



# Coronavirus (COVID-19)

Information

Risk assessment (ongoing)

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## 1.0 Introduction

This guidance has been developed on information provided by:

- The UK NHS (National Health Service)
- The WHO (World Health Organisation)
- CIPD (The Chartered Institute of Personnel and Development)
- The UK FCO (Foreign and Commonwealth Office)
- A. Protheroe MSc, CMIOSH
- GOV.UK
- Australian Government
- Public Health Wales

Date: 3<sup>rd</sup> June 2020, 0900hrs

Coronaviruses (CoV) are a large family of viruses that cause illness ranging from the common cold to more severe diseases such as Middle East Respiratory Syndrome (MERS-CoV) and Severe Acute Respiratory Syndrome (SARS-CoV). A novel coronavirus (COVID-19) was identified in 2019 in Wuhan, China. This is a new coronavirus that has not been previously identified in humans.

Coronaviruses are zoonotic, meaning they are transmitted between animals and people. Detailed investigations found that SARS-CoV was transmitted from civet cats to humans and MERS-CoV from dromedary camels to humans. Several known coronaviruses are circulating in animals that have not yet infected humans.

## 2.0 Number of coronavirus (COVID-19) cases and risk in the UK?<sup>1</sup>

As of 2<sup>nd</sup> June 2020, a total of 4,615,146 tests in the UK, of which 277,985 were confirmed as positive. 39,369 patients who tested positive have died..

### RISK LEVEL

The risk to the UK has been raised to **HIGH**.

## 3.0 Symptoms of coronavirus<sup>2</sup>

The most common symptoms of coronavirus (COVID-19) are recent onset of:

- new continuous cough and/or
- high temperature

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<sup>1</sup> <https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public#number-of-cases>

<sup>2</sup> <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-people-with-confirmed-or-possible-coronavirus-covid-19-infection#symptoms>

For most people, coronavirus (COVID-19) will be a mild infection

#### 4.0 How coronavirus is spread<sup>3</sup>

Because it's a new illness, we do not know exactly how coronavirus spreads from person to person.

Similar viruses are spread in cough droplets.

It's very unlikely it can be spread through things like packages or food.



#### 5.0 How to avoid catching or spreading germs

There are things you can do to help stop viruses like coronavirus spreading.

##### DO

1. wash your hands with soap and water often – do this for at least 20 seconds
2. always wash your hands when you get home or into work
3. use hand sanitiser gel if soap and water are not available
4. cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze
5. put used tissues in the bin immediately and wash your hands afterwards
6. try to avoid close contact with people who are unwell

##### DO NOT

- do not touch your eyes, nose or mouth if your hands are not clean.

#### 6.0 Social distancing in the workplace <sup>4</sup>

To reduce the spread of germs in the workplace:

- Stay at home if you are sick
- Stop handshaking as a greeting
- Hold meetings via video conferencing or phone call
- Defer large meetings
- Hold essential meetings outside in the open air if possible

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<sup>3</sup> <https://www.nhs.uk/conditions/coronavirus-covid-19/>

<sup>4</sup> <https://www.health.gov.au/resources/publications/coronavirus-covid-19-information-on-social-distancing>

- Promote good hand and sneeze/cough hygiene and provide hand sanitisers for all staff and workers
- Take lunch at your desk or outside rather than in the lunchroom/welfare area
- Clean and disinfect high touch surfaces and equipment regularly
- Consider opening windows and adjusting air conditioning for more ventilation
- Limit food handling and sharing of food in the workplace
- Reconsider non-essential business travel
- Promote strictest hygiene among food preparation (canteen) staff and their close contacts
- Consider if large gatherings can be rescheduled, staggered or cancelled
- Keep the recommended distance apart (2m)

## 7.0 Stay at home if you have coronavirus symptoms<sup>5</sup>

Stay at home for 7 days if you have either:



- a high temperature – you feel hot to touch on your chest or back
- a new, continuous cough – this means you've started coughing repeatedly

Do not go to a GP surgery, pharmacy or hospital.

You do not need to contact 111 to tell them you're staying at home.

Testing for coronavirus is not needed if you're staying at home.

**USE THE NHS 111 ONLINE CORONAVIRUS SERVICE IF:**

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<sup>5</sup> <https://www.nhs.uk/conditions/coronavirus-covid-19/>

- you feel you cannot cope with your symptoms at home
- your condition gets worse
- your symptoms do not get better after 7 days

**Only call 111 if you cannot get help online.**

## 8.0 Why has self-isolation advice changed from 14 to 7 days<sup>6</sup>

The 14 day period is for those who have had exposure to a confirmed case but have not shown symptoms. The 14 days represents the potential incubation period (the time it takes for symptoms to show if you have been infected).

Most people will no longer be likely to transmit the virus 7 days after the onset of symptoms. You do not need to call NHS111 to go into self-isolation. If your symptoms persist past 7 days you should contact NHS Direct Wales online. If you have no internet access, you should call NHS 111.

## 9.0 Stay at home advice<sup>7</sup>

### DO

- try to keep at least 2 metres (3 steps) from other people in your home, particularly older people or those with long-term health conditions
- ask friends and family and delivery services to deliver things like food shopping and medicines – but avoid contact with them
- sleep alone if possible
- regularly wash your hands with soap and warm water for at least 20 seconds
- try to stay away from older people and those with long-term health conditions
- drink plenty of water and take everyday painkillers, such as paracetamol and ibuprofen, to help with your symptoms

### DO NOT

- do not have visitors (ask people to leave deliveries outside)
- do not leave the house, for example to go for a walk, to school or public places



## 10.0 Ending self-isolation <sup>8</sup>

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

<sup>6</sup> <https://phw.nhs.wales/topics/latest-information-on-novel-coronavirus-covid-19/self-isolation-advice/>

<sup>7</sup> <https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-advice/>

<sup>8</sup> <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-people-with-confirmed-or-possible-coronavirus-covid-19-infection#symptoms>

improvement and have not already sought medical advice, contact NHS 111 online. If you have no internet access, call NHS 111.

Coughing may persist for several weeks in some people, despite the coronavirus infection having cleared. A persistent cough alone does not mean you must continue to self-isolate for more than 7 days.

## 11.0 Travel advice: coronavirus (COVID-19)<sup>9</sup>

Guidance for British people travelling and living overseas following the outbreak of coronavirus (COVID-19).

### Foreign & Commonwealth Office (FCO) travel advice

Foreign & Commonwealth Office travel advice is constantly under review, so that it reflects our latest assessment of risks to British people.

In response to coronavirus measures we are advising against all and all but essential travel to some countries, cities and regions. You must check the travel advice to the country you are travelling to.

## 12.0 Preventing the spread of COVID-19 in the workplace<sup>10</sup>

Low-cost measures below will help prevent the spread of infections in the workplace, such as colds, flu and stomach bugs, and protect your customers, contractors and employees.

Employers should start doing these things now, even if COVID-19 has not arrived in the communities where they operate. They can already reduce working days lost due to illness and stop or slow the spread of COVID-19 if it arrives at one of your workplaces.

- Make sure your workplaces are clean and hygienic
  - Surfaces (e.g. desks and tables) and objects (e.g. telephones, keyboards, tools) need to be wiped with disinfectant regularly
  - Why? Because contamination on surfaces touched by employees and customers is one of the main ways that COVID-19 spreads
  - Maintain social distancing of 2m with all employees
- Promote regular and thorough handwashing by employees, contractors and customers
  - Put sanitizing hand rub dispensers in prominent places around the workplace/vehicles. Make sure these dispensers are regularly refilled
  - Display posters promoting hand-washing—ask your local public health authority for these or look on [www.WHO.int](http://www.WHO.int).
  - Combine this with other communication measures such as offering guidance from occupational health and safety officers, briefings at meetings and information on the intranet to promote handwashing
  - Make sure that staff, contractors and customers have access to places where they can wash their hands with soap and water
  - Why? Because washing kills the virus on your hands and prevents the spread of COVID – 19

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<sup>9</sup> <https://www.gov.uk/guidance/travel-advice-novel-coronavirus>

<sup>10</sup> <https://www.who.int/docs/default-source/coronaviruse/getting-workplace-ready-for-covid-19.pdf>



### **13.0 How long can the virus survive?<sup>11</sup>**

How long any respiratory virus survives will depend on a number of factors, for example:

- what surface the virus is on
- whether it is exposed to sunlight
- differences in temperature and humidity
- exposure to cleaning products

Under most circumstances, the amount of infectious virus on any contaminated surfaces is likely to have decreased significantly by 72 hours.

We know that similar viruses are transferred to and by people's hands. Therefore, regular hand hygiene and cleaning of frequently touched surfaces will help to reduce the risk of infection.

### **14.0 If you have pets in the household <sup>12</sup>**

At present, there is no evidence that companion animals or pets such as dogs and cats, can be infected with coronavirus (COVID-19).

### **15.0 Treatment for coronavirus<sup>13</sup>**

- There is currently no specific treatment for coronavirus
- Antibiotics do not help, as they do not work against viruses
- Treatment aims to relieve the symptoms while your body fights the illness
- You'll need to stay in isolation away from other people until you've recovered.

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<sup>11</sup> <https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/guidance-for-employers-and-businesses-on-covid-19>

<sup>12</sup> <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-people-with-confirmed-or-possible-coronavirus-covid-19-infection>

<sup>13</sup> <https://www.nhs.uk/conditions/coronavirus-covid-19/>

# CORONAVIRUS

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Are you suffering from the following signs and symptoms?

- Cough
- Fever
- Difficulty in breathing / shortness of breath



Cough



Fever



Shortness of  
breath

If yes, to protect yourself and others please go home and search 'NHS Coronavirus' for advice and access the 111 online coronavirus service.

As soon as possible contact your Employer for guidance.

**Do not enter this building**



Poster layout and content developed from NHS and Public Health England.

**APPENDIX 2:** Awareness Poster 2 – Wash Your Hands

# CORONAVIRUS

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# Wash your hands

## more often for

# 20 seconds

Use soap and water or a hand sanitiser when you:

- Get home or into work
- Blow your nose, sneeze or cough
- Eat or handle food

## CORONAVIRUS

### PROTECT YOURSELF & OTHERS

- 1 - Safe Place!
- 2 - Safe Person!



Poster layout and content developed from NHS and Public Health England.

# CORONAVIRUS

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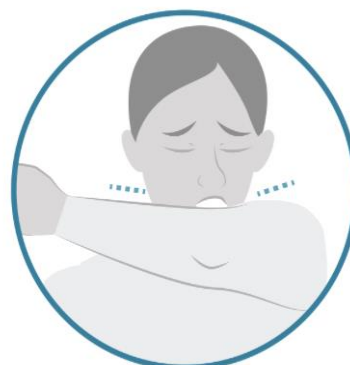
**Wash hands frequently** with soap and water or use a sanitiser gel



Catch coughs and sneezes with **disposable tissues**



**Throw away used tissues** (then wash hands)



If you don't have a tissue **use your sleeve**



**Avoid touching your eyes, nose and mouth with unwashed hands**



**Avoid close contact with people who are unwell**

**APPENDIX 4 : Awareness Poster 4 – Staying Covid-19 Secure in 2020**

# Staying COVID-19 Secure in 2020

We confirm we have complied with the government's guidance on managing the risk of COVID-19

## FIVE STEPS TO SAFER WORKING TOGETHER

- ✓ We have carried out a **COVID-19 risk assessment** and shared the results with the people who work here
- ✓ We have **cleaning, handwashing and hygiene procedures** in line with guidance
- ✓ We have taken all reasonable steps to **help people work from home**
- ✓ We have taken all reasonable steps to **maintain a 2m distance** in the workplace
- ✓ Where people cannot be 2m apart, we have done everything practical to **manage transmission risk**

Employer \_\_\_\_\_ Date \_\_\_\_\_

Who to contact: \_\_\_\_\_ Your Health and Safety Representative  
(or the Health and Safety Executive at [www.hse.gov.uk](http://www.hse.gov.uk) or 0300 003 1647)

**APPENDIX 5 : Risk assessment**

**Part 1: Risk assessment for coronavirus (COVID-19)**

Risk assess each hazard and implement the necessary controls as appropriate. Provide awareness briefings to all affected workers and contractors, use the briefing record to capture their names..

Description	Factories Plant and Warehouses.						
Prepared by ( <i>print</i> )		Prepared by ( <i>sign</i> )		Position		Date	
Authorised by ( <i>print</i> )		Authorised by ( <i>sign</i> )		Position		Date	

Risk No.	Hazard	Who might be affected and how?	Enter either, or/and 1 - Details of recommended NHS / UK Government / FCO / WHO / etc. / General health and safety risk management controls (zoonosis) 2 - What we are currently doing	Evaluate current control measures. Do we need to implement additional controls?			Enter either, or/and 1 - New control measures recommended 2 - Why the recommended control measures are not implemented 3 - General comments	By who	By when
				YES	NO	N/A			
R1	Undertaking Manufacturing, plant or warehousing activities with either suspected or confirmed COVID-19 case.	Employees may contract virus COVID-19 which is an illness that can affect your lungs and airways often resulting in a fever and persistent cough.	1 - Those who are required to socially distance (e.g. those over 70, pregnant or with underlying health conditions) will not be permitted to enter the site or come in close contact with occupants (Maintain 2m Distance). 2 - Employees will maintain a social distance of 2m at all times.		No		Discuss this Risk Assessment with Employees PPE supplied to all employees as well as masks, gloves, antibacterial wipes, hand sanitiser.	Operatives /Foremen	14.05.2020



		<p>Some severe symptoms or death may occur in extreme cases.</p>	<p>3 - Staff to ensure good hygiene arrangements, handwashing regularly</p> <p>4 - Disinfecting areas prior to touching them using a disposable cloth</p> <p>5 - Use of PPE – FFP2 or 3 face mask, disposable gloves, overalls where required</p> <p>6 - Decontamination of equipment/ items or PPE where required</p> <p>7 - Further increasing the frequency of hand washing and surface cleaning as well as tools and equipment.</p> <p>8 - Keeping the activity time involved as short as possible.</p> <p>9 - Using screens or barriers to separate people from each other.</p> <p>10 - Using back-to-back or side-to-side working (rather than face to-face) whenever possible.</p> <p>11 - Reducing the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others).</p> <p>12 - Clearing workspaces and removing waste and belongings from the work area at the end of a shift.</p> <p>13 - Using signs and posters to build awareness of good hand washing technique, the need to increase hand washing frequency, avoid touching your face and the need to cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available.</p> <p>14 - Providing regular reminders and signage to maintain hygiene standards.</p> <p>15 - Providing hand sanitiser in multiple locations in addition to washrooms.</p>									
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			16 - Setting clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved as much as possible.						
R2	<p>Coronavirus (COVID-19) (CV19)</p> <p><b>Someone entering the workplace with CV19</b></p>	<p><b>Employees</b></p> <p>A visitor enters the workplace with CV19 and passes the virus on to employees.</p>	<p>1 - An information poster/email is sent to regular visitors which highlights the risks of CV19 and states that symptomatic individuals will not be allowed entry or will be requested to leave.</p> <p>2 - An information poster highlighting the symptoms of CV19 is placed on the entry/sign in point. The poster will state that symptomatic individuals will not be allowed entry.</p> <p>3 - Hygiene requirements (handwashing etc.) and symptoms of CV19 will be included within Induction.</p> <p>4 - CV19 Information posters are placed in designated locations within the workplace (toilets, notice boards, vehicles etc).</p> <p>5 - Staggering arrival and departure times at work to reduce crowding into and out of the workplace, taking account of the impact on those with protected characteristics.</p> <p>6 - Providing additional parking or facilities such as bike-racks to help people walk, run, or cycle to work where possible.</p> <p>7 - Limiting passengers in corporate vehicles, for example, work minibuses. This could include leaving seats empty.</p> <p>8 - Reducing congestion, for example, by having more entry points to the workplace.</p> <p>9 - Using markings and introducing one-way flow at entry and exit points.</p>	Yes			<p>1. Ensure toolbox talks are conducted to remind employees</p>	Operatives /Foremen	Daily or weekly

			<p>10 - Providing handwashing facilities, or hand sanitiser where not possible, at entry and exit points.</p> <p>11 - Providing alternatives to touch-based security devices such as keypads.</p> <p>12 - Defining process alternatives for entry/exit points where appropriate, for example, deactivating pass readers at turnstiles in favour of showing a pass to security personnel at a distance.</p> <p>13 - Encouraging visitors visits via remote connection or remote working for visitors where this is an option.</p> <p>14 - Limiting the number of visitors at any one time.</p> <p>15 - Determining if schedules for essential services and contractor visits can be revised to reduce interaction and overlap between people, for example, carrying out services at night.</p> <p>16 - Maintaining a record of all visitors.</p> <p>17 - This information has been passed onto employees.</p>					
R3	<p>Coronavirus (COVID-19) (CV19)</p> <p><b>Someone becomes ill within the workplace</b></p>	<p><b>Employees, visitors</b></p> <p>Contracted CV19 by any means.</p>	<p>1 - Person will be removed to a designated area which is at least 2 metres away from other people.</p> <p>2 - The individual will be sent home and advised to follow NHS guidance online. If the person is a visitor, their organisation will also be contacted.</p> <p>3 - The workplace will be decontaminated following Governmental guidance:  <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></p>	No		<p>1. We will have identified a designated room or area where they can be isolated</p>	Supervisor	14.05.2020

			4 - This information has been passed onto employees.						
R4	Coronavirus (COVID-19) (CV19)  <b>Contaminated workplace</b>	<b>Employees, visitors</b>  A person catches CV19 due to contaminated surfaces.	1 - An increased formal cleaning regime is underway. Employees are cleaning equipment more often (keyboards, work surfaces, tools, equipment etc.). 2 - Hand sanitisers have been placed in the workplace/Vehicles. 3 - Extra hygiene requirements (handwashing etc.) are enforced. 4 - Multi-use handtowels are not used to dry hands. 5 – PPE in the form of gloves, glasses, face visors etc have been provided. 6 - This information has been passed onto employees.	No		Employed Contract cleaning company to clean morning and evening, with monthly deep clean of premises.	Contractor	14.05.2020	
R5	Coronavirus (COVID-19) (CV19)  <b>Proximity, workplace gatherings</b>	<b>Employees</b>  A person catches CV19 due to working closely with an infected person.	1 - A <i>Social Distancing</i> policy has been implemented. All work areas and activities have been evaluated to implement social distancing 2m from another employee (include canteens, clocking areas, deferring large meetings etc.) <a href="https://www.health.gov.au/resources/publications/coronavirus-covid-19-information-on-social-distancing">https://www.health.gov.au/resources/publications/coronavirus-covid-19-information-on-social-distancing</a> 2 – Where activities when employees are closer than 2m are required then additional controls have been implemented. 3 - Further increasing the frequency of hand washing and surface cleaning. 4 - Keeping the activity time involved as short as possible. 5 - Using screens or barriers to separate people from each other.	No		None	Supervisor	14.05.2020	

			<p>6 - Using back-to-back or side-to-side working (rather than face to-face) whenever possible.</p> <p>7 - Reducing the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others).</p> <p>8 - Reducing movement by discouraging non-essential trips within buildings and sites. For example, restricting access to some areas, encouraging use of telephones where permitted, and cleaning them between use.</p> <p>9 - Reducing job rotation and equipment rotation, for example, single tasks for the day.</p> <p>10 - Implementing one-way systems where possible on walkways around the workplace.</p> <p>11 - Using signage to mark out 2m to show controlled flows of people moving throughout the site, corridors etc</p> <p>12 - Reducing occupancy of vehicles used for onsite travel, for example, shuttle buses, and when needed social distancing measures are followed within the vehicles.</p> <p>13 - Reviewing layouts, line set-ups or processes to allow people to work further apart from each other.</p> <p>14 - Using floor tape or paint to mark areas to help workers keep to a 2m distance.</p> <p>15 - Only where it is not possible to move workstations further apart, we've arranged</p>						
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			<p>people to work side by side or facing away from each other rather than face-to-face.</p> <p>16 - Only where it is not possible to move workstations further apart, we're installing screens to separate people from one another.</p> <p>17 - Using a consistent pairing system if people have to work in close proximity, for example, during two-person working, lifting or maintenance activities that cannot be redesigned.</p> <p>18 - Staggering break times to reduce pressure on breakrooms or places to eat.</p> <p>19 - Using safe outside areas for breaks.</p> <p>20 - Creating additional space by using other parts of the worksite or building that have been freed up by remote working.</p> <p>21 - Using protective screening for staff in receptions or similar areas.</p> <p>22 - Providing packaged meals or similar to avoid opening staff canteens, where possible.</p> <p>23 - Reconfiguring seating and tables to maintain spacing and reduce face-to-face interactions.</p> <p>24 - Encouraging staff to stay on-site during working hours.</p> <p>25 – introducing use of social distance marking for other common areas such as toilets, showers, lockers and changing rooms and in any other areas where queues typically form.</p>						
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			24- This information has been passed onto employees.						
R6	Coronavirus (COVID-19) (CV19)  <b>General</b>	<b>Employees (including those considered at increased risk)</b>  Employees are not aware of the risks from CV19 and become infected due to lack of awareness of control measures.	<p>1 – NHS provides advice on what CV19 is, what the risks are, the symptoms, how CV19 is spread, and how to avoid catching or spreading germs (simple Do's and Don'ts): <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/">https://www.nhs.uk/conditions/coronavirus-covid-19/</a></p> <p>2 – The WHO (World Health Organisation) provides information and a free 5-minute video on which has been provided to our employees CV19: <a href="https://openwho.org/courses/introduction-to-ncov">https://openwho.org/courses/introduction-to-ncov</a></p> <p>3 – Government guidance on hand washing is provided in line with the 20 second rule: <a href="https://www.nhs.uk/video/pages/how-to-wash-hands.aspx">https://www.nhs.uk/video/pages/how-to-wash-hands.aspx</a></p> <p>4 – Additional consideration will be given to those employees who may be deemed to be at increased risk.</p> <p>5 – Advice on risks, symptoms and control measures has been passed onto employees. A formal training program has been implemented which considers this RA..</p>	No	None	Manager			
R7	Coronavirus (COVID-19) (CV19)  <b>Self-isolation</b>	<b>Employees</b>  Employees are not aware of the need to self-	<p>1 – NHS 111 online provides advice on when to self-isolate and access to an online interactive and personal checklist: <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-advice/">https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-advice/</a></p>	No	None	Manager			

		isolate or how to self-isolate.	2 – Advice on how to self-isolate has been passed onto employees.						
R8	Coronavirus (COVID-19) (CV19)  <b>Symptomatic or exposed employee(s)</b>  <b>Presenteeism</b>	Employee(s) is/are symptomatic of CV19 or has been in close contact with someone with CV19.  A person catches CV19 due to another employee continuing to work despite being unwell.	1 – Employee(s) is/are advised to follow NHS online guidance: <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/">https://www.nhs.uk/conditions/coronavirus-covid-19/</a> 2 – If NHS 111 or a GP determines the employee is symptomatic and certifies them unfit for work, they will be treated as off sick as per normal policy. 3 – Symptomatic employees will be sent home. 4 – Colleagues who have had contact with a symptomatic employee will be made aware of the symptoms and advised to contact NHS online for guidance. 5 – Working from home will be considered. 6 – As a last resort, if we decide to suspend an employee as a precaution this will be on full pay unless the employees specific contract provides us a right to suspend without full pay for this reason. Such a suspension will not be considered a 'medical suspension'. 7 – This advice or how to access it is passed onto employees.						
R9	Coronavirus (COVID-19) (CV19)  <b>Employee(s) who have contracted CV19</b>	<b>Employees, general public, family members</b>  Contracted CV19 by any means.	1 – If NHS 111/online or a GP determines an employee has contracted CV19 they will be treated as off sick as per normal policy. 2 – Colleagues who have had contact with a symptomatic employee will be made aware of the symptoms and advised to follow NHS online guidance. 3 – The workplace will be decontaminated following Governmental guidance:			N/A	None	Manager	



			<a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a> 4 – Personal Protective Equipment has been provided relative to activities. 5 – This information has been passed onto employees.						
R10	Coronavirus (COVID-19) (CV19)  <b>Lack of accurate information / a failure to disseminate information</b>	<b>Employees (including those considered at increased risk)</b>  Employees are not aware of the risks from CV19 and become infected due to lack of awareness of control measures.	1 - Monitoring. We have designated a CV19 Appointed Person. Responsibilities include: a) Signing up to relevant websites to receive timely updates. b) Monitoring relevant Websites and News outlets.  2 - Reporting. An internal and external risk communication plan has been developed to ensure timely updating/ sharing of information with all stakeholders (meetings, circulars, emails etc.).			N/A	None	Manager	
R11									








**Part 2. Health & safety risk assessment - Briefing record**

If the risk assessment is updated the briefing of the changes must be recorded.

**Guidance Note** – IMPORTANT: If you feel your health, safety or security is at risk at any time, you must stop work immediately and seek advice.