Reception	Members of staff, contractors and visitors	<p>To help maintain social distancing guidelines within this area for all that use it, signage will be displayed informing the procedure for staff, contractors and visitors.</p> <p>Reception staff will be distanced from other users and receptionists will sign guests in and out.</p> <p>As the main point of entry to RYA House, a non-contact infrared thermometer is located to help monitor the temperature of people entering the building. If a staff member feels unwell whilst at work their temperature can be taken to help access if they have a high temperature of 38.7C or greater. If the persons temperature is 38.7C or greater they need to follow the follow the Government/NHS guidance on isolation and track and trace system.</p> <p>Reception is also the starting point and finishing point of the one-way systems around the building. When exiting reception social distancing guidelines need to be adhered to.</p> <p>Another non-contact infrared thermometer is located with the HR Advisor within Compass House.</p>	Y		

Hazard	Who may be harmed	Current control measures	Current control measures are, please indicate below		
			ADEQUATE	FURTHER CONTROLS REQUIRED	UNACCEPTABLE
Fire	Members of staff, contractors and visitors	To ensure the fire detection systems are fully operational within both buildings the detection systems are regularly serviced as part of the RYA's planned maintenance program. The systems in each building have been serviced and certified operational.	Y		
Fire Extinguishers	Members of staff, contractors and visitors	To ensure the fire extinguishers are fully operational within both buildings they are regularly serviced as part of the RYA's planned maintenance program. All extinguishers in each building have been serviced and certified operational	Y		
Emergency Lighting	Members of staff, contractors and visitors	To ensure the emergency lighting systems in both buildings are fully operational they are serviced as part of the RYA's planned maintenance program The emergency lighting has been serviced and certified operational	Y		
Lift RYA House	Members of staff, contractors and visitors	As part of the RYA's planned maintenance program and to comply with our buildings insurance criteria the lift has been inspected and certified operational	Y		
Gas boiler	Members of staff, contractors and visitors	As part of the RYA's planned maintenance program and current legislation the boiler has been inspected and certified operational	Y		
Legionella	Members of staff, contractors and visitors	As part of the RYA's planned maintenance program to ensure we meet current legislation our water systems have been inspected and tested resulting in a negative result	Y		
Smoking shelter	Members of staff, contractors and visitors	To help maintain social distancing guidelines within this facility social distancing notices have been installed as a reminder	Y		

Hazard	Who may be harmed	Current control measures	Current control measures are, please indicate below		
			ADEQUATE	FURTHER CONTROLS REQUIRED	UNACCEPTABLE
Cycle shelter	Members of staff, contractors and visitors	To help maintain social distancing guidelines within this facility social distancing notices have been installed as a reminder	Y		
Staff concerns	Members of staff, contractors and visitors	Employees are encouraged to suggest areas for improvement directly to the Dave Strain. If staff have concerns in relation to insufficient measures being taken or measures not being adhered to, employees can raise concerns directly to their line manager or the HR Advisor. The RYA also currently operates a whistleblowing policy (see the Employee Handbook).	Y		

Action plan for additional control measures.				
Hazard	Further control measure	By whom	To be in place by	Date completed

Have changes been made to this risk assessment?	Yes
What changes have been made?	
Incorporating detail regarding showers and visitor sign in process	

Severity (S)	Multiply likelihood and severity	Likelihood (L)
Catastrophic = 5		Likely = 5
Death = 4		Probable = 4
Major Injury = 3		Possible = 3
Minor Injury = 2		Unlikely = 2
No Injury = 1		Very Unlikely = 1

Risk Ratings (R)	
20-25	Very High Risk
12-20	High Risk
8-11	Medium Risk
1-7	Low Risk

Risk Ratings =