



# Risk Assessment

## Risk Assessment Summary

Organisation: **Burgess Hodgson LLP**

Location: **27 New Dover Road**

Address: **27 New Dover Road  
Canterbury  
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CT1 3DN**

RA Reference: **11.7**

RA Created By: **Sam Gaiger**

RA Name: **COVID- 19; Coronavirus v 1.4**

RA Created On: **12/05/20**

## Activity / Procedure / Area Being Assessed

# COVID-19; Coronavirus v1.4

## Overview

This risk assessment has been produced to support Section 11.0 COVID-19 “Coronavirus” Infection Control Guidance of your Health & Safety Manual, and all local advice. It must be reviewed and updated locally to ensure that all recommended controls have been implemented.

Where necessary, it must be amended to ensure it reflects the nature of your operation.

Risk ratings given on the risk matrix reflect the assessment of the highest possible risk before any action is taken and after any actions have been taken to reduce or eliminate the overall risk.

**IMPORTANT** - ALL LOCAL GOVERNMENT AND HEALTHCARE ADVICE MUST BE FOLLOWED. THIS RISK ASSESSMENT MUST BE UPDATED LOCALLY IN ACCORDANCE WITH SECTION 11.0 Appendix Coronavirus Infection Control Guidelines TO INCLUDE ANY SUCH ADVICE

### Risk Analysis No Action Taken

Based on operations, industry statistics and guidance, the overall risk rating for this risk assessment before any action is taken:

**Impact**



Major physical injury such as paralysis, loss of limb/sight or even death.

An injury requiring further medical assistance e.g. Paramedic or Hospital

Minor injury requiring first aid e.g. Cuts and Grazes

Medium Risk	High Risk	<b>High Risk</b>
Low Risk	Medium Risk	High Risk
Low Risk	Low Risk	Medium Risk
Unlikely that the event will happen	Possible that the event will happen	Very likely that the event will happen

No Risk



**Probability**

### Risk Analysis With Action Taken

Following the successful review and implementation of actions set out in this risk assessment document, the overall risk rating for this risk assessment is:

**Impact**



Major physical injury such as paralysis, loss of limb/sight or even death.

An injury requiring further medical assistance e.g. Paramedic or Hospital

Minor injury requiring first aid e.g. Cuts and Grazes

Medium Risk	High Risk	High Risk
Low Risk	<b>Medium Risk</b>	High Risk
Low Risk	Low Risk	Medium Risk
Unlikely that the event will happen	Possible that the event will happen	Very likely that the event will happen

No Risk



**Probability**

## **What are the hazards?**

1. Becoming Infected with Coronavirus
2. Infecting others with Coronavirus
3. Symptoms of ill health as a result of becoming infected, which are:
  - a new, continuous cough – this means you've started coughing repeatedly
  - a high temperature (above 37.8 °C) – you feel hot to touch on your chest or backGenerally, these infections can cause more severe symptoms in people with weakened immune systems, older people, and those with long-term conditions like diabetes, cancer and chronic lung disease.
4. Hospitalization as a result of the infection.
5. Death.

## **Who might be harmed?**

- All staff
- All visitors
- Members of the Public
- Family & friends
- Contractors and other visitors

## **Vulnerable Groups**

Everyone should do what they can to stop coronavirus spreading.

It is particularly important for people who:

- are 70 or over
- have a long-term condition
- are pregnant
- have a weakened immune system
- extremely vulnerable categories

## **How might they be harmed?**

From what we know about other coronaviruses, spread of COVID-19 is most likely to happen when there is close contact (within 2 metres or less) with an infected person.

It is likely that the risk increases the longer someone has close contact with an infected person.

Respiratory secretions produced when an infected person coughs or sneezes containing the virus are most likely to be the main means of transmission.

There are 2 main routes by which people can spread COVID-19:

1. infection can be spread to people who are nearby (within 2 metres) or possibly could be inhaled into the lungs.
2. it is also possible that someone may become infected by touching a surface, object or the hand of an infected person that has been contaminated with respiratory secretions and then touching their own mouth, nose, or eyes (such as touching a doorknob or shaking hands then touching own face).

There is currently little evidence that people who are without symptoms are infectious to others.

## **What are we doing already? (Action we are taking)**

### **1. In the Workplace - Infection control**

The following steps are intended to provide some guidelines for infection control in your workplace.

#### **1.1. Provide Information, and Instruction to all Employees**

- Make all employees aware of the risks of the virus, and how it may be spread.
- There is a COVID-19 eLearning awareness Module for all employees; this must be completed by every staff member
- There is a COVID-19 eLearning Re-Opening Module for all managers and supervisors, which details re opening requirements that employees; this must be completed by every staff member
- We have provided information flyers, and posters at the end of this section that can be used either as direct issue to your employees, posters on staff notice boards, or for display anywhere you believe is relevant. (See appendices 1 to 7).
- Make sure all employees know what to do if they become unwell and remind them of the absence reporting procedures.
- Issue daily updates via email, or make calls to keep employees informed of changes that may affect them.

#### **1.2. Implement Simple Infection Control Procedures**

- Place the “Catch It Kill It Bin it Poster in public areas especially toilets and changing rooms. (See appendix 3)
- Ensure “Now Wash Your Hands” signs, and “How to Hand Wash” Poster (Appendix 4) are in all toilets.
- Provide alcohol based sanitiser gel (min 60% alcohol) in key areas particularly near entrance and exit doors into communal areas and “How to Hand Rub” Poster (Appendix 5). This is particularly important after taking public transport.
- Implement a regular cleaning and sanitising regime on door handles, touch points, and stair rails.
- Ensure toilets and washrooms are regularly cleaned and sanitised.

#### **1.3. Implement Social Distancing Policies**

Social distancing measures should be taken to reduce social interaction between people in order to reduce the transmission of coronavirus (COVID-19). They are:

- Avoid contact with someone who is displaying symptoms of coronavirus (COVID-19). These symptoms include high temperature and/or new and continuous cough;
- Avoid non-essential use of public transport, varying travel times to avoid rush hour, when possible; Work from home, where possible;
- Avoid large gatherings, and gatherings in smaller public spaces such as pubs, cinemas, restaurants, theatres, bars, clubs
- Avoid gatherings with friends and family. Keep in touch using remote technology such as phone, internet, and social media.
- Use telephone or online services to contact the GP or other essential services.
- Everyone should be trying to follow these measures as much as is pragmatic.
- For those who are over 70, have an underlying health condition or are pregnant, we strongly advise you to follow the above measures as much as you can, and to significantly limit your face-to-face interaction with friends and family if possible.

## **2 . If an employee becomes unwell with Coronavirus Symptoms – What to Do?**

Where employees are displaying symptoms of Coronavirus they must stay at home if they have either;

- a high temperature (above 37.8 °C ) – they feel hot to touch on their chest or back
- a new, continuous cough – this means they have started coughing repeatedly

In addition, they must follow the guidance below;

- Do not go to a GP surgery, pharmacy or hospital.
- They should not contact 111 to tell them they are staying at home.
- Read the advice about staying at home. (See appendix 1)

Only use the NHS 111 online coronavirus service if:

- Their condition gets worse
- Their symptoms do not get better after 7 days

Further information is available on the PHE blog and NHS.UK.

How long to stay at home

- if employees have symptoms, they must stay at home for 7 days,
- if employees live with other people, they should stay at home for 14 days from the day the first person got symptoms,
- If employees live with someone who is 70 or over, has a long-term condition, is pregnant or has a weakened immune system, try to find somewhere else for them to stay for 14 days.

If employees have to stay at home together, they should try to keep away from each other as much as possible.

### **Review Record**

User	Reviewed Date
Sam Gaiger	12/05/20



Chartered Accountants

# End of report