

Risk Assessment Title:	Coronavirus Update	Work Element:	Emergency Procedures	Contract Number:	Not applicable		
Risk Assessment Ref:	CVRA 001	Revision:	V2 24th September 2020	Minor Changes Made? <small>(Insert "Yes" if MS modified)</small>	Created GM	Reviewed NB/DF/JW	

Risk Assessment of hazards associated with the coronavirus risk at CEMA Ltd Nottingham.

Scope

CEMA Ltd is actively monitoring the developments related to coronavirus disease 2019 (COVID-19). The threat of the virus has put everyone on alert as governments, regulatory agencies, and health professionals provide guidance and possible restrictions to prevent the spread of the virus.

Organisations have been encouraged to revisit their business continuity and disaster recovery planning in response to a pandemic. This risk assessment outlines key business operational risks as the main steps the organisation can take to prepare for and minimize business disruptions due to COVID-19. This information should be read in conjunction with the latest relevant guidance from applicable regulatory and government agencies.

Persons Affected	Potential Hazard	Risk	Pre-control Evaluation			Control measures	Post-control Evaluation			Risk Ranking
			S	L	RR		S	L	RR	
C, OC, S	Contracting or spreading virus while travelling to work (office).	Infection of workers or others	5	4	20	Wherever practicable, personnel should travel to work separately using their own or company vehicles and if using public transport adhere to government guidelines. Personnel must travel directly to office wherever possible. They should avoid calling in to shops etc. on route. Single travelling is encouraged, if operatives need to travel in the same vehicle, travel with windows open or increase ventilation, use fixed travel partners, and do not sit face to face. Before entering and as soon as possible on leaving the vehicle all operatives will wash their hands with soap and water for a minimum of 20 seconds. This applies whether using their own or company vehicles. All vehicles must be regularly cleaned internally wearing gloves and using standard cleaning products.	5	2	10	Low
C, OC, S	Contracting or spreading the virus while accessing and egressing the office or production facility.	Infection of workers or others	5	4	20	Return to work when it is essential and if you cannot complete work from home. All employees complete pre-return to work declaration. Personnel are encouraged to take their own food and all necessary equipment with them and stay in office/production facility once they have arrived.	5	2	10	Low

Likelihood	Rating	Severity
Frequent – Likely to occur at any moment	5	Fatality
Probable – Would occur several times per year	4	Major injury
Occasional – Unlikely to occur once a year	3	Serious Injury
Possible – Unlikely to occur in 2 or 3 years	2	Trivial Injury
Improbable – Unlikely to occur in 5 years	1	No injury

Risk score	Risk Ranking	Action Required
1-9	Negligible	No further action required
10-14	Low	No additional control measures required. Monitor task to ensure procedures are followed
15-19	Medium	Re-evaluate task and implement further controls, alternate method or less hazardous materials
20-25	High	Do not commence work. Engineer or design out hazards, or alternative methodology

Persons affected C-Colleagues, OC –Contractors, P – Public, O- Other

						<p>Personnel must not visit the office/production facility if they have any symptoms of Coronavirus (Covid 19). They must stay at home and follow government guidelines.</p> <p>On arrival at the office/production facility all persons must always maintain 2 - metres between persons wherever possible.</p> <p>All personnel should be inducted and briefed on the Safe Operating Procedures (SOP) with respect to Covid 19 and they must adhere to these requirements.</p> <p>All personnel must comply with all required procedures, please see CEMA HQ or CEMA TK SOP.</p> <p>All personnel must wash their hands with soap and water for a minimum of 20 seconds as soon as possible after arriving at the office and at frequent intervals throughout the day.</p> <p>If they develop symptoms while at the office, they should report to a member of the SHE/Covid-19 Team and immediately leave the building, being escorted as not to further contaminate common touch points.</p> <p>Flexible start and finish times and staggered break times for all workers.</p> <p>All visitors to complete visitor declaration maximum 3 days in advance, maintain 2M social distancing rules and will be temperature checked on arrival, record of check to be added to respective declaration.</p>				
C, OC, S	Contracting or spreading the virus while carrying out work at the office or production facility.	Infection of workers or others	5	4	20	<p>As with all hazards, the control procedures will follow the hierarchy of</p> <p>ELIMINATE, REDUCE RISK, ISOLATE, CONTROL, USE PPE and MODIFY BEHAVIOUR.</p> <p>ELIMINATE</p> <p>Workers who can work from home are encouraged to do so.</p> <p>Workers who are unwell must not attend the workplace. If you, or those who live in your household or are in your support bubble have symptoms of COVID-19, will follow 'People who need to self isolate' under existing government guidance. The same will apply if you are advised to isolate as part of the governments test and trace scheme.</p> <p>Workers are canvassed to understand direct risks and report to the company to eliminate or reduce the risk to them and others.</p> <p>Wherever possible, tasks should be arranged to enable them to be done by one person or by maintaining the 2 - metre social distancing measures.</p> <p>Avoid skin to skin and face to face contact between persons.</p> <p>Consider the use of alternative or additional mechanical aids to reduce worker interface.</p> <p>Meetings must only be held when they are necessary with the minimum number of participants maintaining the 2- metre rule wherever possible and attending for the minimum time possible.</p>	5	2	10	Low

Likelihood	Rating	Severity
Frequent – Likely to occur at any moment	5	Fatality
Probable – Would occur several times per year	4	Major injury
Occasional – Unlikely to occur once a year	3	Serious Injury
Possible – Unlikely to occur in 2 or 3 years	2	Trivial Injury
Improbable – Unlikely to occur in 5 years	1	No injury

Risk score	Risk Ranking	Action Required
1-9	Negligible	No further action required
10-14	Low	No additional control measures required. Monitor task to ensure procedures are followed
15-19	Medium	Re-evaluate task and implement further controls, alternate method or less hazardous materials
20-25	High	Do not commence work. Engineer or design out hazards, or alternative methodology

Persons affected C-Colleagues, OC –Contractors, P – Public, O- Other

					<p>Consider using Microsoft Team Meetings interaction instead of all team members in the same office. Essential visitors only will be permitted, this risk assessment and task specific risk assessments to be explained all essential visitors.</p> <p>REDUCE RISK (Where the 2m Social Distancing rule cannot be applied) Minimise the time and frequency that workers need to be within 2 -metres of each other. Minimise the number of workers involved in the task. Wherever possible they must work side by side or facing away from each other rather than working face to face. Common touch points in the working area must be regularly cleaned. These include doors, buttons, handles, stair handrails, tools, and equipment. Ventilation must be increased in enclosed spaces. Regular hand washing must be carried out as detailed previously. Do not share stationary, tools or equipment. Please see CEMA HQ or CEMA TK SOP. Do not congregate at printers, copiers or water dispensing machines. Risk assessment and associated SOP, control measures and operating procedures circulated to all workers and essential visitors. Additional explanations available where required.</p> <p>ISOLATE Keep groups of workers that need to work within 2-metres of each other together in teams. Keep the teams as small as possible and keep them away from other workers as much as possible.</p> <p>CONTROL Implement a one-way system on the stair to the upper office. Limit the number of workers in each office.</p> <p>PPE RPE should not be used for Covid 19 protection where the 2-metre rule can be maintained. Where it is not possible to maintain a 2-metre distance the task must be further assessed, and the use of masks must only be introduced as a last resort. Other means of protection must be provided wherever practicable. Re-usable masks should be thoroughly cleaned after use and not shared between workers.</p>				
--	--	--	--	--	---	--	--	--	--

Likelihood	Rating	Severity
Frequent – Likely to occur at any moment	5	Fatality
Probable – Would occur several times per year	4	Major injury
Occasional – Unlikely to occur once a year	3	Serious Injury
Possible – Unlikely to occur in 2 or 3 years	2	Trivial Injury
Improbable – Unlikely to occur in 5 years	1	No injury

Risk score	Risk Ranking	Action Required
1-9	Negligible	No further action required
10-14	Low	No additional control measures required. Monitor task to ensure procedures are followed
15-19	Medium	Re-evaluate task and implement further controls, alternate method or less hazardous materials
20-25	High	Do not commence work. Engineer or design out hazards, or alternative methodology

Persons affected C-Colleagues, OC –Contractors, P – Public, O- Other

					<p>Single use masks shall not be re-used and must be disposed of hygienically and in line with our waste carriers' guidelines.</p> <p>BEHAVIOUR These measures are in place to reduce the risk of spread of the infection. They rely on everyone taking responsibility for their own actions and behaviours. IF IN DOUBT OR IF YOU THINK THAT YOU OR OTHERS AROUND YOU ARE WORKING UNSAFELY, STOP WORK AND CONSULT YOUR LINE MANAGER.</p> <p>RECORDING Take part in test and trace. Keeping a record of all staff and contractors for 21 days who have visited our premises.</p>				
--	--	--	--	--	--	--	--	--	--

Likelihood	Rating	Severity
Frequent – Likely to occur at any moment	5	Fatality
Probable – Would occur several times per year	4	Major injury
Occasional – Unlikely to occur once a year	3	Serious Injury
Possible – Unlikely to occur in 2 or 3 years	2	Trivial Injury
Improbable – Unlikely to occur in 5 years	1	No injury

Risk score	Risk Ranking	Action Required
1-9	Negligible	No further action required
10-14	Low	No additional control measures required. Monitor task to ensure procedures are followed
15-19	Medium	Re-evaluate task and implement further controls, alternate method or less hazardous materials
20-25	High	Do not commence work. Engineer or design out hazards, or alternative methodology

Persons affected C-Colleagues, OC –Contractors, P – Public, O- Other