

Coronavirus Risk Assessment – Inseto HQ

This risk assessment document outlines risk control measures Inseto has introduced within the workplace to control the spread of coronavirus (COVID-19).

Location/Dept: Inseto HQ, Andover		Date Assessed: 22/04/20, last updated 13/05/20		Assessed by: Matt Brown		Seconded by: Cilla May	
Task/ Activity: Administration and Logistics (coronavirus)		Review Date: Whenever new or updated guidance, Government or Ellis Whittam advice applies.		Reference Number: Revision 3			
General Preface:		<p>In order to maximise isolation at Inseto HQ (Unit 25 Focus Way, Andover) during the lockdown period, the company has minimised staffing levels present onsite.</p> <p>Unless instructed by the staff rota, or as necessary to fulfil specific tasks / workload, employees are instructed to work from home if their work allows.</p> <p>Only contractors vital to the safe and continued operation of the company are allowed onsite; appropriate Inseto risk assessments and supplier RAMS documentation must be completed/provide, prior to any visit.</p> <p>Inseto daily management meetings will provide updates and advice. Please refer to the Covid-19 information included in these messages and stored on the Inseto computer network.</p> <p>Best practices and Government advice will continually be followed, in order to protect our employees and the safe operation of Inseto.</p>					
Activity/ Task	Hazard/Risk	Persons at Risk	Controls in Place	Severity (1-5)	Likelihood (1-5)	Risk/ Priority	Additional Controls Required
Working in the office	Contact with persons suffering from coronavirus	Employees Contractors Visitors	If an employee or known visitor tests positive for coronavirus, all staff who have been in contact with that person or who work in the relevant areas will be instructed to quarantine themselves while further advice is sought from the Public Health England local Health Protection Team. They will take over the risk	5	1	5	<p>Guidance and recommended risk control measures will be sourced directly from Public Health England and the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/guidance/coron</p>

			<p>assessment process from that point.</p> <p>All surfaces that the person has come into contact with must be cleaned, including:</p> <ul style="list-style-type: none"> • All surfaces and objects which are visibly contaminated with body fluids • All potentially contaminated high-contact areas such as toilets, door handles, telephones, etc. <p>Social distancing to be implemented in all environments, members of staff instructed to keep two metres away from each other at all times.</p> <p>Public areas where a symptomatic individual has passed through and spent minimal time in (such as corridors) but which are not visibly contaminated with bodily fluids do not need to be specially cleaned and disinfected.</p> <p>If a person becomes ill in a shared space, these should be cleaned using disposable cloths and household detergents, according to current recommended workplace legislation and practice.</p>				<p>avirus-covid-19-information-for-the-public</p> <p>Control measures will be revised and updated whenever government guidance is released or changed.</p>
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Working in the office	Contact with persons who may have been exposed to coronavirus	Employees Contractors Visitors	<p>Employees who are suspected to have coronavirus are to quarantine themselves in accordance with the government guidance. Other persons who may have been exposed to the coronavirus have been instructed by the government guidance to quarantine themselves.</p> <p>Employees who have returned from category 1 countries should quarantine themselves, even if they do not show any symptoms.</p> <p>Employees who have returned from category 2 countries should quarantine themselves if they start showing symptoms of coronavirus.</p>	5	1	5	<p>Guidance and recommended risk control measures will be sourced directly from Public Health England and the GOV.UK website wherever possible.</p> <p>Control measures will be revised and updated whenever government guidance is released or changed.</p>
Working in the office	Contact with packages or items handled by persons who unknowingly, may have been exposed to coronavirus	Employees Contractors Visitors	<p>All existing risk assessments will be maintained and followed. There is currently no perceived increase in risk for handling post or freight from specified areas but as a safeguard, packages should not be handled or opened until 72 hours after receipt. Packages should not be signed for. If goods are required urgently and handled prior this 72 hour period, appropriate control measures must be taken, including use of PPE (gloves), surfaces used cleaned after, correct hand-washing and disposal of any old material appropriately etc.</p>	5	1	5	<p>Guidance and recommended risk control measures will be sourced directly from Public Health England and the GOV.UK website wherever possible and stored in the respective directories on the Inseto network.</p> <p>Control measures will be revised and updated whenever government guidance is released or changed.</p>

Working in the office	Disposal of waste that may be contaminated by a coronavirus sufferer	Employees Contractors Visitors	<p>All waste that has been in contact with the relevant person, including used tissues, and masks if used, should be put in a plastic rubbish bag and tied when full. The plastic bag should then be placed in a second bin bag and tied. It should be put in a safe place and marked for storage until the result is available. If the individual tests negative, this can be put in the normal waste.</p> <p>Should the person test positive, the Health Protection Team will provide instructions about what to do with the waste.</p>	5	1	5	<p>Guidance and recommended risk control measures will be sourced directly from Public Health England and the GOV.UK website wherever possible and stored in the respective directories on the Inseto network.</p> <p>Control measures will be revised and updated whenever government guidance is released or changed.</p>
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Working in the office	Contracting and spreading of infection	Employees Contractors Visitors	<p>In addition to the following, basic infection controls should be followed as recommended by Public Health England:</p> <ul style="list-style-type: none"> • Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze. • Put used tissues in the bin straight away. • Dispose of the bin-liner at the end of each day if tissues have been disposed in the liner. • Wash your hands with soap and water when entering and leaving Inseto HQ. • Wash your hands regularly thereafter. • Use the hand sanitiser gel provided if not possible or practical to immediately wash your hands. • Clean and disinfect frequently-touched objects and surfaces. • Try to avoid close contact with people who are unwell. • Avoid touching your eyes, nose or mouth at all times. • Follow any specific COVID-19 Daily Cleaning Checklist. • Undertake COVID-19 Contractor Checklist – inviting contractors on site. • Follow the Covid-19 poster guidance displayed, for safe working practices whilst onsite. • Work only at your allocated desk/location. • Do not share pens or any other 	5	1	5	<p>Guidance and recommended risk control measures will be sourced directly from Public Health England and the GOV.UK website wherever possible.</p> <p>Control measures will be revised and updated whenever government guidance is released or changed.</p> <p>https://www.nhs.uk/conditions/coronavirus-covid-19/</p>
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			<p>personal stationary or item(s).</p> <ul style="list-style-type: none">• Make you own drinks.• Do not congregate in communal areas.• Respect the minimum two metre isolation rule.• Keep the office well ventilated; open windows when practical to increase air flow and exchange. Avoid using the air conditioning system whenever possible.• Stagger arrival and departure times.• Walk, cycle or travel to work via your own transport. <p>Persons worried about symptoms should call NHS 111, and NOT go to their GP or other healthcare centre.</p>				
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Risk/Priority Indicator Key

Severity (Consequence)
1. Negligible (delay only)
2. Slight (minor injury / damage / interruption)
3. Moderate (lost time injury, illness, damage, lost business)
4. High (major injury / damage, lost time business interruption, disablement)
5. Very High (fatality / business closure)

Likelihood
1. Improbable / very unlikely
2. Unlikely
3. Even chance / may happen
4. Likely
5. Almost certain / imminent

RISK / PRIORITY INDICATOR MATRIX						
LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		SEVERITY (CONSEQUENCE)				

Summary		Suggested Timeframe
12-25	High	As soon as possible
6-11	Medium	Within the next three to six months
1-5	Low	Whenever viable to do so

Daily Monitoring Checklist

Action	Yes	Confirmed by	Comments
Reviewed the updated guidance from Public Health England	Yes	[Matt Brown]	MB signed up for daily UK Government updates, received by email. Also review Ellis Whittam and other respective sites for advice.
Reviewed and updated the risk assessment to incorporate any changes to the guidance	Yes	[Matt Brown]	Any changes or updates are reviewed and implemented as part of our management daily review process.
Ensure sufficient stocks of soap, hand sanitiser and disinfectant are available	Yes	[Cilla May]	Reviewed daily during admin meetings.
Ensure sufficient stocks of PPE are available	Yes	[Cilla May]	Reviewed daily during admin meetings.
Identified and implemented the (new) recommended control measures	Yes	[Matt Brown]	MB signed up for daily UK Government updates, received by email. Also review Ellis Whittam and other respective sites for advice.