

### Risk Assessment Form

**Number:**  
**Issue No: 1**  
**Issue Date:**  
**20.05.2020**  
**Authorised : D**  
**Morrell**

<b>Task/Activity:</b>	Corona Virus/ COVID19	<b>Depot/Dept:</b>	Petrus Community Store	<b>Ref No:</b>	RA.28
<b>Date Conducted &amp; By Who:</b>	Angela Grime 22.05.2020	<b>Review Date:</b>	22.11.2020	<b>Date Reviewed:</b>	
<b>Information</b>	<p>The COVID-19 virus affects different people in different ways. COVID-19 is a respiratory disease and most infected people will develop mild to moderate symptoms and recover without requiring special treatment. People who have underlying medical conditions, problems like cardiovascular disease, diabetes, chronic respiratory disease, and cancer and older people have a higher risk of developing severe disease and death.</p> <p>Common symptoms include:</p> <ul style="list-style-type: none"> <li>• fever</li> <li>• tiredness</li> <li>• dry cough</li> </ul> <p>Other symptoms include:</p> <ul style="list-style-type: none"> <li>• shortness of breath</li> <li>• aches and pains</li> <li>• sore throat</li> <li>• loss of, or change to, your sense of smell or taste</li> <li>• and very few people will report diarrhoea, nausea or a runny nose</li> </ul>				

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E - Employees	1 No Injury, property damage	1 Very Unlikely	Severity X Probability = <b>1 to 5</b>	<b>Low</b>	Y – acceptable risk, work can start
C - Contractors	2 Minor Injury	2 Unlikely			
V - Visitors	3 +7 Day Absence	3 Likely	Severity X Probability = <b>6 to 14</b>	<b>Med</b>	Y or N – may need further consideration
P - Public	4 Specified Injury	4 Very Likely			
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People with mild symptoms who are otherwise healthy should self-isolate and contact their medical provider or a COVID-19 information line for advice on testing and referral.

People with fever, cough or difficulty breathing should call their doctor and seek medical attention.

Coronavirus is classified as an airborne high consequence infection disease in the UK. The best way to prevent and slow down transmission is be well informed about the COVID-19 virus, the disease it causes and how it spreads.

The COVID-19 virus spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes, so it's important that you also practice respiratory etiquette (for example, by coughing into a flexed elbow).

Currently, there are no specific vaccines or treatments for COVID-19.

1 <b>Hazard</b> (something with the potential to cause harm, how will it be realised and what is the potential injury?)	2 <b>At Risk</b>	Risk			6 <b>Control Measures</b>	Risk		
		3 <b>Severity</b>	4 <b>Probability</b>	5 <b>Risk</b>		7 <b>Severity</b>	8 <b>Probability</b>	9 <b>Risk</b>

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<p>Transfer of disease from being in close proximity to others infected</p> <p>Fever, flu like symptoms, persistent cough, breathing difficulties, loss of taste and/or smell, death</p>	A	5	3	15	<ul style="list-style-type: none"> <li>washing your hands with soap and water often, using an alcohol-based rub frequently and not touching your face.</li> <li>covering your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze.</li> <li>putting used tissues in the bin straight away.</li> <li>avoiding close contact with people who are unwell.</li> <li>remaining more than two metres away from anyone who doesn't live in your household wherever possible.</li> <li>self-isolating if you are symptomatic.</li> <li>following 14-day household quarantine rules if someone you live with becomes symptomatic.</li> <li>understanding when and how to use PPE.</li> <li>Where practicable employees are to work remotely.</li> <li>Following government advice on social distancing including permitted contact with others, exercise and essential journeys and activities</li> <li>If someone becomes unwell in the workplace with a new, continuous cough or a high temperature, they should be sent home</li> <li>Any employee displaying symptoms of either a high temperature, a new continuous cough or other symptoms detailed above should self-isolate at home. If you live alone stay at home for 7 days.             <ul style="list-style-type: none"> <li>Do not go to a GP surgery, pharmacy or hospital. You do not need to contact 111 unless you feel you cannot cope with your symptoms, your condition gets worse or if you do not get better after 7 days. For a medical emergency dial 999</li> </ul> </li> </ul>	5	1	5
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- Stay at least 2m away from other people in your home whenever possible
- Employees should not be encouraged to return to work during this time however remote working may be possible
- If you live with others and you or one of them have symptoms of coronavirus, then all household members 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 house became ill. Anyone in the household who starts displaying symptoms, they need to stay at home for 7 days from when the symptoms appeared, regardless of what day they are on in the original 14-day isolation period
- You should remain at home until 7 days after the onset of your symptoms. After 7 days, if you feel better and no longer have a high temperature, you can return to your normal routine. If you have not had any signs of improvement and have not already sought medical advice, contact NHS 111 online. If you have no internet access, call NHS 111
- Office and buildings are closed to members of the public
- Contractors or others who are required to access work areas are to confirm they are not symptomatic, or live with anyone who is symptomatic
- Office etiquette guidance is in place
- Targeted and enhanced cleaning regimes are in place
- Once symptomatic, all surfaces that the person has come into contact with must be cleaned including;

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				<ul style="list-style-type: none"> <li>○ all surfaces and objects which are visibly contaminated with body fluids</li> <li>○ all potentially contaminated high-contact areas such as toilets, door handles, telephones</li> </ul>				
<p>Failure to apply guidance on the use of PPE</p> <p>Fever, flu like symptoms, persistent cough, breathing difficulties, loss of taste and/or smell, death</p>	A	5	3	15	<p>Details of PPE required for the task/activity/job role is detailed in the supplementary guidance notes – HSGUID.28 Community Store and Covid-19. For the purpose of this Risk Assessment PPE (COVID-19) refers to the following equipment:</p> <ul style="list-style-type: none"> <li>• Face masks – ear-loop, non- surgical</li> <li>• Disposable gloves</li> <li>• Hand sanitiser</li> <li>• Disposable coverall</li> </ul> <p>The World Health Organisation provide specific face mask guidance for both health care and non-health care settings. The following information includes the updated guidance from WHO published on the 5<sup>th</sup> June 2020 in relation to the circumstances when face masks should be worn. The WHO website provides further detail of how to make a home-made mask, fitting/wearing the mask, when the mask should be worn and how it should be washed or discarded.</p> <p>From 15<sup>th</sup> June 2020 it is mandatory to wear a face covering in England whilst travelling on public transport.</p>	5	1	5

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- Wear a mask if you are taking care of a person with suspected COVID-19 infection.
- Wear a mask if you are coughing or sneezing.
- In areas with community transmission, people aged 60 years or over or those with underlying conditions should wear a medical mask in situations where physical distancing is not possible.
- In areas with community transmission, WHO advises governments should encourage the general public to wear masks where there is widespread transmission and physical distancing is difficult, such as on public transport, in shops or in other confined or crowded environments.
- Masks are effective only when used in combination with frequent hand-cleaning with alcohol-based hand rub or soap and water
- If you wear a mask, then you must know how to use it and dispose of it properly Before putting on a mask, clean hands with alcohol-based hand rub or soap and water.
- Cover mouth and nose with mask and make sure there are no gaps between your face and the mask.
- Avoid touching the mask while using it; if you do, clean your hands with alcohol-based hand rub or soap and water.
- Replace the mask with a new one as soon as it is damp and do not re-use single-use masks.

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					<ul style="list-style-type: none"> <li>To remove the mask: remove it from behind (do not touch the front of mask); discard immediately in a closed bin; clean hands with alcohol-based hand rub or soap and water.</li> </ul> <p><b>PPE (COVID-19) and waste disposal</b></p> <ul style="list-style-type: none"> <li>PPE and cleaning materials used and <b>no</b> contact with suspected coronavirus case. Used items can be discarded in line with normal waste disposal arrangements.</li> <li>PPE and cleaning materials used and contact with suspected coronavirus case:             <ul style="list-style-type: none"> <li>PPE and waste items should be put in plastic rubbish bag and tied.</li> <li>The plastic bag should then be placed in a second bag and tied.</li> <li>The bag should be put in a suitable and secure place and marked for storage and retained for 72 hours.</li> <li>After 72 hours (or if the resident has a negative test result during that time) the waste can be discarded in line with normal waste disposal arrangements.</li> </ul> </li> </ul>			
Poor hygiene practices leading to transfer of viral infection.  Fever, flu like symptoms, persistent cough, breathing difficulties, loss of	A	5	3	15	<ul style="list-style-type: none"> <li>Employees are asked to wash hands more frequently than usual with soap and hot water for around 20 seconds particularly after coughing, sneezing and blowing your nose, or after being in public areas where people are doing so</li> <li>Alcohol based hand rubs can also be used if convenient however hot water and soap are preferable</li> <li>Employees are to practice good hygiene e.g. follow NHS 'catch it, kill it, bin it' guidelines</li> </ul>	5	1	5

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taste and/or smell, death					<ul style="list-style-type: none"> <li>Used tissues should be disposed of immediately</li> <li>Clean and disinfect regularly touched objects and surfaces using regular cleaning products</li> <li>Hot water and cleaning products (not a bar of soap as it will harbour contamination) to be available at all times.</li> <li>Disposable hand towels are to be available at all times</li> <li>Operatives to wash thoroughly on a regular basis and prior eating, drinking and smoking.</li> <li>Maintain social distancing- maintain at least 2 meters between yourself and anyone who is coughing or sneezing</li> <li>Avoid touching eyes, mouth and nose</li> <li>Stay informed and follow the advice given by the UK government</li> </ul>			
<p>People who are at increased risk of severe illness from coronavirus COVID-19)</p> <p>Fever, flu like symptoms, persistent cough, breathing difficulties, loss of taste and/or smell, death</p>	A	5	3	15	<p><b>People who are at increased risk include:</b></p> <ul style="list-style-type: none"> <li>aged 70 or older (regardless of medical conditions)</li> <li>under 70 with an underlying health condition listed below (ie anyone instructed to get a flu jab as an adult each year on medical grounds): <ul style="list-style-type: none"> <li>chronic (long-term) respiratory diseases, such as asthma, chronic obstructive pulmonary disease (COPD), emphysema or bronchitis</li> <li>chronic heart disease, such as heart failure</li> <li>chronic kidney disease</li> <li>chronic liver disease, such as hepatitis</li> <li>chronic neurological conditions, such as Parkinson's disease, motor neurone disease, multiple sclerosis (MS), a learning disability or cerebral palsy</li> <li>diabetes</li> </ul> </li> </ul>	5	1	5

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- problems with your spleen – for example, sickle cell disease or if you have had your spleen removed
- a weakened immune system as the result of conditions such as HIV and AIDS, or medicines such as steroid tablets or chemotherapy
- being seriously overweight (a body mass index (BMI) of 40 or above)
- those who are pregnant

### Clinically extremely vulnerable:

- Solid organ transplant recipients.
- People with specific cancers:
  - people with cancer who are undergoing active chemotherapy
  - people with lung cancer who are undergoing radical radiotherapy
  - people with cancers of the blood or bone marrow such as leukaemia, lymphoma or myeloma who are at any stage of treatment
  - people having immunotherapy or other continuing antibody treatments for cancer
  - people having other targeted cancer treatments which can affect the immune system, such as protein kinase inhibitors or PARP inhibitors
  - people who have had bone marrow or stem cell transplants in the last 6 months, or who are still taking immunosuppression drugs

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- People with severe respiratory conditions including all cystic fibrosis, severe asthma and severe chronic obstructive pulmonary (COPD).
- People with rare diseases that significantly increase the risk of infections (such as severe combined immunodeficiency (SCID), homozygous sickle cell).
- People on immunosuppression therapies sufficient to significantly increase risk of infection.
- Women who are pregnant with significant heart disease, congenital or acquired.

### Control measures:

- Avoid contact with someone who is displaying symptoms of coronavirus (COVID-19).
- Communicate with customers, residents, service users and others prior to the visit or appointment to ensure all recommended measures are in place
- Where applicable UDCs added to Orchard housing management system indicates status of the tenant/household
- Individual risk assessments completed for employees who are categorised as being at increased risk prior to entering the workplace/returning to work
- Employees categorised as extremely vulnerable are unable to access the workplace at this time and, if appropriate, arrangements to work from home should be made where possible
- Work from home, where possible

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					<ul style="list-style-type: none"> <li>Avoid gatherings with friends and family. Follow government guidance on social distancing and wider contacts.</li> <li>Keep in touch using remote technology</li> </ul>			
Lone Working	E	5	3	15	<p>Lone working should be avoided where possible. For those colleagues who lone work, a lone working risk assessment should be completed. Staff who are required to lone work are reminded of the following:</p> <ul style="list-style-type: none"> <li>Confirm your daily work schedule with your line manager and stick to it.</li> <li>Always carry a fully charged mobile phone with emergency contact numbers including your line manager.</li> <li>Ensure next of kin contact information is up to date with your line manager and your next of kin have the contact information for your line manager.</li> <li>If you have the lone working app on your mobile phone use it.</li> <li>If you have a buddy system in place with your line manager or colleagues use it.</li> </ul>	5	1	5

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					<ul style="list-style-type: none"> <li>Ensure you are familiar with first aid provision and emergency response arrangements. Report accidents and near misses to your line manager.</li> <li>In the event an incident should occur involving a resident or member of the public e.g. abusive or aggressive behaviour remove yourself from the property immediately and contact your line manager. If the incident is of a serious nature first contact the police. Complete a violent/potentially violent incident report.</li> </ul>			
<p>Provision of online furniture sales and pick up – transfer of viral infection</p> <p>Fever, flu like symptoms, persistent cough, breathing difficulties, loss of taste and/or smell, death</p>	A	5	3	15	<ul style="list-style-type: none"> <li>For an interim period the Community Store will not be open to members of the public or have volunteers working from there</li> <li>The Store supervisor will be the only staff member on site operating an online furniture and cycle service.</li> <li>Items will be ordered and paid for via Ebay and collected in person by the purchaser on an appointment basis.</li> <li>The item will be left outside in a suitable location at the appointed time for the purchaser to collect whilst maintaining social distancing from the store supervisor who will oversee the collection.</li> <li>Sanitising products will be available for the purchase and the product will be sanitised prior to collection.</li> <li>In most cases items being sold should be items that can be lifted by one person following manual handling precautions.</li> </ul>	5	1	5

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					<ul style="list-style-type: none"> <li>In the event of a two-person lift being required the Store Supervisor will advise the purchaser that they should arrange this two person lift and it should be between two members of the same household.</li> <li>People collecting items should be reminded of social distancing prior to collection and asked the following questions <i>Are you or a member of your household self-isolating due to the coronavirus?</i> <i>Do you or a member of your household have any symptoms of the coronavirus?</i></li> </ul>			
<p>Working in the Store including ragging, selecting items for Ebay sales and organising the Store layout – transfer of viral infection</p> <p>Fever, flu like symptoms, persistent cough, breathing difficulties, loss of taste and/or smell, death</p>	A	5	3	15	<ul style="list-style-type: none"> <li>Only three volunteers permitted in the Store at any one time. Volunteers must receive the coronavirus briefing by the Health and Safety Team in advance of their volunteer duties</li> <li>The Store is not open to the public at this time therefore the main entrance door should remain locked</li> <li>Good manual handling techniques must be adopted during all duties. Staff and volunteers are reminded not to handle or move items beyond their physical capability. Assistance must only be sought if social distancing can be maintained. Use equipment such as trollies or porters truck to aid movement of items, ensure handles and touch points are wiped before and after use</li> <li>Existing health and safety instructions must be applied when sorting items including handling and emptying bags, being mindful of sharp objects within the contents. Disposable gloves must be worn for this task</li> </ul>	5	1	5

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- Items identified for rags should be sorted, bagged, weighed and stored ready for collection following existing health and safety instructions. Staff and volunteers undertaking this task together must maintain social distancing and must not work face to face. Arrangements should be made for collection of the bags which will be moved outside to the agreed collection point. Disposable gloves must be worn for this task
- Items identified for Ebay sales will be photographed and stored. Follow the instructions in section A for online sales
- Staff and volunteers will initially be involved in preparing the layout of the Store for eventual re-opening. Those involved must follow the manual handling directive, maintain social distancing and follow good hand hygiene routines
- Breaks. Access to the kitchen must be limited to one person at a time, breaks must be staggered. Staff and volunteers are encouraged to bring their lunch to avoid leaving and returning to the Store unnecessarily. All hard surface areas must be wiped with sanising wipes or sanitising spray and disposable paper towel after use. Cutlery and crockery should be washed by the user immediately after use in hot, soapy water, items dried and returned to the cupboard
- Welfare. All touch points in the toilet should be wiped by the user before and after use using sanitising wipes or sanitising spray and disposable

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**20.05.2020**

**Authorised : D  
Morrell**

					<p>paper towel (a bin must be provided for disposal). Hands should be dried using a hand dryer or preferably disposable paper hand towels</p> <ul style="list-style-type: none"> <li>Only the Store Supervisor must access the office</li> </ul>			
<p>General precautions – transfer of viral infection</p> <p>Fever, flu like symptoms, persistent cough, breathing difficulties, loss of taste and/or smell, death</p>	A	5	3	15	<ul style="list-style-type: none"> <li>If, prior to attending the Community Store you are feeling any symptoms of COVID-19, do not come in and contact your line manager or the Store Supervisor.</li> <li>Wash your hands before leaving home and when you arrive at the Store. Avoid touching your nose, mouth and eyes. Wash and/or sanitise your hands whenever possible.</li> <li>Staff and volunteers are reminded to ensure social distancing is always maintained by remaining 2 metres apart from others.</li> <li>If approached by a member of the public, please remind them of their social distancing responsibilities.</li> <li>Where staff and volunteers have no other option than to travel to the Store using public transport they are advised: <ul style="list-style-type: none"> <li>to travel at off-peak times where possible. Where possible flexible start/finish times should be agreed in order to support off-peak travel</li> <li>to make contactless payments where possible</li> </ul> </li> </ul>	5	1	5

At Risk (column 2)	Severity (column 3 and 7)	Probability (column 4 and 8)	Risk Rating (column 5 and 9)		
E - Employees	1 No Injury, property damage	1 Very Unlikely	Severity X Probability = 1 to 5	Low	Y – acceptable risk, work can start
C - Contractors	2 Minor Injury	2 Unlikely			
V - Visitors	3 +7 Day Absence	3 Likely	Severity X Probability = 6 to 14	Med	Y or N – may need further consideration
P - Public	4 Specified Injury	4 Very Likely			
A - All	5 Death	5 Virtually Certain	Severity X Probability = 15 to 25	High	N – Unacceptable risk Do not start work

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- to start or end your journey at a quieter stop or station
- to walk some of the journey if it helps to avoid greater numbers of passengers
- to maintain social distancing as much as possible, face away from other people, avoid physical contact and wait for passengers to get off before you board
- to be aware of touching surfaces, avoid touching your face
- avoid consuming food and drink in public transport, where possible
- wear a face covering if maintaining social distancing cannot be achieved. It is important to use face coverings properly and wash your hands before putting them on and after taking them off. From the 15<sup>th</sup> June 2020 it will be compulsory to wear a face mask on public transport

**Additional  
Comments**

**Authorised by:**

Matthew Rothwell

**Dated:**  
19/06/2020

At Risk (column 2)	Severity (column 3 and 7)	Probability (column 4 and 8)	Risk Rating (column 5 and 9)		
E - Employees	1 No Injury, property damage	1 Very Unlikely	Severity X Probability = <b>1 to 5</b>	<b>Low</b>	Y – acceptable risk, work can start
C - Contractors	2 Minor Injury	2 Unlikely			
V - Visitors	3 +7 Day Absence	3 Likely	Severity X Probability = <b>6 to 14</b>	<b>Med</b>	Y or N – may need further consideration
P - Public	4 Specified Injury	4 Very Likely			
A - All	5 Death	5 Virtually Certain	Severity X Probability = <b>15 to 25</b>	<b>High</b>	N – Unacceptable risk Do not start work

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**Morrell**

Prepared by:	Angela Grime
Approved by:	Matthew Rothwell H&S Director
Last Review date:	19/06/2020

At Risk (column 2)	Severity (column 3 and 7)	Probability (column 4 and 8)	Risk Rating (column 5 and 9)		
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P - Public	4 Specified Injury	4 Very Likely			
A - All	5 Death	5 Virtually Certain	Severity X Probability = <b>15 to 25</b>	<b>High</b>	N – Unacceptable risk Do not start work