

Coronavirus (Covid-19) Over-arching Risk Assessment – All operations

(TO BE APPLIED TO ALL TASKS AND SITES AND THEIR RESPECTIVE RISK ASSESSMENTS WHICH MUST IDENTIFY THE RELEVANT, SPECIFIC CONTROLS)

PART A: Information

Assessor: Mike Hewitt	Job title / role: Central Services Mgr.	Approved by: P Batchelor
Date of creation: 06.01.2021	Risk Assessment Ref. No. OA4	
This risk assessment should be used in conjunction with the Coronavirus (COVID-19) Safe Working Policy, Procedures and Guidance		

PART B: Key risks of Coronavirus Transmission

Hazards/hazardous events	Who is affected and how many people?	Typical outcome	How will the risk be controlled?	Remaining Risk Level
Sharing any enclosed space where social distancing and other precautionary measures cannot be maintained	All	Coronavirus (Covid-19) transmission	<ul style="list-style-type: none"> Follow the latest government instructions and guidelines. This will depend on the Tier level currently in force for your area. If instructed to stay at home, you should do so. As per government guidelines, if you can't work at home effectively, you can go to work if this can be done safely. Wearing of facemask/coverings is recommended in enclosed work spaces. 	<p>Nil</p> <p>Slight</p>
Fitness to work	All	Coronavirus (Covid-19) transmission	<ul style="list-style-type: none"> All personnel to read and follow current government guidelines regarding action to take if suffering Coronavirus (COVID-19) symptoms or having been in contact with someone who has. Also see YWT guidance '<i>Covid testing</i>' in Y:26 COVID-19. Managers/supervisors/ task leaders to send home anyone displaying symptoms to self-isolate in line with current government guidance, and advise HR department. 	Moderate to substantial
Site/Task risk assessment not reviewed and amended with Coronavirus (Covid-19) in mind	All	Coronavirus (Covid-19) transmission	<ul style="list-style-type: none"> Use this over-arching risk assessment as the 'lens' through which to review and amend the site and task risk assessments. If appropriate amend the task to eliminate the risk, or if this is not possible, apply additional controls to reduce it. 	Slight
Travelling for work	All	Coronavirus (Covid-19) transmission	<ul style="list-style-type: none"> Choice of transport <ul style="list-style-type: none"> - Walk or cycle - Avoid public transport if at all possible. If having to use public transport follow current government guidance. - Use a YWT vehicle (or personal, or hire vehicle if necessary) 	Slight

	Slight harm	Harmful	Very harmful
Unlikely	Trivial	Slight	Moderate
Likely	Slight	Moderate	Substantial
Very likely	Moderate	Substantial	Intolerable

			<ul style="list-style-type: none"> Do not share transport if social distancing cannot be maintained. Use separate vehicles or another form of transport. (If in Tier 4 restriction area you must avoid sharing a vehicle unless absolutely unavoidable). Pool vehicles – Wear disposable gloves or sanitise commonly touched surfaces before and after use. Follow the Cleaning and Sanitising guidance*. If a vehicle does allow for social distancing, ensure all occupants wear face coverings/masks and are sat in positions to achieve the 2 metre spacing, or if this is not possible, at least 1 metre PLUS other suitable controls such as wearing face coverings/masks, ensuring that the vehicle is well-ventilated (by opening windows), and that everyone either wears disposable gloves or sanitises their hands at the start and end of a journey as common surfaces will have been touched e.g. door handles etc. The above applies even if using personal or hire vehicles. Additionally guidance in the YWT Staff Handbook should be followed. 	<p>Slight</p> <p>Moderate</p>
Lack of /incorrect use of PPE	All	Coronavirus (Covid-19) transmission	<ul style="list-style-type: none"> Task risk assessment to specify required PPE. No PPE, no participation in task. Remember that PPE must not be relied upon as the only risk control method. Sufficient PPE to be issued and worn. Where possible PPE (eg gloves) to be issued and retained by individuals. Name-label each item. Washable PPE to be regularly washed. Avoid sharing of PPE if at all possible. Where PPE items, such as helmets for example, <i>absolutely have</i> to be shared, thorough cleaning and sanitising must be undertaken following the Cleaning and Sanitising guidance. Task risk assessment to specify if face coverings are required or advised. After removing PPE at end of task, thoroughly wash hands with soap and water, even if gloves have been worn. Where soap and water are unavailable use hand sanitiser. Carefully dispose of any disposable PPE e.g. disposable gloves, disposable face coverings. 	<p>Slight</p>
Working with other personnel	All	Coronavirus (Covid-19) transmission	<p><u>Task can be carried-out alone</u></p> <ul style="list-style-type: none"> Follow lone working procedure. Maintain social distancing if coming across other people. <p><u>Task cannot be carried-out alone</u></p> <p>Maintain social distancing and follow current government guidelines at all times. If this cannot be maintained the task should not go ahead. For absolutely essential reserves tasks refer to the guidance document located in <i>Y: 26.4 200505 Essential Res Tasks OPS</i>. For anything outside of this list – speak to your line manager for authorisation.</p> <ul style="list-style-type: none"> For group tasks keep a record of all participants to help with tracing contacts if anyone should go on to suffer Coronavirus (Covid-19) symptoms. 	<p>Slight</p> <p>Moderate</p>

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			<ul style="list-style-type: none"> For group tasks task leader to supervise task delivery throughout to ensure procedures are being followed. Where possible work in regular teams (or 'bubbles') to avoid unnecessary 'mixing' of personnel. Minimise contact time keeping task durations down to only what is necessary. <p><u>Task cannot be carried-out whilst maintaining 2 metre social distancing</u></p> <ul style="list-style-type: none"> If a task is absolutely essential task (<i>see above for reserves tasks</i>) but, because of the nature of the task, social distancing cannot be maintained, then you should not work facing other people but instead work <i>alongside</i> them. Face coverings in unavoidable close proximity face-to-face situations may be worn. Refer to the Coronavirus (Covid-19) Safe Working Policy, Guidance and Procedures* 	Moderate
Operational hours	All	Coronavirus (Covid-19) transmission	<ul style="list-style-type: none"> Limit hours of operation to reduce opportunity for virus transmission. During operational hours apply all appropriate controls indicated in this and other relevant risk assessments. 	Slight
Contact with other people eg, visitors, delivery personnel, contractors, other YWT personnel.	All	Coronavirus (Covid-19) transmission	<ul style="list-style-type: none"> Maintain social distancing during all social interactions in line with government guidance. Deliver a verbal briefing where this is appropriate. Install floor markings and prominent signage where appropriate to indicate, and remind people of the current spacing for social distancing. Install barriers where appropriate to help maintain social distancing and to manage queuing. Introduce and sign one-way systems to manage flow of people. Implement systems/procedures to minimise 'dwell' times at counters/tills. Implement systems/procedures to eliminate or reduce customer/visitor touching of objects and shop/café goods eg shop staff pass goods to customer (no hands-on browsing), café produce behind screens, close hands-on interactive displays. Implement card-only payment systems. Where face-to-face contact is unavoidable, and other controls that are in place are insufficient to maintain safe working, use appropriate equipment and PPE such as face coverings, face shields, counter screens etc. Buildings – Where possible designate, and sign, 'In' and 'OUT' entrances/exits. 'Redesign' usage of enclosed spaces to enable social distancing. Restrict access to certain space to enable social distancing eg allow use of only every other toilet cubicle, urinal, hand basin. Place limits on numbers accessing enclosed spaces to enable social distancing eg implement one in, one out procedure. 	Moderate

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			<ul style="list-style-type: none"> Offices – Avoid hot desking. Redesign desk layout. Allocate desks to individuals. Avoid sharing equipment. Ensure contractors have in place their own Coronavirus (COVID-19) risk assessment and safe working procedures, and that they follow them. Deliveries – keep social distance. Avoid signing for goods. Ask for goods to be placed on the doorstep/in other location with the deliverer stepping back whilst you inspect and accept the delivery. 	
Lack of/poor hand hygiene	All	Coronavirus (Covid-19) transmission	<ul style="list-style-type: none"> Instruct/remind all personnel, visitors, contractors, delivery personnel (if using the toilet facilities) about the need for effective hand washing and sanitising (prominent signage, verbal briefing). Provide appropriate facilities to enable effective hand washing/sanitising. This is particularly, but not exclusively important to areas where frequent touching of surfaces is likely eg engagement materials, or at a photocopier. Follow the Cleaning and Sanitising guidance*. 	Slight
Cleaning and sanitising of surfaces	All	Coronavirus (Covid-19) transmission	<ul style="list-style-type: none"> Ensure sufficient supply of appropriate cleaning & sanitising materials and PPE. Brief and train personnel on safe use of appropriate cleaning & sanitising materials. Create and implement a cleaning and sanitising schedule and procedure (regime). Publicise the cleaning/sanitising regime to all premises users personnel, visitors, contractors are working to help keep our personnel and visitors safe, and how they can help in this eg If essential to the task, and sufficient supplies are not available, either:- <ul style="list-style-type: none"> - do not carry-out the task, - or reduce the number of participants to match the available supply of cleaning/sanitising materials. Follow the Cleaning and Sanitising guidance*. 	Slight
Contamination of Clothing	All	Coronavirus (Covid-19) transmission	<ul style="list-style-type: none"> Frequently wash all clothing worn during work (whether YWT-issue or personal). Wash/sanitise hands thoroughly after removing clothing. Follow the Cleaning and Sanitising Guidance*. 	Slight
Sharing equipment	All	Coronavirus (Covid-19) transmission	<p><u>Equipment not shared</u></p> <ul style="list-style-type: none"> Provide enough equipment for all participants to use their own. Unless wearing gloves, clean and sanitise equipment before and after use (unless absolutely certain that no one else has handled them). <p><u>Equipment shared</u></p> <ul style="list-style-type: none"> Where possible minimise the number of people sharing equipment. Where possible plan usage to be able to leave a gap of 72 hours between use by different people. Before sharing and at the end of a task, thoroughly clean and sanitise equipment. 	<p>Slight</p> <p>Slight</p>

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			<ul style="list-style-type: none"> Follow Cleaning and Sanitising guidance*. Wash/sanitise hands thoroughly at the end of the task even after wearing gloves. Follow Cleaning and Sanitising guidance*. 	
Administering First Aid	First Aider	Coronavirus (Covid-19) transmission	<ul style="list-style-type: none"> All First Aiders to be fully familiar with administering first aid taking Coronavirus into account. Detailed guidance can be found here. All First Aiders to be fully familiar with how to administer CPR taking Coronavirus into account. Guidance can be found here. If administering resuscitation then the advice is to cover the casualties face during resuscitation with a suitable item, but <u>not to give rescue breaths</u> at the current time. 	Moderate to substantial

* The **Cleaning and Sanitising Guidance**, and **Safe Working Policy, Procedures and Guidance** can be found in 'Y: 26.1.4 YWT Guidance Docs'

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