




LOCATION / DEPARTMENT	ASEMBO – STAMFORD, LINCS.	RA REFERENCE NUMBER	COVID_SECURE_ASEMBO_001
TASK BEING ASSESSED	WORKING SAFELY DURING COVID-19		
DATE OF ASSESSMENT	22 ND JUNE 2020	REVIEW DATE	ONGOING
ASSESSMENT COMPLETED BY:	JAMES PARKER	SIGNATURE:	

Activity	What are the hazards?	Who might be harmed and how?	Existing control measures	Risk rating			Additional controls	Residual risk rating			Action / monitored by who	Action completed date
				Likelihood	Consequen	Risk Rating		Likelihood	Consequen	Risk Rating		
Describe the specific step of the task	Describe all hazards identified	Who are the people at risk and what are the effects of the hazard	Describe all controls applicable for each hazard. All controls must be valid in that they reduce severity, likelihood or both	Likelihood	Consequen	Risk Rating	Describe any additional control measures that require implementing to reduce the risk further	Likelihood	Consequen	Risk Rating	Identify who will be responsible for completing the additional control	Date when the additional control measure has been completed
Who should go to Asembo – Protecting people at higher risk	Exposing clinically extremely and vulnerable individuals	Asembo staff classed as extremely vulnerable and vulnerable. Clients classed as extremely vulnerable and vulnerable.	Anybody visiting Asembo is asked to complete a COVID-19 health questionnaire before they are able to come onto site.	2	3	6	Communications with all staff regarding returning to work identifying those staff who are unable to return to work.	2	2	4	Senior managers	July 4 th 2020
Who should go to Asembo – people who need to self-isolate	People displaying symptoms of COVID-19 or in a household with someone displaying symptoms of COVID-19 could transmit to other people in Asembo.	Asembo staff and clients	Staff and clients who are displaying symptoms of COVID-19 are advised to following existing government guidelines and self-isolate for 7 days. Staff and clients who are living in a household with someone who is displaying symptoms of COVID-19 advised to follow existing government guidelines and self-isolate for 14 days	3	3	9	Temperature screening on site so that staff and clients with a temperature of 37oC or above are made aware and go home.	2	2	4	Senior managers	July 4 th 2020

Who should go to Asembo - Equality in the workplace	Discrimination based on COVID-19	Asembo Staff	Proactive employee engagement focusing on understanding the individual needs of our staff.	2	3	6					Senior managers	July 4 th 2020
Social distancing at work – To maintain social distancing wherever possible	Staff unable to maintain 2m social distancing increasing risk of COVID-19 transmission	Asembo Staff		2	4	8	All returning staff to be educated in increased handwashing. Reminders to staff to sanitise their hands	2	3	6	Senior managers	July 4 th 2020
Social distancing at work – coming to and leaving work	Staff unable to maintain 2m social distancing increasing risk of COVID-19 transmission	Asembo Staff Asembo Clients	Staff to travel to work avoiding public transport; if the need arises to use public transport, maintain social distancing and use face coverings. Employees and clients to sanitise hands before entering the building. Employees and clients will be temperature screened before entering the building.	2	4	8	External markers and posters to be erected remind staff and clients of 2m distancing before entering the building. Fixed hand sanitisation point to be installed at the rear of the building, colleagues and staff to be instructed to sanitise their hands before entering the building. An alternative exit to the building will be through the front door to ensure a one-way flow.	2	3	6	Senior managers	July 4 th 2020
Social distancing at work – Movement around building and premises	Staff unable to maintain 2m social distancing increasing risk of COVID-19 transmission	Asembo Staff Asembo Clients	Cutting stations will have 2m spaces between them. Each room in the building with be issued with personal hand sanitiser. Staff to sanitise rooms and cutting stations in line with guidelines each time a client leaves	3	3	9	Chairs to be removed between cutting stations to ensure 2m spaces. Chairs to be removed from reception to ensure 2m spaces	2	2	4	Senior managers	July 4 th 2020

Cleaning the premises – Keeping the premises clean	Transmission of COVID-19 from surfaces containing bacteria and poor ventilation	Asembo Staff Asembo Clients	Cleaning frequently and disinfecting surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, keyboards using appropriate cleaning products and methods	3	3	9	Regular checks to be carried out to ensure proper procedures are being followed. Staff to clean work areas prior to commencing work and before leaving. Toilet checks during occupied hours to be completed hourly and to reported on compliance to the senior management Cleaning after a known or suspected case of COVID-19 will be completed in accordance with specific guidance decontamination in non-healthcare settings.	2	3	6	All staff	July 4 th 2020
Cleaning the premises – Hygiene handwashing , sanitation, facilities and toilets	Transmission of COVID-19 from bacteria caused by poor hand hygiene	Asembo Staff Asembo Clients	Hand washing facilities in place in all toilets. Hand sanitiser provided in all toilets. Hand sanitiser stations in other areas in addition to toilet areas. Information posters provided to remind people to wash hands regularly	2	3	6	Non-disposable towels to be taken out of use. Paper towel holders to be provided for hand drying. Additional bins to be provided and emptied on a regular basis.	2	3	6	Senior managers	July 4 th 2020
Use of protective equipment	N/A	Asembo Staff Asembo Clients	Use of personal protective equipment (face masks) is encouraged as the use of it is considered beneficial to prevent the spread of infection	2	3	6	N/A	2	2	4	N/A	July 4 th 2020

Use of face coverings to prevent the transmission of COVID-19		Asembo Staff Asembo Clients	Asembo will insist on all staff and clients using face coverings before entering the premises	2	3	6	N/A	2	2	4	N/A	July 4 th 2020
Workforce Management – Communications and training (returning to work)	Asembo staff returning to work unaware of COVID-19 safety procedures	Asembo Staff	There will be a poster at the entrance to the building detailing the process if displaying symptoms of COVID-19 and other relevant information.	1	4	4	COVID-19 safety procedures will be compulsorily communicated to all staff prior to them returning to work.	1	3	3	Senior managers	July 4 th 2020
Workforce Management – Communications and training (ongoing communications and signage)	Asembo staff not kept up to date with how safety measures are being implemented or updated.	Asembo Staff	We are communicating updates on a regular basis to all staff using various channels Information posters displayed indicating maximum persons allowed in different locations including staff room	1	4	4	Any changes to working practices following return to work will be communicated to staff.	1	3	3	Senior managers	July 4 th 2020
Inbound and outbound of goods	Staff unable to maintain 2m social distancing during delivery of goods and transmission of COVID-19 from surfaces containing bacteria	Asembo Staff	Deliveries to be left in reception by delivery driver, 2m social distancing to be adhered to by staff member. Staff to regularly sanitise their hands after receipt of deliveries.	1	4	4	Staff to be issued with gloves for the handling of parcels.	1	4	4	Senior managers	July 4 th 2020

Probability	Severity				
	1 Insignificant Any injury or disease that needs first-aid treatment only	2 Minor Any injury or disease requiring medical treatment and / or that is likely to result in a person being incapacitated from normal activity for continuous period of up to 7 days	3 Moderate Any injury or disease that is likely to result in a person being incapacitated from normal activity for a continuous period of 7 or more days	4 Major Total and permanent disability	5 Fatality Fatality or multiple fatalities
1 Rare The event may occur in exceptional circumstances	1	2	3	4	5
2 Unlikely More likely not to occur in normal conditions	2	4	6	8	10
3 Moderate Given time, likely to occur	3	6	9	12	15
4 Likely The event will probably occur in most circumstances	4	8	12	16	20
5 Almost certain The event is expected to occur in most circumstances	5	10	15	20	25

1-4: Low Risk. May be tolerable, but ensure controls are maintained. Look to improve further or eliminate if at all possible
5-12: Medium Risk. Look to improve within specified timescale
15-25: High Risk. Stop activity and make immediate improvements