

# GWESTY TY NEWYDD

## Covid-19 Work-Place Risk Assessment

**Objective:**

The following Covid-19 Work-Place Risk Assessment has been conducted with consideration given to the layout of company's premises, and the working hazards associated with **Coronavirus 2019 (COVID-19)** made publicly known at the time of writing. The overall aim of this Risk Assessment is to limit/reduce possible transmission of the virus to the lowest reasonably practicable level possible by implementing effective controls in the work-place.

All control measures put into place as Company Policies and Procedures **MUST** be adhered to by all employees and 'others' visiting the premises where applicable.

Guidance from NHS, UK and Welsh Government Websites which provide up-to-date information will be regularly monitored and any necessary changes made in working practice as a result will be shared and communicated to all employees either verbally or in writing. The Company's Covid-19 Work-Place Risk Assessment will be formally reviewed by management and employee representatives every 12 weeks or when a significant change is required as official understanding of how the virus spreads evolves.

Covid-19 Risk Assessment completed by: Bethan Roberts			
Date:	4/7/20	Next Review Date:	4/10/20
Summary of Changes:			
Copy attached to Staff Notice Board by:		Sharon Roberts	

		Likelihood				
		Very Unlikely	Unlikely	Possible	Likely	Very Likely
		1	2	3	4	5
Severity	Negligible	1	2	3	4	5
	Minor	2	4	6	8	10
	Moderate	3	6	9	12	15
	Major	4	8	12	16	20
	Extreme	5	10	15	20	25

*Risk matrix used in risk assessment  
 Risk = Likelihood x Severity  
 (RR = residual risk)*

Identified Hazard	Consequences	Who is at Risk	Risk Factor	Control measures	RR
<p><b>CV. 01</b> <b>Exposure from others due to:</b></p> <p>1) Living with someone with a confirmed case of COVID-19 2) Close contact (within 2 metres for 15 minutes or more) with a confirmed case of COVID-19 3) Being advised by a public health agency that contact with a diagnosed case has occurred</p>	<p>Spread of Virus Severe Illness Death</p>	<p>Employees Others</p>	<p>3 x 4 = <b>12</b></p>	<ul style="list-style-type: none"> <li>Advice on risks, symptoms and control measures provided to all employees via <i>Group FB chat, Information shared on Staff Notice Board, Staff Guidance, Policies &amp; Procedures controlled document</i></li> <li>Employees who have had contact with a confirmed case of Covid-19 must contact their doctor's surgery for guidance and advice on self-isolation while maintaining contact with management during self-isolation for any updates in Company Policies and Procedures. Employees must not return to work until their period of self-isolation has ended and a Return to Work Questionnaire has been completed</li> <li>Management will regularly monitor NHS, Local Council, UK and Welsh Government Websites for up-to-date information and subsequently any necessary required changes in working practices will be shared and communicated to all employees either verbally or in writing</li> <li>Management will organise small working teams and shift patterns to limit contact between different employees and will keep records of working rotas to enable effective track and trace of employees in the event contact with a diagnosed case has occurred</li> <li>Management will comply with Government Legislation required to enable effective track and trace of Others visiting the premises in the event contact with a diagnosed case has occurred.</li> </ul>	<p>2 x 4 = <b>8</b></p>
<p><b>CV. 02</b> <b>Access / egress and control of movement throughout the premises</b></p> <p>1) Exposure from people in general 2) Exposure from large number of people present/congregating on premises at any one time</p> <p><b>(SEE PREMISES CONTROL FLOW PLAN FOR SPECIFIC DETAILS AND ADDITIONAL INFORMATION)</b></p>	<p>Spread of Virus Severe Illness Death</p>	<p>Employees Others</p>	<p>3 x 4 = <b>12</b></p>	<ul style="list-style-type: none"> <li>Management and employees will monitor access to premises to reduce congestion and limit number of customers present at any one time to enable social distancing measures between people</li> <li><b>Hand Sanitising stations are provided at all access and egress points so that everybody entering or leaving premises can sanitise their hands following the method signage prominently situated at each station</b></li> <li><b>Signage will be displayed by the lift, reminding guests not to mix with other parties and hand-sanitiser stations will be placed on each floor, outside the lift.</b></li> <li>All doors will be wedged open where possible to reduce touch points (This does not apply to Fire Doors)</li> <li>Floor markings and accompanying customer information signage are situated to control/minimize movement throughout the premises – monitored and controlled by management and employees</li> <li>If customers arrive in a large group or attempt to congregate in the pub after arrival, they will be asked to disperse around the pub, if capacity allows, or leave the premises.</li> </ul>	<p>1 x 4 = <b>4</b></p>

Identified Hazard	Consequences	Who is at Risk	Risk Factor	Control measures	RR
<p><b>CV. 03</b> <b>Access / Egress of Restroom facilities</b></p> <p>1) Exposure from people in general 2) Exposure from people congregating in restroom facilities</p>	<p>Spread of Virus Severe Illness Death</p>	<p>Employees Others</p>	<p>4 x 4 = <b>16</b></p>	<ul style="list-style-type: none"> <li>The number of people using toilet facilities at any one time will be restricted. The size of each facility determines how many people can use it at any one time to maintain the required social distance. <b>Relevant information to this effect is provided on notices prominently placed outside each facility</b></li> <li>Enhanced frequent cleaning and sanitising of all facilities during trading hours and at the end of each day particularly door handles, locks and the toilet flush.</li> <li>Provision of suitable and sufficient rubbish bins for hand towels with regular removal and disposal, and soap and sanitiser levels checked regularly and refilled where required</li> <li><b>Suitable signs and posters detailing correct handwashing and hand sanitising methods placed in all restroom facilities</b></li> </ul>	<p>2 x 4 = <b>8</b></p>
<p><b>CV. 04</b> <b>Exposure from being within 2 metres OR 1 metre with risk mitigation of work colleagues or others (where 2m is not viable)</b></p>	<p>Spread of Virus Severe Illness Death</p>	<p>Employees Others</p>	<p>4 x 4 = <b>16</b></p>	<ul style="list-style-type: none"> <li>Employees are encouraged to speak up or inform management immediately if they see another person on site breaching the social distancing rules and/or compromising other control measures</li> <li>Employees must maintain good personal hygiene as per Company Policies and Procedures with particular reference given to the frequent washing and sanitising of hands</li> <li><b>Where unavoidable, the frequency of working within 2m will be kept to an absolute minimum, for strictly low intensity, sporadic work where exposure is less than 15 minutes</b></li> <li><b>Suitable signs and posters detailing social distancing measures and controls placed around premises</b></li> <li>Management will continuously monitor and review government advice, guidelines and regulations to ensure social distancing rules are controlled throughout the premises, involving but not limited to; <ul style="list-style-type: none"> <li>Installing screens or closing off areas where space is restricted and/or cannot be otherwise adapted to comply with rules</li> <li>Reconfiguring seating and tables to optimise spacing to comply</li> <li>Using floor markings and wall signage to help people keep to the recommended distances</li> <li>Reduce the number of persons in any work area to comply with rules</li> </ul> </li> </ul> <p><a href="https://www.gov.uk/government/publications/stayingalert-and-safe-social-distancing/staying-alert-and-safesocial-distancing">https://www.gov.uk/government/publications/stayingalert-and-safe-social-distancing/staying-alert-and-safesocial-distancing</a></p>	<p>2 x 4 = <b>8</b></p>

Identified Hazard	Consequences	Who is at Risk	Risk Factor	Control measures	RR
<b>CV. 04</b> <b>Spread of Covid-19</b> <b>Coronavirus from Hands to</b> <b>Face</b>	Spread of Virus Severe Illness Death	Employees Others	4 x 4 = <b>16</b>	<ul style="list-style-type: none"> <li>Employees must maintain good personal hygiene as per Company Policies and Procedures with extra emphasis given to the frequent washing and sanitising of hands at the start of shift and on regular basis to wash their hands for 20 seconds with soap and water and the importance of proper drying with disposable towels. See hand washing guidance <a href="https://www.nhs.uk/live-well/healthybody/best-way-to-wash-your-hands/">https://www.nhs.uk/live-well/healthybody/best-way-to-wash-your-hands/</a></li> <li>Employees reminded to catch coughs and sneezes in tissues – e.g. Catch it, Bin it, Kill it, and to avoid touching face, eyes, nose or mouth</li> <li>Employees made aware that wearing of gloves is not a substitute for good hand washing however when worn they should be changed when necessary</li> <li>Employees will be provided PPE where required. Employees must follow the guidance and training provided for the safe use, cleaning and disposal of PPE and face coverings/visors to avoid self-contamination</li> <li><b>Suitable signs and posters detailing personal hygiene and correct PPE usage placed around premises</b></li> </ul>	1 x 4 = <b>4</b>
<b>CV.05</b> <b>Spread of Covid-19</b> <b>Coronavirus throughout</b> <b>premises from Surfaces to</b> <b>Hands</b>	Spread of Virus Severe Illness Death	Employees Others	4 x 4 = <b>16</b>	<ul style="list-style-type: none"> <li>Frequent cleaning and sanitizing of objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, machine controls, shared IT / POS systems etc using appropriate products and methods</li> <li>Appropriate cleaning and sanitising products will be provided especially those being used on machine controls / electrical items</li> <li>Employees to effectively clean shared hand-held or hand-touch work utensils and equipment before and after use</li> <li>Rigorous checks will be carried out by management to ensure that the necessary cleaning and sanitising procedures are being followed</li> <li><b>Further details regarding cleaning regimes can be found in Company's Covid-19 Guidance, Policy &amp; Procedures Document</b></li> </ul>	1 x 4 = <b>4</b>
<b>CV. 06</b> <b>Risks to the mental health of</b> <b>the work force</b>	Negative impact on mental health and/or work- force moral	Employees	3 x 3 = <b>9</b>	<ul style="list-style-type: none"> <li>Management will promote mental health &amp; wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help <a href="https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/">https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/</a></li> <li>Mental health organisation telephone number and the services they provide to be posted on staff notice board</li> <li>Managers to call staff working from home or self-isolating daily</li> </ul>	2 x 3 = <b>6</b>

Identified Hazard	Consequences	Who is at Risk	Risk Factor	Control measures	RR
<b>CV. 07</b> Risks to clinically extremely vulnerable groups, clinically vulnerable people and those with protected characteristics	Spread of Virus Severe Illness Death	Employees	4 x 5 = <b>20</b>	<p><b>Identification of employees in the following groups;</b></p> <p>Clinically extremely vulnerable groups:  <a href="https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19">https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</a></p> <p>Clinically vulnerable people:  <a href="https://www.gov.uk/government/publications/full-guidance-on-staying-at-home-and-away-from-others/full-guidance-on-staying-at-home-and-away-from-others">https://www.gov.uk/government/publications/full-guidance-on-staying-at-home-and-away-from-others/full-guidance-on-staying-at-home-and-away-from-others</a></p> <p>Protected Characteristics:  <a href="https://www.gov.uk/discrimination-your-rights">https://www.gov.uk/discrimination-your-rights</a></p> <ul style="list-style-type: none"> <li>• Management will identify staff who fall into these groups</li> <li>• People in the Clinically extremely vulnerable group will not attend site</li> <li>• People in the clinically vulnerable group or those with protected characteristics will be assessed to ensure the safest possible working environment and wherever possible be encouraged to work from home</li> </ul>	1 x 5 = <b>5</b>
<b>CV. 08</b> Risks associated with cleaning of areas where a case of Covid-19 infection is suspected or confirmed	Spread of Virus Severe Illness Death	Employees Others	4 x 5 = <b>20</b>	<p><b>Cleaning of areas where a case of Covid 19 is confirmed or suspected Work areas and common areas visited by a person confirmed to have had Covid 19 or suspected of being infected need an enhanced cleaning routine as set out in the government guidance:</b></p> <p><a href="https://www.gov.uk/government/publications/covid19-decontamination-in-non-healthcare-settings/covid19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid19-decontamination-in-non-healthcare-settings/covid19-decontamination-in-non-healthcare-settings</a></p>	1 x 4 = <b>4</b>
<b>CV. 09</b> Exposure from carrying out specific work tasks and activities	Spread of Virus Severe Illness Death	Employees Others		<b>PLEASE REFER TO THE COMPANY'S COVID-19 GUIDANCE STANDARDS &amp; PROCEDURES DOCUMENT</b>	

**MEETING NOTES:** *(Brief summary of issues discussed)*

**SIGNATURE OF ALL PERSONS PRESENT AT MEETING:**