

Risk Assessment Euro Digital Systems Limited

Activity Managing the risk of Coronavirus (COVID-19) exposure whilst undertaking all work activities

Assessor accounts@eurodigitalsystems.com

Location of Assessment

Head Office and Regional Offices

Risk Rating Matrix (RR)

Likelihood (L)

Severity (S)

Certain or near certain to occur (High)

Reasonably likely to occur (Medium)

Unlikely to occur (Low)

Fatality; major injury or illness causing long term disability (High)

HIGH (H)

HIGH (H)

MEDIUM (M)

Injury or illness causing short term disability (Medium)

HIGH (H)

MEDIUM (M)

LOW (L)

Other injury or illness (Low)

MEDIUM (M)

LOW (L)

LOW (L)

Hazards	Who is at risk?	Controls in place	L	S	RR
Someone becomes ill in the workplace	<ul style="list-style-type: none"> Employees/Staff Visitors 	<ul style="list-style-type: none"> UK Government guidance to be followed (https://www.gov.uk/government/topical-events/coronavirus-covid-19-uk-government-response) A designated safe area has been identified away from other staff. Persons showing signs of COVID-19 infection will be removed from the workplace to the designated area, away from other staff and sent home with support required. The person will be advised to follow NHS Guidance online. (https://www.nhs.uk/conditions/coronavirus-covid-19/) If the person is a visitor their organisation will be informed. The workplace will be decontaminated following governmental guidance. (https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings) Best practice Hygiene requirements (handwashing etc.) are being enforced and included in all inductions. Employees have been instructed to wash their hands frequently for at least 20 seconds duration. No handshaking! This information has been passed onto all employees. 	L	L	Low
Someone infected entering the workplace	<ul style="list-style-type: none"> Employees/Staff Contractors Visitors 	<ul style="list-style-type: none"> An information poster highlighting the symptoms and the risk of COVID-19 is placed on entry/sign in point. Symptomatic individuals will not be allowed entry. COVID-19 information posters are placed in designated locations within the workplace (toilets, notice boards etc.) for all employees & visitors. Best practice Hygiene requirements (handwashing etc.) are being enforced and included in all inductions. Employees have been instructed to wash their hands frequently for at least 20 seconds duration. No handshaking! 	L	L	Low
Contaminated Workplace	<ul style="list-style-type: none"> Employees/Staff Visitors 	<ul style="list-style-type: none"> UK Government guidance is being followed. (https://www.gov.uk/government/topical-events/coronavirus-covid-19-uk-government-response) Hand sanitisers have been placed in the workplace and employees are encouraged to carry their own sanitary wipes. Extra hygiene requirement (handwashing etc.) in place. Multi-use handtowels are not used to dry hands. Employees are encouraged to implement increased cleaning regime. Equipment such as keyboards, work surfaces etc. to be regularly cleaned. This information has been passed onto all employees. 	L	L	Low

Hazards	Who is at risk?	Controls in place	L	S	RR
Proximity, workplace gatherings	<ul style="list-style-type: none"> Visitors Employees/Staff Public Customers Contractors 	<ul style="list-style-type: none"> UK Government guidance to be followed. (https://www.gov.uk/guidance/social-distancing-in-the-workplace-during-coronavirus-covid-19-sector-guidance?utm_source=075ed450-af83-4469-8137-749615f595ea&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate) A social distancing policy has been implemented: All employees have been asked to work from home where possible; Only business critical face to face meetings to be undertaken on agreement with all involved; Customer meetings to be undertaken remotely by phone or video where possible; No handshaking or attendance at large meetings. This information has been passed onto all employees. 	L	L	Low
Vulnerable employees	<ul style="list-style-type: none"> Employees/Staff 	<ul style="list-style-type: none"> UK Government guidance to be followed. (https://www.gov.uk/government/topical-events/coronavirus-covid-19-uk-government-response) Employees have been instructed to self-isolate if they have had either a high temperature (37.8 centigrade or greater) or a continuous dry cough in the last 14 days - there have been no instances of either of these to date. Any vulnerable employees are required to work from home. Where home working is not possible arrangements are made to isolate employee at work if symptom free. Pregnant workers may be asked to commence maternity leave early if practicable. The company will arrange for meetings with clients/customers to be completed by video or audio conferencing where possible. 	L	L	Low
Employees who have contracted COVID-19	<ul style="list-style-type: none"> Employees/Staff 	<ul style="list-style-type: none"> If NHS 111/online or a GP determines an employee has contracted COVID-19 they will be treated as off sick as per normal company sickness policy. Colleagues who have had contact with a symptomatic employee will be made aware of the symptoms and advised to follow NHS Online Guidance. (https://www.nhs.uk/conditions/coronavirus-covid-19/) The workplace will be decontaminated following governmental guidance. (https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings) This information has been passed onto all employees. 	L	L	Low
Symptomatic or exposed employees remaining in workplace.	<ul style="list-style-type: none"> Employees/Staff Public 	<ul style="list-style-type: none"> Employees are advised to follow NHS Guidance online. (https://www.nhs.uk/conditions/coronavirus-covid-19/) Symptomatic employees will be instructed to go home. Colleagues who have had contact with a symptomatic employee will be made aware of the symptoms and advised to contact NHS Guidance online. (https://www.nhs.uk/conditions/coronavirus-covid-19/) As a last resort, if we decide to suspend an employee this will be on full pay unless the employee's specific contract provides a right to suspend without full pay for this reason. Such as suspension will not be considered a medical suspension. 	L	L	Low
Self-Isolation, shielding quarantine and wellbeing	<ul style="list-style-type: none"> Employees/Staff 	<ul style="list-style-type: none"> NHS 111 online provides advice on when to self-isolate or quarantine and access to an online interactive and personal checklist (Stay at Home Advice - https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-advice/). Managers are to ensure that all employees now required to work from home have the necessary equipment to do their jobs safely. Managers & Colleagues are advised to keep in regular contact with home workers with regular individual, team calls or by Skype. Awareness of the need to shield vulnerable persons for specified timeframe and to follow guidelines: 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 This information has been passed onto all employees. 	L	L	Low
Information failure	<ul style="list-style-type: none"> Employees/Staff Visitors 	<ul style="list-style-type: none"> The company has a designated COVID-19 Appointed Person whose responsibilities include: Signing up to relevant websites to receive timely updates; Monitoring relevant websites & news outlets. 	L	L	Low

Hazards	Who is at risk?	Controls in place	L	S	RR
Commuting	<ul style="list-style-type: none"> Employees/Staff 	<ul style="list-style-type: none"> Adhere to social distancing where physically possible. Use hand sanitiser frequently and avoid surface contact. 	L	L	Low
Driving	<ul style="list-style-type: none"> Employees/Staff 	<ul style="list-style-type: none"> Managers to ensure that all employees now using their own vehicle for work purposes have the relevant business insurance in place and that vehicle is roadworthy. When taking over a vehicle from colleague disinfect all high-risk touchpoints, such as door handles, steering wheels, mirrors, seats and seatbelts plus any other surfaces. Take sensible and routine precautionary measures such as cleaning surfaces regularly with sanitising wipes or spray. Fuel pump handles have been identified as high-risk touchpoints, employees have been advised to use gloves while filling their vehicle and to wash their hands thoroughly as soon as possible after leaving. If delivering to a customer's address there should be a set drop off point established in advance, such as the doorstep. Physical contact should be avoided, including signing for paperwork for deliveries. Maintain social distancing by taking separate vehicles. https://rise.articulate.com/share/vYV6lynj7VBVB1MZDwcS14Yb2Akd168y#/ 	L	L	Low
PPE	<ul style="list-style-type: none"> Employees/Staff Visitors Customers Contractors Public Temporary Workers Volunteer Workers 	<ul style="list-style-type: none"> PPE should be on a documented checklist for every employee. https://rise.articulate.com/share/vYV6lynj7VBVB1MZDwcS14Yb2Akd168y#/ Training in appropriate use of PPE should be refreshed. 	L	L	Low

Hazard	Additional Control	Assigned to	Due Date	L	S	RR
(none)						

Date of Assessment	01/04/2020	Status	Complete
Re-assessment Date	22/06/2021	Signature	