

Company Name	Yew Tree			Title	COVID-19 Safe Working Risk Assessment
RA Reference Nos		New Assessment	X	Review	Annually, or periodically following significant changes in guidance
Date of RA / Review		Review		Business Type/ Work Activities	
Assessor / Reviewer					
People Involved (Estimated numbers of people at risk)					
Employees		Contractors		Any other relevant information	
Visitors		Members of the Public	N/A		
Clients Employees	N/A	Others	Unknown		

Hazard	Risk	What control measures are currently in place?	Risk Rating L / M / H			Actions / Next Steps (If nothing extra is required, please write "Nothing Required in Further control column	Revised L / M / H		
			L	M	H		L	M	H
PRIMARY RISKS FROM COVID-19									
The primary risks are as listed below, and include the three main transmission routes of the virus. The control measures are general, and are addressed in detail throughout the main body of this assessment.									
Airborne/ Droplet Infection (e.g. through sneezing, coughing etc.)	Risk of contracting COVID-19 through airborne droplet infection	<ul style="list-style-type: none"> Minimal numbers of employees in any one area Distancing of employees from one another PPE – wearing of masks if in proximity to other members of staff if wished by an individual Signage – reminders to cough or sneeze into your sleeve or a tissue and dispose of it immediately 			L	Risk is currently considered to be low due to no patrons in the building Risk will rise when open but will managed by assessments and good practise			

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			L	M	H		L	M	H
Infection through person to person contact	Risk of contracting COVID-19 through contact with others (Including First Aid events)	<ul style="list-style-type: none"> No immediate person to person contact (e.g. shaking hands) Minimal numbers of employees in any one area PPE – Gloves to be worn if there is a likelihood of accidental physical contact (e.g. customer service, cashier etc.) 			M	<ul style="list-style-type: none"> PPE to be issued to staff on training induction 			L
Infection through person to object contact (e.g. door-handles, keypads etc.)	Risk of contracting COVID-19 through cross-infection due to multiple people coming into contact with high-touch areas	<ul style="list-style-type: none"> Regular, recorded disinfection regime for high-contact areas (e.g. door handles, computer equipment, keypads, kettles, washroom fittings etc.) Staff to review and inform ops manager of condition F.O.H 			M	<ul style="list-style-type: none"> Signage – e.g. reminding staff of the importance of disinfecting/ sanitising after use Personal Hygiene – Display correct handwashing procedure, and the importance of personal hygiene as an effective control against COVID-19. 			M
Note: All PPE Must be signed for on induction Employees must inform the organisation when they are running low on PPE stock									
STAFF									
Current government instructions being followed for reopen on 4th July staff will be given full instruction and support and full inductions									

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			L	M	H		L	M	H
You should plan for the minimum number of people needed on site to operate safely and effectively.									
Requirement to Work / Number of employees on site	The more employees on site, the higher the potential risk of cross-infection	<ul style="list-style-type: none"> Staff kept to minimum 			L	<ul style="list-style-type: none"> Risk is currently considered to be low providing control measures are observed. 			
Travelling to and from work	Commuting using public transport raises the risk of infection	<ul style="list-style-type: none"> Employees are encouraged to avoid public transport where possible, and use a personal vehicle or cycle or walk where appropriate 			M	<ul style="list-style-type: none"> If employees are unable to avoid public transport, consider allocating work that can be undertaken remotely. 			M
Arriving at/ Departing from the workplace	Access / egress points can be areas that involve a high degree of person-to-person and person-to-object contact	<ul style="list-style-type: none"> Regular sanitisation / disinfection of door-handles/ keypads etc. Hand Sanitiser station at main (shared) entrance, along with a stock of masks and gloves (for use where required) 			L	<ul style="list-style-type: none"> Risk is considered to be low providing control measures are observed. 			
Break Times	Break times are traditionally times for social congregation and interaction, raising the risk of infection	<ul style="list-style-type: none"> Numbers of staff on site minimal Staggered break times to avoid high numbers of staff using facilities Staff to make only drinks for themselves, not for other members of staff 			L	<ul style="list-style-type: none"> Risk is considered to be low providing control measures are observed. 			

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			L	M	H		L	M	H
Staff Hygiene	Regular and thorough handwashing has been identified as an effective control against the spread of Coronavirus	<ul style="list-style-type: none"> Hand Sanitiser stations to be installed throughout the building, especially in high-contact areas 			M	<ul style="list-style-type: none"> Risk has been managed to a currently acceptable level providing control measures are adhered to. 			
Clinically Extremely Vulnerable Staff Members	Clinically Extremely Vulnerable people have a very high risk of severe effects from COVID-19	<ul style="list-style-type: none"> Staff members designated as 'Clinically Extremely Vulnerable' are required to stay at home until notified by their GP that this is no longer required 			M	<ul style="list-style-type: none"> Risk is currently considered to be low, providing control measures are observed. Note: When Clinically Extremely vulnerable personnel return to the workplace, their situation must be Risk Assessed. 			
Clinically Vulnerable Staff Members	Clinically Vulnerable People have a high risk of serious effects from COVID-19	<ul style="list-style-type: none"> Staff members designated as 'Clinically Vulnerable' are assigned work schedules and tasks that keep them protected 			M	<ul style="list-style-type: none"> Risk is currently considered to be low, providing control measures are observed. Note: Where Clinically Vulnerable staff members are not able to work from home, controls to be put in place 			
THE ORGANISATION TO REVIEW AND CONTROL THE TASKS AND ROLES OF ANY PERSON DEEMED TO BE CLINICALLY VULNERABLE									

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Staff with special requirements	Some staff members (due to disability or other characteristic) may have special access or other requirements	<ul style="list-style-type: none"> All employees requiring special consideration will be risk assessed, and control measures specific to their requirements put in place 			M	<ul style="list-style-type: none"> Risk is considered to be low, providing control measures are observed. 			
Staff with special requirements can include any members of staff with one or more of the protected characteristics as defined in the Equality Act 2010. These include staff with disabilities and expectant mothers. PROTECTED CHARACTERISTICS. It is an employer's duty to ensure that these individuals are afforded the same opportunity to attend work .									
Staff members potentially infected with COVID-19	Infected staff members present in the workplace will hugely increase the risk of the disease spreading within the organisation	<ul style="list-style-type: none"> All staff members who display potential symptoms of COVID-19 (or who share a household with someone who has symptoms) are required to stay at home and isolate in line with government guidance Recorded temperature checks upon signing into work using a touchless thermometer Staff members are encouraged to check their own temperature prior to leaving for work 			M				
Staff Awareness	Lack of factual awareness of COVID-19 can lead to confusion, which in turn could result in potentially infected people coming to work, or those at work not taking control measures seriously	<ul style="list-style-type: none"> All staff to complete a health screening questionnaire before returning to work (attached as appendix to Remobilisation Plan) All staff to be informed of the control measures as detailed in this Risk Assessment (either via website, email, or recorded letter) 			M	Basic information on COVID - 19 TO BE GIVEN ON INDUCTION OF STAFF & signage will be around the site			M

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Miss information about the Virus and government rules	Could result in poor practise and the wrong actions taken	<ul style="list-style-type: none"> Staff to be given factual information on COVID-19, including the symptoms, and actions to be taken etc. All staff members to be made aware that no negative opinions will be held if they are requiring to isolate due to suspected symptoms etc. <p>Better to be safe than sorry!</p>			H	<ul style="list-style-type: none"> Put in place extra staff training where required (e.g. on new processes or equipment). 			H
See APPENDIX 3 – RECOGNISING SYMPTOMS OF CORONAVIRUS									
Symptoms presenting whilst at work	Infected staff members present in the workplace will hugely increase the risk of the disease spreading within the organisation	<ul style="list-style-type: none"> Staff who begin to present symptoms whilst at work are required to return home immediately and seek medical advice (using the NHS 111 Coronavirus Service) That person's work area to be sanitized 			M	<ul style="list-style-type: none"> Risk has been managed to a currently acceptable level providing control measures are adhered to. 			
WORKING, CARRYING OUT TASKS AND EVERYDAY OPERATIONS									
All areas of working will carry their own specific risks and control measures.									
Control numbers FOH & kitchen	Potential for contact with a number of other staff members in (usually) close proximity	Staff to review work practises once a work pattern develops			L	<p>Note: These are new actions and systems to be followed so we must be adaptable to change as we go</p>			

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		participants (see examples in Remobilisation Plan)			L				
Training	Potential for contact with a number of other staff members in (usually) close proximity	<ul style="list-style-type: none"> Staff Training to be undertaken in the large function room at the Mayfield with room for social distancing 			L	<p>Note: Training traditionally requiring physical contact (e.g. First Aid) will need to be modified for safety whilst these restrictions are in force.</p>			
Moving around the building	Potential for unnecessary contact whilst moving around the building	<ul style="list-style-type: none"> Staff to be given full instructions on site movements Staff to pay attention to other personnel, and keep the minimum 1M distance at all times 			L	<ul style="list-style-type: none"> Risk has been managed to a currently acceptable level providing control measures are adhered to. 			
CONTRACTORS AND DELIVERIES TO SITE									
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Contractors (any external company or person entering the premises to undertake works)	Potentially infected contractors could increase the risk of infection, or contact could increase the risk of contractors becoming infected	<ul style="list-style-type: none"> Only work deemed essential is to be undertaken by contractors whilst COVID-19 restrictions are in place (until guidance changes) 			M	<ul style="list-style-type: none"> Risk has been managed to a currently acceptable level providing control measures are observed. 			

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Contractors not following hygiene rules and systems	Brining in the virus	Risk assessments and good practise			M	Advise all contractors of what the organisation requires			
Delivery Processing	Potential for infection due to contact with delivery personnel or contaminated goods	<ul style="list-style-type: none"> All delivered items (where appropriate) to be disinfected or sanitised upon delivery Delivery drivers only to enter the premises if absolutely necessary (this includes using the toilet if required), and time spent within the premises to be kept to an absolute minimum Delivery drivers to wear masks and gloves whilst in the premises Staff members engaging with delivery drivers etc. to wear face masks and gloves 			M	<ul style="list-style-type: none"> Delivery drivers to undergo a temperature check prior to entry to the premises Consider thermal fever screening upon entry, using a fixed or hand-held fever screening system. 			M
Internal Visitors (employed by the same company, but at a different location)	Potential for infection due to contact with extra personnel, or confusion in the case of differing protocols	<ul style="list-style-type: none"> Any internal visitor to undergo a site safety induction, including COVID-19 control measures, prior to visiting or entering the premises 			M	<ul style="list-style-type: none"> Internal visitors to undergo a recorded temperature check upon entry. 			M

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			L	M	H		L	M	H
		<ul style="list-style-type: none"> Internal visitors permitted only if absolutely necessary 			H				H
External Visitors (anyone entering the premises not included in the categories above).	Potential for infection due to contact with external visitors, or for infection to spread outside the premises	<ul style="list-style-type: none"> External visitors are not permitted except where their visit is deemed essential to the business External visitors to undergo a site safety induction including COVID-19 control measures, prior to visiting or entering the premises 			M	<ul style="list-style-type: none"> Internal visitors to undergo a recorded temperature check upon entry. 			M
BUILDING									
Measures taken to ensure the building is kept as clean and infection-free as possible									
The Yew tree is set to open to open for limited numbers controlled and with fully recorded records of cleanliness and sanitization	A high standard of general hygiene and sanitisation has been identified as an effective control measure against the spread of infection	<ul style="list-style-type: none"> Building to undergo regular disinfection by a proprietary sanitisation contractor All hard surfaces (e.g. desks/ counter-tops), and especially those identified as high-contact areas to be sanitised at the end of each day or shift 			M	<ul style="list-style-type: none"> Risk has been managed to a currently acceptable level providing control measures are observed. 			

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			L	M	H		L	M	H
Access/ Egress	Access / egress points can be areas that involve a high degree of person-to-person and person-to-object contact	<ul style="list-style-type: none"> Regular sanitisation / disinfection of door-handles / keypads etc. Hand sanitiser stations are installed at both Access/ Egress points Staggered arrival times for staff to avoid too many people arriving at any one time Hand Sanitiser station at main (shared) entrance, along with a stock of masks and gloves (for use where required) 			M	<ul style="list-style-type: none"> Risk is considered to be low to medium providing control measures are observed. 			
The nature of the wash room at the Yew means it will need good practise	Washroom facilities are high-contact areas frequented by the majority of staff during the day. Personal hygiene can also be a factor	<ul style="list-style-type: none"> Toilet facilities are cleaned regularly Signage is in place to remind of the importance of correct personal hygiene procedures 			M	<ul style="list-style-type: none"> Risk to be managed to an acceptable level providing control measures are observed. 			
Ventilation	Forced airflow (e.g. through the use of fans/ heavy air conditioning) could contribute to the spread of droplets	<ul style="list-style-type: none"> No portable or desk fans to be used All ventilation to be natural – i.e. open windows where possible Where this is not possible, air conditioning must be kept on low to avoid too much air movement 			M	<ul style="list-style-type: none"> Consider the use of antimicrobial filters for air conditioning systems where this applies. 			M
EMERGENCIES & FIRST AID									

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			L	M	H		L	M	H
Emergency evacuations and situations calling for the use of First Aid will require a modified approach, within reason									
Emergency Evacuation	Potential for injury due to fire or other emergency event, as well as the heightened potential for cross infection due to inevitable contact with others during the evacuation	<ul style="list-style-type: none"> Separate fire exits for different areas/ departments where possible Dispersal policy to be enforced (i.e. following a roll call to ensure all personnel are present, staff to disperse to promote safe distancing, and avoid public crowding) 			M	<ul style="list-style-type: none"> Ensure that any changes made to Emergency Evacuation plans are trained out to staff immediately. 			M
Government Guidance indicates that an emergency evacuation is to be regarded as an extenuating circumstance (e.g. Social Distancing should not be regarded as a priority where this would impede a safe evacuation). However, where control measures can be safely observed, they should be.									
First Aid Situations	Increased potential for infection due to necessity for person-to-person contact	<ul style="list-style-type: none"> Mouth-to-mouth discouraged, in favour of 'compression only' CPR PPE (such as aprons, gloves and masks) to be kept with every First Aid Kit to protect First Aiders if required First Aid Trained members of staff to undergo a COVID-19-specific refresher session 			M	<ul style="list-style-type: none"> Consider acquiring new equipment (such as resuscitation masks equipped with a safety valve, or mask & bag equipment) to be able to give rescue breaths safely Any new equipment or process is to be trained out to relevant staff immediately. 			M
PPE									
Supply and correct use of personal protective equipment									
Improper use of PPE	Improper use of PPE negates its effectiveness,	<ul style="list-style-type: none"> All personnel are to be trained in company requirements and the correct use of any PPE supplied 			M	<ul style="list-style-type: none"> Risk is low providing control measures are observed. 			

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			L	M	H		L	M	H
	increasing the risk of infection	<ul style="list-style-type: none"> Use of PPE is to be monitored by supervisory staff, with non- or improper usage to be taken seriously 			L				
Lack of PPE	A lack of PPE may mean that protocols cannot be followed correctly, increasing confusion, and a risk of infection	<ul style="list-style-type: none"> PPE will be supplied. In the event of this supply failing, secondary measures can be taken (e.g. further reducing staff numbers/ increasing distancing etc.) 			M	<ul style="list-style-type: none"> Risk is considered to be low providing control measures are observed. 			

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Important:

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