

Risk Assessment – Coronavirus, HQ and Regional Offices

Hazard	Risk	Before Risk Reduction Measures Applied			Action Required to Reduce the Risk to an Acceptable Level	Controls/Measures Applied	Residual Risk After Controls Measures Applied	
		Hazard Severity (a)	Likelihood of Occurrence (b)	RA Rating (a x b)			Risks	Revised Assessment Rating
Spread of Covid-19 Coronavirus	Exposure from others due to: Living with someone with a confirmed case of COVID-19. Having come into close contact with a confirmed case of COVID-19 Being advised by a public health agency that contact with a diagnosed case has occurred.	3	2	6	<p>Staff/visitors to be made aware of the symptoms of coronavirus and told not to attend the workplace if displaying symptoms and to follow government guidelines on self-isolation/shielding.</p> <p>Staff/visitors to be isolated if at work.</p> <p>Stay at home/hotel room (students/guests) guided by Government/NHS recommendations.</p> <p>Managers to be made aware of the need to report symptoms and any concerns to HR Department.</p>	<p>Email all staff/visitors awareness of Covid-19 symptoms/guidance.</p> <p>Signage to be placed on main entrance doors to buildings advising of symptoms and not to enter building if have any symptom</p> <p>Continue following government advice on self-isolation/shielding and communicate with staff by email when appropriate.</p> <p>Review existing individual risk assessments for vulnerable people.</p> <p>Maintain contact with line management and HR and follow company policy / guidance.</p> <p>Implement social</p>	Staff/visitors displaying symptoms advised to not attend the workplace if displaying symptoms therefore only isolated occurrences likely.	3 Low

						<p>distancing.</p> <p>Staff to complete the Covid-19 Return to Work Form.</p> <p>Reduce use of public transport - Use private transportation, cycle or walk.</p> <p>Provide suitable PPE for staff/visitors to use if required. Disposable masks and gel to be available at/near the entrance to every building.</p> <p>Do not approach delivery staff, allow packages to be left outside main entrance to buildings wherever possible.</p>		
Suspected case whilst at work	Staff/visitor demonstrates symptoms of coronavirus while at work.	3	2	6	<p>Instruct to return home immediately if safe to do so, follow self-isolation guidance and request a test.</p> <p>Avoid physical contact with hard surfaces etc in area of contact with symptomatic person.</p> <p>Provide sanitisation product and advice.</p> <p>Work area to be deep cleansed.</p>	<p>Line Manager/HR to be informed who else employee/visitor has been in contact with, and advise any named individuals.</p> <p>Staff awareness of symptoms and procedures via email communication and posters.</p> <p>Work areas immediately sanitised, regularly cleansed</p>	Spreading virus to others at the workplace mitigated so only isolated occurrences likely.	3 Low

					Inform HR who will liaise with Public Health as appropriate.	thereafter and social distancing maintained.		
Poor personal hygiene standards	<p>Infection control may be compromised.</p> <p>Risk to vulnerable people i.e. pregnant workers/staff on prescribed medications.</p>	3	2	6	<p>At least 70% alcohol based hand gel to be provided in pressure areas.</p> <p>Advise staff to catch coughs and sneezes in tissues. Follow Catch it, Bin it, Kill it and avoid touching face, eyes, nose or mouth with unwashed hands.</p> <p>Handwashing signs / instructions and close lid before flushing toilet to be displayed in all welfare facilities.</p> <p>Restrict the number of people using welfare facilities at any one time.</p>	<p>Provision of 70% alcohol hand gel, disinfectant spray and gloves. Stock check on volumes of above to be in place.</p> <p>Tissues to be made available in workplace. Signage to be placed in communal/welfare areas.</p> <p>Provision of hand washing facilities with soap/water/paper towels in place, suitable rubbish bins for hand towels with regular removal and disposal.</p> <p>Adhere to social distancing rules. Vacant/Engaged signage to be placed on communal/welfare access doors.</p> <p>Enhanced cleaning regimes for welfare facilities in particular door handles, locks, toilets.</p>	Mitigating actions minimise risk of spreading infection.	3 Low
Lack of Cleaning	Areas where staff are working from and facilities are not	3	2	6	Daily sanitisation of offices, reception / communal areas and	Procedures in place for cleansing and daily disinfection of	Actions mitigate risk of spreading	3 Low

	cleaned regularly.				any touch points.	office/visitor areas (particularly in areas of high use such as door handles, light switches, reception and office areas) using appropriate cleaning products and methods, with checks to be carried out.	or contracting infection.	
Not maintaining Social Distancing	Staff/visitors breaching social distancing rules.	3	2	6	<p>Reduce the number of persons in any area to comply with the social distancing advice required by Governments.</p> <p>Review processes and implement social distancing requirements.</p> <p>Ensure all staff/visitors understand social distancing requirements.</p> <p>Reduce number of staff/visitors on site.</p> <p>Redesign processes to ensure social distance in place.</p> <p>Ensure sufficient rest breaks.</p> <p>Use of lift for essential purposes only</p>	<p>Flexible working amongst teams if required to reduce staff presence.</p> <p>Floor markings put in place at 2m spacing around workplace and in areas of potential congestion to control distance between people.</p> <p>One way system recommended where possible to control flow of people around the workplace</p> <p>Sufficient, prominent notices in place.</p> <p>Review work schedules including start/finishing times/working from home if necessary to reduce number of workers on site at any one time.</p> <p>Use online meeting facilities instead of face</p>	People may breach social distancing requirements.	3 Low

						<p>to face meetings.</p> <p>If necessary implement a rota for use of communal areas at break times.</p> <p>Lift to be cleaned after use by occupant</p> <p>Areas to be ventilated through doors and windows being permanently open (need to ensure closure at end of day for security purposes)</p>		
Provision of PPE	Insufficient PPE supplies may not reduce the risk of spreading infection.	3	2	6	<p>Provision of suitable masks/gloves to be made available for staff/visitors.</p> <p>Staff/visitors to make use of PPE provided and advised of the safe use of PPE.</p> <p>Need to ensure adequate PPE provided specifically for first-aiders</p>	<p>Ensure a supply of suitable PPE is always available and easily accessible.</p> <p>Designated person at each office to keep stock check of PPE. Staff to obtain additional items from designated person/office services if supply is low.</p> <p>Review accident boxes and introduce any additional PPE. Ensure first-aider is aware how to use PPE when assisting injured person.</p>	Low risk with sufficient supplies of PPE available.	3 Low
Mental Health	Employee may be feeling anxious/stressed about returning to	3	2	6	Discuss how the employee is feeling and their stress levels; it is advisable to consider	Individuals to complete a return to work questionnaire and send to HR to assess and	Staff mental health issues may not be mitigated in	3 Low

	work.				how pre-existing conditions could have been exacerbated by the outbreak. Consider if they will need further support.	liaise with individual as appropriate. Advise employees of Employee Assistance Programme.	the short term.	
Need for business travel, including foreign travel, for staff	Risk of staff contracting or spreading infection.	2	2	4	<p>Meetings to be conducted mainly by video conferencing.</p> <p>Advise staff on need to limit use of public transport.</p> <p>Preauthorised business travel only.</p> <p>Individual travelling to research and abide by advice on foreign travel to and from destination on WHO / GOV.UK or other comparable Scotland/Ireland Govt websites</p> <p>Line Managers to confirm insurance covers travel to infected areas.</p> <p>Accommodation for overnight stays to be assessed for safety measures</p>	<p>Email staff to raise awareness of the relevant travel websites and procedure.</p> <p>Staff to be responsible for checking relevant websites and to confirm with Manager/HR prior to travel.</p> <p>Business travel authorised for essential work purpose only and confirm appropriate insurance cover with Finance Dept prior to authorisation.</p> <p>Compliance with Insurers and current Government guidance on self-isolation and other measures after international travel insurance confirmation.</p> <p>Do not travel without confirmation of appropriate insurance cover and abide by any advice given by Insurers or Govt.</p>	Reduction in travel therefore less opportunity for spreading infection and consequent reduction in risk.	3 Low

						Line Manager to ensure adequate risk assessment is in place. Manager to complete central accommodation log (M:All/Covid Resources/Accommodation Log) prior to stay. Any concerns to be immediately raised to line manager		
Staff concerns about contracting coronavirus at work	Staff may not want to attend work through concerns about catching the coronavirus'	2	2	4	<p>Flexible working patterns to be considered if necessary.</p> <p>Consideration to individual responsibility for care of dependants or vulnerable people.</p> <p>Annual leave / unpaid leave to be considered.</p> <p>EAP in place.</p> <p>Ensure all areas are as safe as possible</p>	<p>Flexible working and absence policies to be reviewed.</p> <p>Return to work questionnaire to be completed.</p> <p>Support from Manager/HR.</p> <p>Risk assessments to be regularly reviewed and implementation of safety measures monitored</p>	Staff concerns may not be mitigated in the short term.	2 Insignificant
Access and egress to offices and other communal areas/shared facilities	<p>Potential gathering of people which could increase the risk of infection.</p> <p>Shared areas where a number of people may touch hard surfaces, increasing the risk of infection.</p>	3	2	6	<p>Stop all non-essential visitors.</p> <p>Potential to introduce staggered start and finish times to reduce congestion in reception areas and contact if this becomes an issue.</p> <p>Social distancing measures to be implemented.</p>	<p>Regularly clean common contact surfaces in reception, office, access and egress areas.</p> <p>One way walk systems for staff/visitors.</p> <p>Reception staff to sign in/out staff and visitors.</p>	Reduced risk of unnecessary number of people in offices at any time.	3 Low

					<p>Staff based at shared facilities to look at alternative entrance/ exit routes.</p> <p>Sharing of equipment and other company provisions (such as laptops or pool cars) potential cross-contamination to be eliminated or reduced.</p>	<p>Staff to minimise time spent in communal areas (reception, corridors, kitchens, etc)</p> <p>Social distance in communal/welfare areas.</p> <p>Training for students to be completed online.</p> <p>Waiting areas to be removed. Visitors to be advised to arrive at office on time for meeting – no waiting prior to meeting start</p> <p>Staff to wipe down with disinfectant all communal areas (such as kitchen) after use</p> <p>Staff to make own drinks and use of kettle discouraged or need to ensure touch points disinfected after use</p> <p>Staff to store personal food and drinks in own area (not communal fridges)</p> <p>Individual access to tea/coffee/sugar – no 'communal' sharing</p> <p>Use of shared microwave, toaster, laptops or other facilities/equipment to</p>		
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						<p>be discouraged. If not preventable, surfaces to be wiped down with disinfectant after use.</p> <p>Shared use of company cars to be discouraged where possible. If vehicles must be shared, face masks to be worn and windows to be open. Inside of vehicle and outside door handle to be wiped down with disinfectant after use. Masks, gloves and disinfectant cloths to be provided within each shared company vehicle.</p>		
Visitors to confirm they have not visited high risk areas or have been in contact with infected persons	Risk to staff/visitors contracting coronavirus or spreading virus.	2	2	4	Visitors to disclose if they have recently visited a high risk area or have been in contact with an infected person.	Control sheet in place – to be returned to office prior to visitor attending		2 Insignificant
Staff working within Golf Club environment at risk of infection	<p>Indoor environment understood to provide a greater risk of spreading or contracting infection than outdoors.</p> <p>Use of shared facilities for staff working within Golf</p>	3	2	6	<p>Identify, sanitise and regularly clean workspace, office furniture and touch points.</p> <p>Ensure Golf Club has sufficient risk assessment and</p>	<p>Workstations regularly cleaned and sanitised.</p> <p>Work areas 2m apart to support social distancing.</p> <p>Implement a one way walk system if working indoors.</p>	Actions mitigate risk of spreading or contracting infection.	3 Low

	Club environment				measures in place for shared facilities.			
Spread of infection due to Meeting environment	Greater risk of spreading or contracting infection	3	2	6	<p>Reduce timeframe for contracting/spreading infection</p> <p>Reduce attendance levels</p> <p>Distancing</p> <p>Contamination from shared/multi-use facilities</p>	<p>All meetings to be held online unless face to face meeting is essential</p> <p>Meeting host responsible for ensuring all safety measures are implemented.</p> <p>Keep meeting to a minimum timeframe and strict agenda</p> <p>Essential persons only to be present at meeting</p> <p>Layout prepared in advance to allow for social distancing measures – sit 2 metres apart – remove or introduce cordon to unused seating</p> <p>Implement separate entrance and exit, if possible, for larger groups</p> <p>All attendees required to use hand gel upon entering and leaving meeting room</p> <p>All desks, chair arms and door handles to be</p>	<p>Actions mitigate risk of spreading infection.</p>	<p>3 Low</p>

						<p>disinfected by meeting host after meeting</p> <p>Catering not provided or reduced to an absolute minimum level. No 'buffet' style catering – individual provision only – host to present food to attendees to avoid risk of breaches to social distancing.</p> <p>No sharing of pens, paper, drinks jugs, or other equipment</p> <p>Open windows/doors to increase ventilation</p>		
Increased spread of Infection via air conditioning	Greater risk of spreading infection	2	2	4	<p>Adequate supply of fresh air and ventilation required.</p> <p>If use centralised ventilations system that removes and circulates air to different rooms – turn off recirculation and use fresh air supply.</p> <p>No requirement to adjust systems in individual rooms or portable units which run on 100% recirculation but maintain a good supply of fresh air ventilation in the room. No</p>	<p>Open doors and windows where possible.</p> <p>Ensure air conditioning serviced regularly and advised as 'covid safe' prior to use by engineer.</p> <p>Ensure all areas are individually assessed and place prominent 'DO NOT USE' notices next to controls for units which are not safe.</p> <p>Rooms with no fresh air ventilation should either be taken out of</p>	Actions mitigate risk of spreading infection.	2 Insignificant

					<p>requirement to adjust systems that mix extracted air with fresh air.</p> <p>Limit use of rooms with no fresh air ventilation.</p>	<p>use or used infrequently with doors open when room in use. Such rooms not to be used by multiple-people and all hard surfaces within room to be disinfected after use.</p>		
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