

Coronavirus (Covid-19) Risk Assessment



What are the hazards?	Who might be harmed and how?	What are we already doing?	Do you need to do anything else to control this risk?	Person responsible	Date to be completed by
<p>Spread of Covid-19 (Coronavirus) person to person</p> <p>There is a direct threat to staff health and wellbeing from transmission of the COVID-19 coronavirus while at work</p>	<p>Staff Volunteers Visitors Contractors Vulnerable groups</p> <p>People can catch the virus from others who are infected</p> <p>People can pick up the virus from each other by breathing in the droplets</p> <p>Contracting Covid-19, an illness that can affect lungs and airways.</p> <p>Symptoms can be mild, moderate, severe or fatal.</p>	<p><u>Social Distancing</u> Social Distancing - Reducing the number of persons in any work area to comply with at least the 1 metre gap as recommended:</p> <ul style="list-style-type: none"> • Reduced number of staff on site at any given time and staggered start times to maintain operational capacity if infection spreads/limit cases of infection • Staggered break schedule to reduce number of staff in common areas • home working, where able and practical to do so • Reduced number of volunteers allowed on sites • No vulnerable/at risk staff or volunteers allowed on site • Video and conference calling used in place of face to face meetings where possible • Limits to staff numbers in staff room/kitchens • Public allowed on site for pre-arranged appointments only, timed for only one set of visitors on site. Cleaning between room uses. • Public walk-ins managed by limiting number of persons in reception area, reducing staff attending reception area • Posters, leaflets and other materials are available for display. <p><u>Hand Washing and personal hygiene</u></p> <ul style="list-style-type: none"> • Hand washing facilities with soap water, paper handtowels in place. Stringent hand washing taking place. • Alcohol sanitisers in any area where washing facilities not readily available such as vans, reception area, offices. • NHS signage in place reminding staff to wash hands. 	<ul style="list-style-type: none"> • Sneeze/cough barriers and screens to limit staff exposure to public. • Follow government health and travel advice, changing staff guidance as needed • Staff to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Also reminded to catch coughs and sneezes in tissues. • Staff to be reminded on a regular basis of the importance of social distancing both in the workplace and outside of it. Management checks to ensure this is adhered to. • Staff / Trustees meetings to be held virtually with updates to government and NHS guidance • Staff are encouraged to bring their own utensils and food containers rather than use shared crockery and utensils. • Staff must wash hands or use sanitiser after working in shared space or using shared equipment such as washing machines, etc. • Staff asked to minimise access to the animal departments which they are not working in. • Customers advised to use sanitiser when entering premises. 	All Staff	Ongoing

		<ul style="list-style-type: none"> • “Follow Catch it, Bin it, Kill it” and to avoid touching face, eyes, nose or mouth with unclean hands. <p><u>Use of PPE</u> The use of face coverings in work is not a legal requirement and is optional for workers, though it is requested, particularly when safe social distancing measures cannot be used.</p> <ul style="list-style-type: none"> • Gloves provided and staff advised to use gloves when handling donated goods and dealing with members of the public and their animals. • Masks provided for use when social distancing measures cannot be followed such as during vet work or when 2 staff members are required to use van, bath animals, work in close area indoors, etc. • Face shields provided and staff advised to wear when dealing with members of the public or working in very close contact. 	<ul style="list-style-type: none"> • Customers will be asked to wear mask or face covering when accessing the Rescue Centre. • The wearing of face coverings is mandatory in shops 	All Staff	Ongoing
Getting or spreading coronavirus in common use high traffic areas such as corridors, rest room, toilet facilities, entry/exit points to facilities and other communal areas	Staff Volunteers Customers Visitors Contractors Drivers coming to your business	Following HSE guidance, Identify <ul style="list-style-type: none"> • Areas where people will congregate, e.g. rest room, reception, meeting room, smoking areas, tea points, kitchens etc. • Areas where there are pinch points meaning people can't meet the social distancing rules, e.g. narrow corridors, doorways, storage areas • Areas and equipment where people will touch the same surfaces, such as in kitchens, e.g. kettles, microwaves, utensils etc. • Areas and surfaces that are frequently touched but are difficult to clean • Communal areas where air movement may be less than in other work areas, e.g. kitchens with no opening windows or mechanical ventilation 	Put in place monitoring and supervision to make sure people are following controls put in place, e.g. following hygiene procedures, washing hands, following any one-way systems in place. Near-miss reporting may also help identify where controls cannot be followed or people are not doing what they should	All Staff	Ongoing

A combination of controls have been put in place to reduce the risks. These include:

- Limiting the number of people in rooms so that social distancing rules can be met, e.g. stagger breaks, have maximum occupancy numbers for meeting rooms
- Reorganise facilities in communal areas such as spacing out tables in the board room so social distancing rules can be met
- Where possible put in place physical impervious barriers e.g. Perspex screens in Reception to reduce contact
- Increase the use of online meeting facilities, even for people working in the same building to reduce the number of people on site
- Put in place one-way systems in corridors or regularly used pedestrian traffic routes to manage the flow of people moving around workplaces and to allow social distancing rules to be met
- Leave non-fire doors open to reduce the amount of contact with doors and also potentially improve workplace ventilation
- Lockers provided for people to keep personal belongings in so that they aren't left in the open
- Keep surfaces, such as kitchen sides and tables, in communal areas clear for people to sit and eat at to make cleaning easier
- Provide washing facilities and hand sanitiser at accessible places near to where people will have contact with high traffic communal areas, e.g. sanitiser/washing facilities at the entrance/exit to Reception and the shops
- Signs up to remind people to wash and sanitise hands and not touch their faces
- Put in place cleaning regimes to make sure high traffic communal areas are kept clean – consider frequency, level of cleaning and who should be doing it

<p>Getting or spreading coronavirus by not cleaning surfaces, equipment and workstations</p> <p>Staff working together in workplace premises inevitably raises the risk of virus transmission.</p> <p>The sharing of equipment present hazards that raise the risk of virus transmission further</p>	<p>Staff Volunteers Customers Visitors Contractors Drivers coming to our organisation Staff going out for our organisation</p>	<p>Use the guidance on cleaning and hygiene during the coronavirus outbreak:</p> <ul style="list-style-type: none"> Identify surfaces that are frequently touched and by many people (often common areas), e.g. handrails, door handles, vehicle door handles (inside and outside), shared equipment etc. and specify the frequency and level of cleaning and by whom Train people how to put on and remove personal protective equipment (PPE) that is used for normal work hazards and how to keep it clean Reduce the need for people to move around our sites as far as possible. This will reduce the potential spread of any contamination through touched surfaces Avoid sharing work equipment by allocating it as personal issue or cleaning regimes put in place to clean between each user Identify where we can reduce the contact of people with surfaces, e.g. by leaving open doors that are not fire doors, providing contactless payment, using electronic documents rather than paperwork Identify other areas that will need cleaning to prevent the spread of coronavirus, e.g. rest area, vet facilities, vehicles and specify the frequency and level of cleaning and who will do it Identify what cleaning products are needed (e.g. surface wipes, detergents and water etc.) and where they should be used, e.g. wipes in vehicles, water and detergent on work surfaces etc. Keep surfaces clear to make it easier to clean and reduce the likelihood of contaminating objects Provide more bins and empty them more often Provide areas for people to store personal belongings and keep personal items out of work areas Clean things like reusable boxes regularly Put in place arrangements to clean if someone develops symptoms of coronavirus in work: <p>https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p>	<p>Put in place monitoring and supervision to make sure people are following controls, i.e. are implementing the cleaning regimes implemented</p> <p>Provide information telling people who needs to clean and when</p> <p>Provide instruction and training to people who need to clean. Include information on:</p> <ul style="list-style-type: none"> the products they need to use precautions they need to follow the areas they need to clean <p>Identify how we are going to replenish cleaning products</p>	<p>All Staff</p>	<p>Ongoing</p>
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Getting or spreading coronavirus through workers living together and/or travelling to work together	Staff	<p>Getting or spreading coronavirus through staff living together and/or travelling to work together</p> <p>Identify any staff who live together and group them into a work cohort</p>	<p>Discuss with staff who live and/or travel to work together to agree how to prevent the risks of spreading coronavirus</p>	All Staff	Ongoing
Contracting or spreading the virus by not social distancing	Staff Volunteers Customers Visitors Contractors Drivers coming to our Charity Staff going out for our Charity	<p>Follow HSE / Government guidance on social distancing.</p> <p>Identify places where, under normal circumstances, workers would not be able to maintain social distancing rules</p> <p>Identify how you can keep people apart in line with social distancing rules in the first instance. This may include:</p> <ul style="list-style-type: none"> • Using marker tape on the floor • One-way systems • Holding meetings virtually rather than face to-face • Staggering start/end times • Limiting the number of people on site at one time • Having allocated time slots for customers • Rearrange work areas and tasks to allow people to meet social distancing rules • Using empty spaces in the buildings for additional rest break areas where safe to do so <p>Identify where it isn't possible to meet social distancing rules and identify other physical measures to separate people. This can include:</p> <ul style="list-style-type: none"> • Physical sneeze/cough barriers • Place markers on the floor to indicate where people should stand and the direction they should face <p>If it isn't possible to meet social distancing rules and physical measures can't be used then put in place other measures to protect people. This can include:</p> <ul style="list-style-type: none"> • Enhanced cleaning regimes • Increase in hand washing • Limiting time people spend on the task 	<p>Put in place arrangements to monitor and supervise to make sure social distancing rules are followed</p> <p>Provide information, instruction and training to people to understand what they need to do</p> <p>Provide signage and ways to communicate to non-employees what they need to do to maintain social distancing</p>	All Staff	Ongoing

		<ul style="list-style-type: none"> Improving ventilation Display signs to remind people to socially distance 			
Animal introductions / collections – staff and public interactions	Staff Customers	<p>Animal introductions/collections</p> <ul style="list-style-type: none"> Customers requested to complete all paperwork before arrival on site. Failure may result in the need to re arrange meeting at a later date. Cats, rabbits and guinea pigs to be collected in carriers and owners advised to maintain at least 1m distance Dogs being rehomed to be delivered to customer's vehicle or outside place, Staff to wear face coverings when meeting with the public 		All Staff	Ongoing
<p>Public access to the Rescue Centre</p> <p>Coming into contact with members of the public on our site</p> <p>Members of the public coming into contact with staff on our site</p>	Staff Customers	<ul style="list-style-type: none"> Check if any visitors have symptoms of COVID-19 and rearrange meeting if necessary. Social distancing floor markings, signage, information posters and sanitiser stations available in area. Signage reminding about need for regular handwashing Restrict number of visitors and staff to area to enable social distancing to be maintained. Where possible, the handing of animals from or to an owner, should be done in a way to maintain social distancing. If this cannot be achieved then face coverings are recommended to be worn by staff and the client. Time undertaking this process should be kept to a minimum. Introductions to dogs to be undertaken outside where possible. Animal history to be taken over the phone or completed online. Animal examinations to be undertaken away from customers. PPE is available for staff to wear as recommended in the procedure for the activity undertaken. 			

		<ul style="list-style-type: none"> • Visitors required to wear face coverings in enclosed spaces and where handling items to be touched/held by others gloves if appropriate. • Where practicable all documents to be prepared in advance via email/phone. • All on site to follow designated walking routes (if appropriate). <p>Vet Clinic specific:</p> <ul style="list-style-type: none"> • Animals to be brought to clinic by appointment only. • One member of staff should bring the animal to Clinic unless by prior arrangement with Veterinary staff. • No other teams to be in clinic except by prior agreement with Veterinary Staff. 			
Delivery and post	Staff Postal workers Delivery drivers	<p>Ensure social distance of at least 1m on receipt of all deliveries.</p> <p>When deliveries are being taken to areas across site.</p> <ul style="list-style-type: none"> • Restrict delivery items being moved around site by delivery personnel unless this avoids risks of manual handling, etc. • Arrange for staggered delivery times where possible. • If the delivery company offers electronic signing for delivery, ensure that hands are washed, or sanitiser used following signature, and maintain social distancing during process. • 		All Staff	Ongoing
Home working Musculoskeletal disorders as a result of using DSE at home for a long period of time	Staff	<p>Follow HSE guidance on display screen equipment On their Protect homeworkers page: https://www.hse.gov.uk/toolbox/workers/home.htm</p> <ul style="list-style-type: none"> • There is no increased risk for people working at home temporarily but if this arrangement becomes long term the risks should be assessed 		All Staff	Ongoing

		<ul style="list-style-type: none"> For all people working at home using display screen equipment (DSE) put in place information and training on how to protect themselves, e.g. take regular breaks, stretching exercises, set the equipment up properly 			
<p>High risk staff or visitors Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions</p> <p>There is a direct threat to staff health and wellbeing from transmission of the COVID-19 coronavirus while at work</p>	Staff Volunteers	<p>Identifying who in our work force fall into one of the following categories:</p> <ul style="list-style-type: none"> Clinically extremely vulnerable People self-isolating People with symptoms of coronavirus Groups who may be at higher risk of poorer outcomes (see the Public Health England report Disparities in the risk and outcomes of COVID-19) 	Put a system in place so people know when to notify you that they fall into one of these categories, e.g. they start chemotherapy or are pregnant	CEO	Ongoing
<p>Mental health and wellbeing</p> <p>Increased risk of those with existing mental health issues worsening.</p> <p>Risk of developing mental ill health</p>	Staff Volunteers	<p>Follow our guidance on stress and mental health –</p> <p>Have regular keep in touch meetings/calls with people working at home to talk about any work issues</p> <p>Talk openly with workers about the possibility that they may be affected and tell them what to do to raise concerns or who to go to so they can talk things through</p> <p>Involve workers in completing risk assessments so they can help identify potential problems and identify solutions</p> <p>Keep workers updated on what is happening so they feel involved and reassured</p> <p>Discuss the issue of fatigue with employees and make sure they take regular breaks, are encouraged to take leave, set working hours to ensure they aren't working long hours</p>	<ul style="list-style-type: none"> Share information and advice with workers about mental health and wellbeing Consider an occupational health referral if personal stress and anxiety issues are identified 	All Staff	Ongoing

<p>Driving / van use / visiting other sites</p> <p>Shared vehicles pose more of a threat to those using them. Visiting other sites poses a threat at exposes individual to uncontrolled touch points and the public</p>	Staff	<p>Vehicle use kept to a minimum, but when used:</p> <ul style="list-style-type: none"> • Whenever possible, 1 staff member per vehicle. • Open windows to ventilate the vehicle to maintain good air flow. • Staff to wear gloves and disinfect vans after use with disinfectant solution ensuring attention to the steering wheel, door handles, gear stick, etc. • Maintain a supply of gloves and hand sanitiser in vehicle for regular use. 		All Staff	Ongoing
<p>Travel and access at work</p> <p>Travel to and from work may lead to greater risk of virus transmission</p>	Staff Volunteers	<ul style="list-style-type: none"> • Staff not to travel on public transport wearing uniforms • Staff to wear face coverings when travelling on public transport • Staff to regularly wash uniform and face coverings. 		All Staff	Ongoing
<p>Provision and use of Personal Protective Equipment (PPE)</p>	Staff Volunteers Visitors	<ul style="list-style-type: none"> • Stocks levels of PPE and cleaning products to be regularly checked across the 3 centres. • Additional time allowed for ordering of PPE /cleaning materials. • Review of Government Guidelines to ensure appropriate PPE is in place. • Ensure staff are instructed / trained on what PPE to wear and when this should be worn. • All staff to ensure they are fully familiar with Risk assessments and PPE for the tasks being undertaken – including COVID Secure Requirements and adhere to the guidance. 		All Staff	Ongoing
<p>Musculoskeletal disorders as a result of using DSE at home for a long period of time.</p>	Staff	<p>Follow HSE guidance on display screen equipment in their Protect homeworkers page: https://www.hse.gov.uk/toolbox/workers/home.htm</p> <p>There is no increased risk for people working at home temporarily but if this arrangement becomes long term the risks should be assessed</p>	<p>Further information on how to set up a workstation for short duration home working and also what to do for long term home working can be found on HSE's Protect homeworkers page: https://www.hse.gov.uk/toolbox/workers/home.htm</p>	Home workers	Ongoing

		<p>For all people working at home using display screen equipment (DSE) information / training provided on how to protect themselves, e.g. take regular breaks, stretching exercises, set the equipment up properly.</p> <p>For people working at home longer term complete a DSE assessment to identify what equipment is needed to allow them to work safely at home</p>			
Keeping our Shops – COVID secure	<p>Staff Volunteers Customers</p>	<p>Adhere to the guidelines in the HM Government COVID-19 secure guidance for employers, employees and the self-employed: https://assets.publishing.service.gov.uk/media/5eb9703de90e07082fa57ce0/working-safely-during-covid-19-shops-branches-200910.pdf</p> <p>This document helps us to understand how to work safely and keep our customers safe during this pandemic, ensuring as many people as possible comply with social distancing guidelines.</p> <p>It gives us the freedom within a practical framework to think about what we need to do to restart our retail operation during the COVID-19 pandemic.</p> <p>We understand it is important that we can work safely and support our workers' and customers' health and wellbeing during the COVID-19 pandemic and not contribute to the spread of the virus.</p>		Retail staff	Ongoing
Poor workplace ventilation leading to risks of coronavirus spreading	<p>Staff Volunteers Customers Contractors</p>	<p>Follow HSE guidance on heating ventilation and air conditioning (HVAC): https://www.cibse.org/coronavirus-covid-19/coronavirus.-sars-cov-2.-covid-19-and-hvac-systems</p> <ul style="list-style-type: none"> Identify if we need additional ventilation to increase air flow in all or parts of your workplace 	Maintain air circulation systems in line with manufacturers' recommendations	All Staff	Ongoing

		<ul style="list-style-type: none"> • Fresh air is the preferred way of ventilating our workplace so opening windows and doors (that are not fire doors) can help • If we need additional ventilation provide it, e.g. mechanical ventilation, desk fans, air movers etc. • Switch heating ventilation and air conditioning (HVAC) systems to drawing in fresh air where they can be, rather than recirculating air 			
Equipment/ site maintenance/ contractors on site	Staff Contractors	<ul style="list-style-type: none"> • Non-emergency contractor visits to be arranged in advance. • Contractors to provide and wear face coverings and/or maintain 1 m social distance and all other appropriate PPE. • Contractor induction - contractors to be advised of need for following COVID safe guidelines, and to provide Risk Assessments and Method statements for safe working for review prior to coming on sites • Follow regular hand washing procedure or hand sanitisers before / after the work • Where possible, arrange to be undertaken at a time that limits exposure to staff and visitors. 			
First aid and emergency procedures	Staff	<ul style="list-style-type: none"> • Hands to be washed/sanitised before attending to injured. • Ensure face masks/coverings are used by first aider and as appropriate the casualty before treatment and disposed of appropriately after use. • First aiders to wear gloves. 		First Aiders	Ongoing
Emergency evacuation points in fire alarms	Staff Volunteers Customers Contractors	<ul style="list-style-type: none"> • Evacuate the buildings safely using safe exits routes. • On reaching the fire assembly point ensure that social distancing is maintained whilst awaiting further instructions. 		All Staff	Ongoing