

# Risk Assessment

## Work place Risk Assessment following Covid-19

### Purpose of the Risk Assessment?

This risk assessment is a careful examination of what could cause harm to companions in the Social Enterprise and customers that are visiting the site, following Covid-19. It is intended to identify the **hazards** that could cause **risk** within the environment of the Social Enterprise and helps to mitigate these by putting **control measures** in place depending on the **severity** and **likelihood** of the risk.

#### Hazard

- Something with the potential to cause harm

#### Likelihood

- The probability of a hazard causing harm

#### Severity

- The level of harm caused by the hazard

#### Risk

- The combined assessment of the likelihood and severity for any given hazard

#### Control measure

- Something that reduces the likelihood or severity of an incident occurring from a given hazard

The reason we fill out risk assessments is to show that we have proof we have considered the risks within our Social Enterprise and have taken all the necessary steps to ensure that companions are safe whilst undertaking them.

Once you have a risk assessment, you should follow the control measures stated and ensure that all participants are aware of the safety requirements.

Date:	Activity or Area being assessed:	Risk Matrix – High – Medium – Low (Risk)						
22/09/20	Shops	Likelihood x Severity = <b>Risk Rating</b>	Likelihood					
			Certain (5)	Very (4)	Likely (3)	May happen (2)	Unlikely (1)	
Assessed By:	Signature:	severity	Critical (5)	25	20	15	10	5
			Significant (4)	20	16	12	8	4
			Moderate (3)	15	12	9	6	3
			Minor (2)	10	8	6	4	2
Sofia Barbosa			Very minor (1)	5	4	3	2	1

Describe the hazard	Who might be harmed and how	Existing control measures	Risk Rating Likelihood x Severity = RR			Additional control measures	Revised rating Likelihood x Severity = RR		
			L	S	RR		L	S	RR

Staff, companions, volunteers and customers in an enclosed environment exposed to Covid 19	Companions, staff, volunteers, customers	Basic Health and Safety measures in place Social distancing Comply with 2-metre gap	2	4	8	Perspex shield implemented in the shop to reduce spread of the virus. Numbers of people onsite controlled to a safe level. The recommended PPE (face coverings) to be worn by staff, Companions, volunteers and customers at all times. Social distancing at all times where applicable for all team members. Hand washing encouraged at all times, if not possible hand sanitiser to be used.	1	4	4
Customers exempt from wearing face coverings potentially spreading COVID 19	Companions, staff, volunteers, customers	Basic Health and Safety measures in place Social distancing and the use of hand sanitiser before entering the shop.	2	4	8	All customers exempt from wearing face coverings will be escorted around the shop by a responsible person. A 10-minute time limit will be	1	4	4

Date:	Activity or Area being assessed:	Risk Matrix – High – Medium – Low (Risk)						
22/09/20	Shops	Likelihood x Severity = <b>Risk Rating</b>	Likelihood					
			Certain (5)	Very (4)	Likely (3)	May happen (2)	Unlikely (1)	
Assessed By:	Signature:	severity	Critical (5)	25	20	15	10	5
			Significant (4)	20	16	12	8	4
			Moderate (3)	15	12	9	6	3
			Minor (2)	10	8	6	4	2
Sofia Barbosa			Very minor (1)	5	4	3	2	1

Describe the hazard	Who might be harmed and how	Existing control measures	Risk Rating Likelihood x Severity = RR			Additional control measures	Revised rating Likelihood x Severity = RR		
			L	S	RR		L	S	RR

						allocated for them to browse or purchase goods. Only one person person will be allowed access to the shop at any one time.			
Staff, Companion or Volunteers exempt from wearing face coverings potentially spreading COVID 19	Companions, staff, volunteers, customers	Basic Health and Safety measures in place	2	4	8	Staff, Companions and volunteers exempt from wearing face coverings will be required to work in an area that they can work alone. Face shields will also be available. They do not restrict breathing as a face covering may do.	1	4	4
Travel to and from work	Companions, staff and volunteers	We have followed Government guideline and recommended all staff who can drive, walk or cycle to work to do so to reduce the use of public transport.	2	4	8	Stagger work and travel times to reduce exposure to the virus. Where possible Outside rush hour preferable. PPE provided for travel on public transport.	1	4	4

Date:	Activity or Area being assessed:	Risk Matrix – High – Medium – Low (Risk)						
22/09/20	Shops	Likelihood x Severity = <b>Risk Rating</b>	Likelihood					
			Certain (5)	Very (4)	Likely (3)	May happen (2)	Unlikely (1)	
Assessed By:	Signature:	severity	Critical (5)	25	20	15	10	5
			Significant (4)	20	16	12	8	4
			Moderate (3)	15	12	9	6	3
			Minor (2)	10	8	6	4	2
Sofia Barbosa			Very minor (1)	5	4	3	2	1

Describe the hazard	Who might be harmed and how	Existing control measures	Risk Rating Likelihood x Severity = RR			Additional control measures	Revised rating Likelihood x Severity = RR		
			L	S	RR		L	S	RR

Arriving at work/shop with symptoms of Covid 19	Companions, staff, volunteers, customers & visitors, vulnerable adults at higher risk of Covid-19	Any staff member or Companions with any of the symptoms (a new continuous cough, a high temperature, or a loss of, or change in the normal sense of taste or smell) must not attend work in the first instance, they must self-isolate at home for 14 days and arrange to have a test done in the first 5 days of having the symptoms or contact NHS 119 via telephone if you do not have internet access	2	4	8	Signage implemented for Customers to adhere to regarding entry to the shop if feeling unwell All staff and Companions asked daily if they are fit and well on arrival. Any COVID symptoms they must return home immediately.	1	4	4
Staff or Companion at work sent home with COVID symptoms or reports ill with symptoms	Staff or Companions	Absence policy and procedures in place	3	4	12	All staff and Companions must inform their Line Manager or Community Manager immediately at first sign of any symptoms. They must self-isolate and apply for a COVID test and, the test result must be reported to the Line Manager when	1	4	4

<b>Date:</b>	<b>Activity or Area being assessed:</b>	<b>Risk Matrix – High – Medium – Low (Risk)</b>						
22/09/20	Shops	Likelihood x Severity = <b>Risk Rating</b>	Likelihood					
			Certain (5)	Very (4)	Likely (3)	May happen (2)	Unlikely (1)	
<b>Assessed By:</b>	<b>Signature:</b>	severity	Critical (5)	25	20	15	10	5
			Significant (4)	20	16	12	8	4
			Moderate (3)	15	12	9	6	3
			Minor (2)	10	8	6	4	2
			Very minor (1)	5	4	3	2	1
Sofia Barbosa								

<u>Describe the hazard</u>	<u>Who might be harmed and how</u>	<u>Existing control measures</u>	<u>Risk Rating</u> <u>Likelihood x Severity = RR</u>			<u>Additional control measures</u>	<u>Revised rating</u> <u>Likelihood x Severity = RR</u>		
			L	S	RR		L	S	RR

						received. The Community Manager will request the COVID test on behalf of the companion. The Government guidance for all people that have been in close contact with a symptomatic person and still awaiting for a test result and by close contact the Government guidance is over the last 48 hours (but not living in the same household) should not self-isolate. Alerting those that you have been in contact with means they can take extra care in practising social distancing and good hand and respiratory hygiene. They can also be more alert to any symptoms they might develop. A Director will make			
--	--	--	--	--	--	---	--	--	--

<b>Date:</b>	<b>Activity or Area being assessed:</b>	<b>Risk Matrix – High – Medium – Low (Risk)</b>						
22/09/20	Shops	Likelihood x Severity = <b>Risk Rating</b>	Likelihood					
			Certain (5)	Very (4)	Likely (3)	May happen (2)	Unlikely (1)	
<b>Assessed By:</b>	<b>Signature:</b>	severity	Critical (5)	25	20	15	10	5
			Significant (4)	20	16	12	8	4
			Moderate (3)	15	12	9	6	3
			Minor (2)	10	8	6	4	2
			Very minor (1)	5	4	3	2	1
Sofia Barbosa								

<u>Describe the hazard</u>	<u>Who might be harmed and how</u>	<u>Existing control measures</u>	<u>Risk Rating</u> <u>Likelihood x Severity = RR</u>			<u>Additional control measures</u>	<u>Revised rating</u> <u>Likelihood x Severity = RR</u>		
			L	S	RR		L	S	RR

						<p>the decision on who will self-isolate if the circumstances are not clear. If the symptomatic person tests positive they must self-isolate for 10 days. If negative they can return to work when fit to do so.</p> <p>If a Companion develops symptoms, they should be tested. Companions must isolate in their room. The Community Manager must request a test on behalf of the companion and results passed to the Director asap. All other household members who remain well must stay at home and not leave the house for 14 days. The 14-day period starts from the day when the first person in the household became ill.</p>			
--	--	--	--	--	--	---	--	--	--

<b>Date:</b>	<b>Activity or Area being assessed:</b>	<b>Risk Matrix – High – Medium – Low (Risk)</b>						
22/09/20	Shops	Likelihood x Severity = <b>Risk Rating</b>	Likelihood					
			Certain (5)	Very (4)	Likely (3)	May happen (2)	Unlikely (1)	
<b>Assessed By:</b>	<b>Signature:</b>	severity	Critical (5)	25	20	15	10	5
			Significant (4)	20	16	12	8	4
			Moderate (3)	15	12	9	6	3
			Minor (2)	10	8	6	4	2
			Very minor (1)	5	4	3	2	1
Sofia Barbosa								

<u>Describe the hazard</u>	<u>Who might be harmed and how</u>	<u>Existing control measures</u>	<u>Risk Rating</u> <u>Likelihood x Severity = RR</u>			<u>Additional control measures</u>	<u>Revised rating</u> <u>Likelihood x Severity = RR</u>		
			L	S	RR		L	S	RR

						Companions who test negative can return to work when they are medically fit to do so. All other Companions can return if test is negative.			
Accepting donations	Companions, staff and volunteers  Donations can carry infection for several hours/days	Donations are usually taken directly to the shop floor, to the basement for sorting or PAT area. Basic cleaning in place.	2	4	8	Designated isolation area for all small donations. New donations should stay in isolation for 48 hours before handling. Furniture and Electrical donations should be wiped down before taken to the shop floor or for testing.	1	4	4
Processing donations	Companions, staff and volunteers,	Donations are currently sorted using gloves only	2	4	8	All staff processing donations must wear Masks and use Gloves at all time when handling stock. All small donations (drop off donations and van collections) should not be sorted before 48 hours. Furniture and Electrical donations should be wiped down before taken	1	4	4

Date:	Activity or Area being assessed:	Risk Matrix – High – Medium – Low (Risk)						
22/09/20	Shops	Likelihood x Severity = <b>Risk Rating</b>	Likelihood					
			Certain (5)	Very (4)	Likely (3)	May happen (2)	Unlikely (1)	
Assessed By:	Signature:	severity	Critical (5)	25	20	15	10	5
			Significant (4)	20	16	12	8	4
			Moderate (3)	15	12	9	6	3
			Minor (2)	10	8	6	4	2
Sofia Barbosa			Very minor (1)	5	4	3	2	1

Describe the hazard	Who might be harmed and how	Existing control measures	Risk Rating Likelihood x Severity = RR			Additional control measures	Revised rating Likelihood x Severity = RR		
			L	S	RR		L	S	RR

						to the shop floor or for testing.			
Cash Handling	Companions, staff, volunteers.	Regular hand washing recommended	3	4	12	The person operating the till must wear gloves and wash their hands after each cash transaction. Staff member doing the banking must follow strict hand washing instructions after handling and bagging up cash to be deposited at the bank. Hand sanitiser to be provided at till point.	1	4	4
Not wearing the correct PPE	Companions, staff, volunteers.	Existing Health and safety measures in place	3	4	12	Staff or Companions working in a retail environment ie: van, sales office or shop floor must wear face coverings at all times. Gloves must be worn at all times during the cleaning, collecting, handling and sorting of stock. A mask and gloves must be worn to clean the toilets and then disposed of immediately	2	4	8



Date:	Activity or Area being assessed:	Risk Matrix – High – Medium – Low (Risk)						
22/09/20	Shops	Likelihood x Severity = Risk Rating	Likelihood					
			Certain (5)	Very (4)	Likely (3)	May happen (2)	Unlikely (1)	
Assessed By:	Signature:	severity	Critical (5)	25	20	15	10	5
			Significant (4)	20	16	12	8	4
			Moderate (3)	15	12	9	6	3
			Minor (2)	10	8	6	4	2
Sofia Barbosa			Very minor (1)	5	4	3	2	1

Describe the hazard	Who might be harmed and how	Existing control measures	Risk Rating Likelihood x Severity = RR			Additional control measures	Revised rating Likelihood x Severity = RR		
			L	S	RR		L	S	RR

						Full training must be given. Disciplinary action may be taken if not followed correctly.			
Site and van cleanliness and hygiene levels	Companions, staff, volunteers,	Existing H/S measures in place. Weekly cleaning schedules in place.	2	4	8	Area cleaning schedules to be introduced to ensure the highest levels of hygiene are adhered to. Bins to be emptied daily. Toilets to be cleaned twice a day. Vans and shops to be cleaned twice a day	1	4	4
Customers / visitors carrying COVID-19 to contaminate existing stock	Companions, staff, volunteers, customers & visitors, vulnerable adults at higher risk of Covid-19	Basic H/S measures in place. Signage in place.	3	4	12	All people entering the site are asked to use hand sanitiser provided at the entrance. Posters provided reminding customers, visitors, staff and volunteers to use gel sanitisers regularly	1	4	4
Virus spread in the toilet	Companions, staff, volunteers,	Existing cleaning schedules in place	3	4	12	Strict cleaning schedules to be implemented. No customers access to toilets at this time	1	4	4

Date:	Activity or Area being assessed:	Risk Matrix – High – Medium – Low (Risk)						
22/09/20	Shops	Likelihood x Severity = <b>Risk Rating</b>	Likelihood					
			Certain (5)	Very (4)	Likely (3)	May happen (2)	Unlikely (1)	
Assessed By:	Signature:	severity	Critical (5)	25	20	15	10	5
			Significant (4)	20	16	12	8	4
			Moderate (3)	15	12	9	6	3
			Minor (2)	10	8	6	4	2
Sofia Barbosa			Very minor (1)	5	4	3	2	1

<u>Describe the hazard</u>	<u>Who might be harmed and how</u>	<u>Existing control measures</u>	<u>Risk Rating</u> <u>Likelihood x Severity = RR</u>			<u>Additional control measures</u>	<u>Revised rating</u> <u>Likelihood x Severity = RR</u>		
			L	S	RR		L	S	RR

Virus spread due to different working teams	Companions, staff and volunteers	Changes to the rota workforce to avoid the spread of the virus.	3	4	12	the same teams in the same roles. I.e: The same driver and crew team every day.	2	4	8