



Risk assessment for : Swallow Cleaning Contractors Ltd












Risk assessment name	Exposure To Suspected/Diagnosed Coronavirus	Assessment type	 General
Assessor name	Annie Booth	Affected site(s)	Swallow Cleaning Contractors Ltd (LN2 5TB)
Assessment date	30/03/2020	Review period	Monthly
Approved by	Annie Booth	Review date	30/04/2020
Approved date	30/03/2020	Reference	RA Coronavirus

Workspace(s)	Description
 Office	<p>The assessment considers the alert of suspected Coronavirus, diagnosed Coronavirus and/or contact with those who may be subsequently affected. Common symptoms would include headache, shortness of breath, muscle pain, fever and tiredness.</p> <p>***REPORTED INFECTED AREAS / AREAS WHERE RETURNING INDIVIDUALS MAY BE OF CONCERN*** - China, Thailand, Japan, Republic of Korea, Hong Kong, Taiwan, Singapore, Malaysia, Macau, Iran & Hubei Province. Specified lock down areas in Northern Italy and 'special care zones' in South Korea.</p>







Overall risk rating : 8 (Medium)

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)










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 <p>COVID-19 (Coronavirus Infection) Risk of ill health due to exposure to the COVID-19 (Coronavirus)</p>	<p>All staff, visitors</p>	 <p>Good Hand Washing/Hygiene Procedures Observed Good hand washing procedures observed to reduce the risk of skin disorders and promote good hygiene</p>  <p>Social Distancing Avoid gatherings, non-essential use of public transport, work from home, keep 2 metres apart</p>	 <p>PPE Issued, Worn & Kept In Good Condition PPE Issued, Worn & Kept In Good Condition</p>	<p>2 x 4</p>  <p>8</p> <p>Medium</p>
 <p>Contaminated Work Surfaces (Infection) Risk of ill health/disease/death due to exposure to infectious agents/pathogens on work surfaces</p>	<p>All staff</p>	 <p>Good Hand Washing/Hygiene Procedures Observed Good hand washing procedures observed to reduce the risk of skin disorders and promote good hygiene</p>	 <p>PPE Issued, Worn & Kept In Good Condition PPE Issued, Worn & Kept In Good Condition</p>	<p>3 x 4</p>  <p>12</p> <p>High</p>










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Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
<div style="text-align: center;">  <p>Coughing / sneezing individuals. Coronavirus reportedly spread through exposure to or contact with cough droplets. Suspected contact may bring on related symptoms.</p> </div>	<p>All staff, Members of the public, visitors</p> <p>How? Contact with cough droplets could lead to Coronavirus symptoms, such as shortness of breath, coughing or high temperature.</p>	<div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <div style="margin-bottom: 10px;">  <p>Communication. Should individuals display or witness anyone with potential symptoms they should come forward and make the correct person(s) aware immediately.</p> </div> <div>  <p>Information on Coronavirus communicated amongst all staff. Communicate information on Coronavirus using official medical and government guidance.</p> </div> </div> <div style="width: 48%;"> <div style="margin-bottom: 10px;">  <p>Good Hand Washing/Hygiene Procedures Observed Good hand washing procedures observed to reduce the risk of skin disorders and promote good hygiene</p> </div> <div>  <p>PPE provided worn. Any PPE provided should be worn as stated within the procedure and disposed of correctly.</p> </div> </div> </div>	<p style="text-align: center;">2 x 3</p> <div style="text-align: center;">  <p style="font-size: 24px; font-weight: bold;">6</p> </div> <p style="text-align: center;">Medium</p>

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 <p>Employees visiting clients. Those individuals whose work would constitute potential exposure to those carrying the virus as part of their job role.</p>	<p>All staff, Contractors, Members of the public, visitors</p> <p>How? Spread of the virus. Displaying virus symptoms including coughing, raised temperature or shortness of breath.</p>	<p> Decline work with suspected carriers. Staff should feel that declining to work where symptoms are evident or have been reported can be discussed.</p> <p> Lone Workers contactable. Lone Workers contactable by mobile phone to ensure that there are no health & safety issues. Lone workers can also have constant access to call staff should they show symptoms of Coronavirus or come in contact with those displaying mild symptoms.</p> <p> PPE Issued, Worn & Kept In Good Condition PPE Issued, Worn & Kept In Good Condition</p> <p> Reporting procedures followed. Those experiencing symptoms or who have come in to contact with those that have should call 111 for further advice and guidance on next steps, including potential self-containment.</p>	<p>3 x 3</p>  <p>9</p> <p>Medium</p>
 <p>Filling/Carrying Refuse Bags Risk of injury due to hazards along the route. Bags can tear leading to spillage of load.</p>	<p>All staff</p>	<p> PPE Issued, Worn & Kept In Good Condition PPE Issued, Worn & Kept In Good Condition</p>	<p>1 x 1</p>  <p>1</p> <p>Low</p>

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 <p>Individuals returning from affected regions. Tourists or visitors returning from Wuhan or Hubei Province in China, those returning with advised symptoms from Macau, Hong Kong, Thailand, Japan, Taiwan, Singapore, Republic of Korea or Malaysia within the last 14 days or anyone who has had direct contact with those diagnosed or returning from other reported affected areas such as Iran, specified lock down areas in Northern Italy or special care zones within South Korea.</p>	<p>All staff, Members of the public, Student / pupil, visitors</p> <p>How? Individuals may be subject to high temperatures, coughing or shortness of breath. (Even mild symptoms)</p>	<p> Medical Quarantine. 14 day assisted quarantine may be enforced at the local medical facility. Contact with your line manager should be made on returning from affected areas and on the return to work.</p> <p> Restrict Access. Staff or visitors returning from affected areas should be asked not to visit the premises or ideally leave the house without further medical guidance. Such individuals should go under self containment for 14 days with no contact with others.</p> <p> Self-Isolation. Those returning from affected areas should impose self-isolation and call NHS 111 / GP for further advice. (Whether displaying symptoms or not). Self-containment would be advised by Public Health England.</p>	<p>1 x 3</p> <p> 3</p> <p>Low</p>
 <p>Infection (from people) Risk of ill health/disease/death due to exposure to infectious agents/pathogens from persons at work</p>	<p>All staff</p>	<p> Reporting Procedures Followed Reporting Procedures Followed</p> <p> Social Distancing Avoid gatherings, non-essential use of public transport, work from home, keep 2 metres apart</p>	<p>1 x 1</p> <p> 1</p> <p>Low</p>

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Further control measures

None required

Operating procedures

Those returning from affected regions or those concerned that they have come into contact with those displaying symptoms should call 111 (NHS England) for further medical advice, which may include / result in self-containment for a minimum of 14 days paid absence.

For individuals displaying symptoms, reduce potential spread by leaving the workplace or client premises and return home immediately. Contact should be made with the internal HR department and NHS 111 for further guidance.

Contact should be made to your internal HR Department both on returning from affected areas (China, Hubei Province, Thailand, Japan, Republic of Korea, Hong Kong, Taiwan, Singapore, Malaysia, Macau, Iran, specified lockdown areas in northern Italy and 'special care zones' in South Korea) and/or returning to work following 14 day quarantine. The HR department may opt to extend the period of quarantine before returning to work.

Updates to named areas of concern can be found at https://www.gov.uk/guidance/wuhan-novel-coronavirus-information-for-the-public?gclid=EAlalQobChMlrvebj5Pv5wIVRbDtCh0auwIwEAAYASAAEgLwGvD_BwE

Self-containment would include staying at home in a well ventilated room, with access to clean, potable water. Those helping with grocery drop offs etc. should not enter the premises and those living with the potentially affected should keep within 3ft (1 meter) and leave as soon as possible.

For industries where larger congregations of people or churn of the general public (including at risk groups) are present and displaying symptoms. The congregation (e.g. School) should be sent home immediately.

High risk groups would include those of an advanced age, reduced immune systems and those with long-term conditions like diabetes, cancer and chronic lung disease.

In order to reduce the risk of the spread of Coronavirus infections, basic preventative measures are advised for the public, including: good respiratory hygiene

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and respiratory etiquette; frequent careful hand washing; avoiding touching one's eyes, mouth and nose; sanitary disposal of oral and nasal discharges as well as avoiding contact with sick people. (European Centre for Disease Prevention and Control)

Any hand washes or sanitisers should be purchased and claimed for via the internal expense system.

Mask Use -

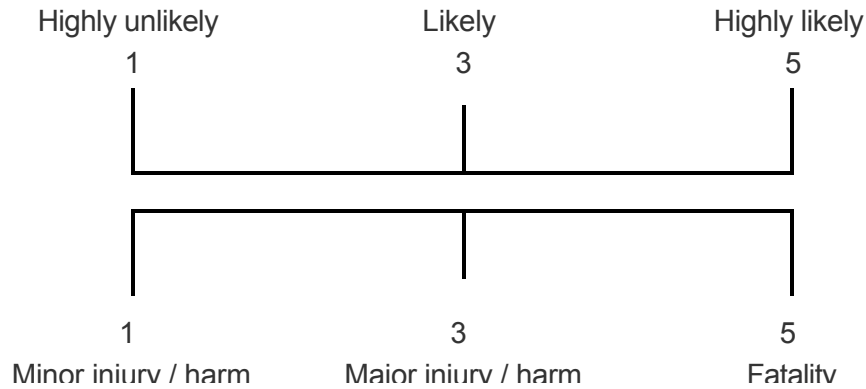
- If you are healthy, you only need to wear a mask if you are taking care of a person with suspected 2019-nCoV infection.
- Wear a mask if you are coughing or sneezing.
- Masks are effective only when used in combination with frequent hand-cleaning with alcohol-based hand rub or soap/water.
- If you wear a mask, then you must know how to use it and dispose of it properly.

The company should introduce an internal contingency plan, should a report or outbreak occur. This would include home working, communication of operations to both internal and external individuals, procedures for staff returning from quarantine and if any activity can be outsourced to ensure productivity is maintained.

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Risk rating explanation

Risk ratings are calculated by considering the likelihood of an event occurring along with the severity of the potential consequence should an accident occur. After considering existing control measures, values are assigned to the likelihood and severity from the scales below and these figures multiplied to established the risk rating.



	5	10	15	20	25
Probability	4	8	12	16	20
	3	6	9	12	15
	2	4	6	8	10
	1	2	3	4	5
	Severity				

What do your risk ratings mean?

- Risk is categorised as LOW: Look to reduce risk if practicable
- Risk has been categorised as MEDIUM: Begin to plan your action to reduce the risk immediately
- Risk has been categorised as HIGH: Immediate action required to reduce the risk

Assessor's signature: Annie Booth

Approved by signature: Annie Booth