

Title: Risk Assessment

No: GRA001

Version: **V2**

Area/Equip/Process Assessed:	Assessed by:	Last Major Review:	Annual Review:	Comments/Changes:
Emmaus Mossley COVID Alert Level 3	<i>Andrew Ritchie</i> <i>Trustee (H&S)</i> <i>Alison Hill</i> <i>Emmaus Director</i>	15/06/2020	Major Review	<i>Original Document</i>
			28/07/20	See revision history at the end of this assessment
			Jul 20	
			Aug 20	
			Sep 20	
			Oct 20	

Identified Hazards:		Existing control measures:	Risk Evaluation:			What further action is necessary?	Residual Risk Evaluation:			Action monitored by whom?	Action monitored by when?
What are the hazards?	Who might be harmed & how?		Likelihood	Severity	RR		Likelihood	Severity	RRR		
Travelling to Emmaus Mossley during COVID Alert Level 3	All staff, companions' visitors, public & contractors. Contracting and passing on the Covid-19 virus possibly resulting in short term illness or death.	Only essential staff to be on-site; for example, office staff should work from home where possible. Minimising non-essential travel – consider remote options first. Equipment provided for people to work from home safely and effectively, for example, remote access to work systems via VPN	3	5	15	Monitoring the well-being of people who are working from home via 'phone call & Zoom meetings. Trained mental health first aiders available via 'phone or Zoom meetings should any Staff require them. <i>Also see COVID-19: guidance for the public on mental health and wellbeing</i> Any IT issues are to be raised with Komputer Consultancy Services Ltd E: servicedesk@kcsLtd.co.uk T: 01494 773 722	2	5	10	Staff Director/Community leader KCS Ltd	Ongoing Ongoing Ongoing

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Travelling to Emmaus Mossley during COVID Alert Level 3	All staff, companions' visitors, public & contractors. Contracting and passing on the Covid-19 virus possibly resulting in short term illness or death.	Travel to work on your own. Do not share a car unless you live in the same household. Avoid public transport where possible. Consider cycling or walking where possible.	3	5	15	If it is not possible to travel alone use screens or PPE to protect yourself and others in the vehicle. Open windows increase ventilation if others are in the vehicle.	2	5	10	Staff	Ongoing
						If you are using public transport, ensure you follow government guidelines regarding the wearing of face-coverings				Staff	Ongoing
						Please note 3. – (1) No person may, without reasonable excuse, use a public transport service without wearing a face covering. - The Health Protection (Coronavirus, Wearing of Face Coverings on Public Transport) (England) Regulations 2020				All staff	Ongoing
Social distancing while working at Emmaus Mossley during COVID Alert Level 3	All staff, companions' visitors, public & contractors. Contracting and passing on the Covid-19 virus possibly resulting in short term illness or death.	All persons who can work from home should work from home. Use all methods to communicate without going into work. Equipment provided for people to work from home safely and effectively, for example, remote access to work systems via VPN	3	5	15	Monitoring the well-being of people who are working from home via 'phone call & Zoom meetings.	2	5	10	Staff	Ongoing
						Trained mental health first aiders available via 'phone or Zoom meetings should any Staff require them. <i>Also see COVID-19: guidance for the public on mental health and wellbeing</i>				Director/Community leader	Ongoing
						Any IT issues are to be raised with Komputer Consultancy Services Ltd E: service@kcsLtd.co.uk T: 01494 773 722				KCS Ltd	Ongoing

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Social distancing while working at Emmaus Mossley during COVID Alert Level 3	All staff, companions' visitors, public & contractors. Contracting and passing on the Covid-19 virus possibly resulting in short term illness or death.	Where not possible to work at home then social distancing should be maintained. 2-meters apart at all times. Mark the floor to indicate where people can and should not stand using yellow tape and floor paint where needed.	3	5	15	Consider holding meetings in a large area, outside or by 'phone or other IT.	2	5	10	Staff	Ongoing
						Use Zoom for a meeting where possible.				Staff	Ongoing
						Management team to remind All Staff, Visitors & Contractors to social distance throughout the day.				Director	Ongoing
						Face-covering to be worn by customers/visitors when visiting Emmaus Mossley as per government guidelines issued 23/07/20 taking into consideration the legitimate reasons for exemption.				Note only	Note only
Where 2-meter social distancing can't be applied while working at Emmaus Mossley during COVID Alert Level 3	All staff, companions' visitors, public & contractors. Contracting and passing on the Covid-19 virus possibly resulting in short term illness or death.	Where not possible to work at home then social distancing should be maintained. 2-meters apart at all times. Mark the floor to indicate where people can and should not stand using yellow tape and floor paint where needed.	3	5	15	Where people need to work within the 2-meter rule PPE will be worn, gloves, face-covering i.e. team lifts	2	5	10	Staff	Ongoing
						Consider a protective screen to be used to separate people on workstations should the number of employees returning to site increase.				Staff	As needed
						As a last resort consider working back to back/side to side not, face – face. Increase ventilation in areas. Reduce the time that people work together, keep to a minimum.				Staff	Ongoing

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Coming into contact with contaminated equipment/ areas working at Emmaus Mossley during COVID Alert Level 3	All staff, companions' visitors, public & contractors. Contracting and passing on the Covid-19 virus possibly resulting in short term illness or death.	Staff advised not to touch their face. Regular cleaning/sanitizing hands. Wash hands for at least 20 seconds or sanitise with a sanitiser of at least 60% or above alcohol. Wash hands before and after work. Sanitiser provided in high people areas e.g. meeting rooms, welfare facilities. Provide paper towels were possible Wash hands at least every 2 hours or sooner.	3	5	15	Ensure waste is disposed of safely ideally, double bagging and leaving for 72 hours.	2	5	10	Staff	Ongoing
						Beware that some sanitisers can cause dermatitis and moisturising cream should be used.				Staff	Ongoing
						Sanitizers to be monitored and replenished regularly.				Staff	Weekly
						Sanitizers stations to be set up to ease monitoring.				Staff	Ongoing
Coming into contact with contaminated equipment/ areas working at Emmaus Mossley during COVID Alert Level 3	All staff, companions' visitors, public & contractors. Contracting and passing on the Covid-19 virus possibly resulting in short term illness or death.	Cleaning and sanitising of touchpoints e.g. door handles, toilets, taps, welfare facilities, photocopiers /printers etc. Clean with a sanitiser of 60% or above alcohol.	3	5	15	Increase the frequency of cleaning by the cleaners.	2	5	10	Staff	May-20
						Cleaning station to be set up for cleaning vending machines etc.				Staff	Ongoing
						Cleaning stations to be used by staff before using the equipment.				Staff	Daily
						Consider "deep clean" a few days before opening for the whole site				Trustee Board	As needed

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Coming into contact with contaminated equipment/ areas working at Emmaus Mossley during COVID Alert Level 3	All staff, companions' visitors, public & contractors. Contracting and passing on the Covid-19 virus possibly resulting in short term illness or death.	Where possible don't share workstations or equipment.	3	5	15	Where not possible clean down between each person. Including forklift trucks, trolleys, and vehicles.	2	5	10	Staff / Companions	Ongoing
		If possible, have a one-way system around buildings and areas.				Cleaning stations to be used by employees before using the equipment.				Staff	Daily
		Where possible spread people over different shifts, start and finish times.				Stagger break times to reduce the number of people as the number of employees returning to site increase.				Staff	Ongoing
		Employees advised bringing their own food.				Discourage employees from going to local shops.				Staff	Ongoing
		Limit how much you travel around the workplace. Use the 'phone or email instead of going to see someone. Where possible do several things on one trip, not several trips.				Reduce the need to rotate between jobs and change workstations. If not, possible cleaning should take place.				Staff	Ongoing

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Coming into contact with contaminated equipment/ areas working at Emmaus Mossley during COVID Alert Level 3	All staff, companions' visitors, public & contractors. Contracting and passing on the Covid-19 virus possibly resulting in short term illness or death.	Vulnerable people – will have a specific risk assessment carried out and they must take additional precautions such as heighten awareness of the 2-meter rule and PPE.	3	5	15	Extremely vulnerable people – should not work until guidance on isolation changes.	2	5	10	Director	Ongoing
						A specific risk assessment will be undertaken as needed.				Director	As needed
Deliveries and orders to Emmaus Mossley during COVID Alert Level 3	All staff, companions' visitors, public & contractors. Contracting and passing on the Covid-19 virus possibly resulting in short term illness or death.	If possible, leave items coming into the site for 72 hours, where this is not possible to clean the items or wear PPE and wash hands regularly. Disposing of waste wrap/boxes safely taking care when moving them. Don't let bins overflow.	3	5	15	Designate a holding area where possible, for incoming goods.	2	5	10	Staff	Ongoing
						Consider a two-stage cleaning system for incoming goods.				Staff	Ongoing
						Regularly empty the bins into the large bin in the yard.				Staff	Ongoing

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Becoming ill or showing symptoms working at Emmaus Mossley during COVID Alert Level 3	All staff, companions' visitors, public & contractors. Contracting and passing on the Covid-19 virus possibly resulting in short term illness or death.	The most common symptoms of coronavirus (COVID-19) are the recent onset of a new continuous cough and/or high temperature. If you have these symptoms, however mild, stay at home and do not leave your house for 7 days from when your symptoms started (if you live alone), or 14 days (if you live with someone who has symptoms). You do not need to call NHS 111 to go into self-isolation.	3	5	15	If your symptoms worsen during home isolation or are no better after 7 days, contact NHS 111 online. If you have no internet access, you should call NHS 111. For a medical emergency dial 999. Anyone who meets one of the following criteria should not come to site: a) Has a high temperature (37.8+) or a new persistent cough - follow the guidance on self-isolation above. b) Is an extremely vulnerable person (by virtue of their underlying health condition, clinical condition). c) Is living with someone in self-isolation.	2	5	10	Staff	Ongoing
						If you have symptoms while working on-site, follow the Covid-19 testing procedure.				Staff	Ongoing
						Director to carry out testing procedure wearing face coverings and nitrile gloves.				Director	When needed

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First Aid at Emmaus Mossley during COVID Alert Level 3	All staff, companions' visitors, public & contractors. Contracting and passing on the Covid-19 virus possibly resulting in short term illness or death.	First Aiders to wear face-covering and nitrile gloves at all time while carrying out first aid.	3	5	15	Ensure waste is disposed of safely ideally, double bagging and leaving for 72 hours. Extra masks are available for the Directors office	2	5	10	First Aiders Director	Ongoing Ongoing
Visitors to Emmaus Mossley during COVID Alert Level 3	All staff, companions' visitors, public & contractors. Contracting and passing on the Covid-19 virus possibly resulting in short term illness or death.	Visitors should only be allowed on-site if necessary and it can't be done at a distance. Meetings will only be permitted by appointment. Carry out meetings in a large area at least 2 meters apart. Where not possible use PPE.	3	5	15	Consider holding meetings in a large area, outside or by 'phone or other IT. Use Zoom for a meeting where possible. Safety contractors to consider out of hours work to minimize contact with staff.	2	5	10	Director Director Director	Ongoing Ongoing Ongoing

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<p>Non-compliance with Covid-19 risk assessment requirements / rules at Emmaus Mossley during COVID Alert Level 3</p>	<p>All staff, companions' visitors, public & contractors.</p> <p>Contracting and passing on the Covid-19 virus possibly resulting in short term illness or death.</p>	<p>Any employee visitor or contractors who do not comply with this risk assessment and the site rules will be investigated and may be asked to leave or have disciplinary action taken.</p>	3	5	15	<p>Disciplinary action to be taken by Director and HR Dept. (for employees)</p> <p>Visitors will be asked to leave by their host.</p>	2	5	10	<p>Director</p> <p>Host</p>	<p>As needed</p> <p>As Needed</p>
<p>Likelihood: (L) = Frequent (5) – Probable (4) – Occasional (3) – Improbable (2) – Remote (1)</p> <p>Severity: (S) = Catastrophic (5) – Major (4) – Reportable (3) – Serious (2) – Minor (1)</p> <p>Degree of Risk (DR) = LIKELIHOOD x SEVERITY</p> <p>*Numbers used are for illustrative purposes only.</p>											

Risk Rating

Likelihood:	Severity:
1: Very unlikely	1: No treatment needed
2: Unlikely	2: Minor injury / first aid
3: Likely	3: First aid/hospital/time off
4: Will happen	4: Major injury
5: Will happen often	5: Fatality

Severity

Chart:				
5	10	15	20	25
4	8	12	16	20
3	6	9	12	15
2	4	6	8	10
1	2	3	4	5

Likelihood

Tolerable / Low	Moderate / Med	Intolerable /High
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Severity x Likelihood = Risk rating

Low 0-4 = No further action required; monitor for changes

Medium 5-14 = Implement precaution where to reduce the risk further

High 15-25 = Don't start or stop the task immediately and implement precaution until at least medium risk rating is achieved

Revision date as stated or sooner if significant changes are made to the work area, process or an accident has occurred linked with this risk assessment.

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Version:	Date:	Description:	By:
V1	15/06/2020	<i>Original Document</i>	A Ritchie
V2	28/07/2020	<p>Risk assessment reviewed in lines with the latest government guideline –</p> <p>Working safely during COVID-19 in factories, plants and warehouses published 23/07/2020 https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/factories-plants-and-warehouses</p> <p>Working safely during COVID-19 in Offices and contact centres published 23/07/2020 https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres</p> <p>COVID Alert Level 4 changed to COVID Alert level 3 throughout the assessment</p> <p>All section downgraded to MED risk level from High risk level due to the COVID Alert level being reduced from 4 to 3 by the government as of 19/06/20. COVID Alert Level 4 (A COVID-19 epidemic is in general circulation; transmission is high or rising exponentially). COVID Alert Level 3 (A COVID-19 epidemic is in general circulation).</p> <p>“Please note 3. – (1) No person may, without reasonable excuse, use a public transport service without wearing a face covering. - The Health Protection Regulations 2020”. Added to section - Employees travelling to Emmaus Mossley during COVID Alert Level 3 (page 2)</p> <p>“Face-covering to be worn by customers/visitors when visiting Emmaus Mossley as per government guidelines issued 23/07/20 taking into consideration the legitimate reasons for exemption”. Added to section - Social distancing while working at Emmaus Mossley during COVID Alert Level 3 (page3).</p>	A Ritchie