

RISK ASSESSMENT FORM

Adelphi Group of Companies.
 Olympus House.
 Mill Green Road.
 Haywards Heath.
 West Sussex.
 RH16 1XQ



Date of Risk Assessment: 18th June 2021

Assessment by: Susanna Walker Location: All locations Task/Premises: All Tasks
 Assessment No: Adelphi_RA 17 Review Date: 18th July 2021

Situation/ Area	Persons At Risk	Hazard	Risk	Risk			Control Measures Required	Risk			C
				S	L	R		S	L	R	
General	All staff Visitors Cleaners Contractors	Spread of Coronavirus (Covid-19) within the workplace. Exposure from others due to: 1) Living with someone with a confirmed case of COVID-19. 2) Have come into close contact with a confirmed case of COVID-19. 3) Being advised by a public health agency that contact with a diagnosed case has occurred.		4	3	16	<ul style="list-style-type: none"> To help reduce the spread of Coronavirus (Covid-19) inform all staff on a regular basis of the updated Government public health guidance. https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/factories-plants-and-warehouses#factories-3-4 Hand sanitiser stations are located at points of access and egress. Frequent cleaning of objects and surfaces that are touched regularly, including door handles, pump handles and printers, and making sure there are adequate disposal arrangements for cleaning products. Monitor the wellbeing of people who are working from home and helping them stay connected to the rest of the workforce by maintaining remote access contact. Keeping in touch with off-site workers on their working arrangements including their welfare, mental and physical health. Providing equipment for people to work from home safely and 	4	1	4	A

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							effectively: e.g, remote access to work systems. • Maintain social distancing of 2 metres. • Wear face masks when in the building unless medically exempt. • Using signs and posters to build awareness of good handwashing technique, the need to increase handwashing 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. • Provide regular reminders and signage to maintain hygiene standards. • Enhance cleaning for busy areas.				
Protecting people who are at higher risk	All staff Visitors Cleaners Contractors	Spread of Coronavirus (Covid-19) within the workplace. Exposure from others due to: 1) Living with someone with a confirmed case of COVID-19. 2) Have come into close contact with a confirmed case of COVID-19. 3) Being advised by a public health agency that contact with a	Contracting COVID -19, breathing difficulties, possible hospitalisation. Possible death if severe and pre-existing health conditions.	5	3	15	• Any existing individual risk assessments (disability, young persons or new / expectant mothers) to be reviewed. • Maintain contact with line management and Human Resources (HR) and to follow company policy / guidance. • Company to ensure extremely vulnerable persons (Solid organ transplant recipients; people with specific cancers: people with cancer who are undergoing active chemotherapy or radical radiotherapy for lung cancer; people with cancers of the blood or bone marrow such as leukaemia,	4	1	4	A

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		diagnosed case has occurred.					lymphoma or myeloma who are at any stage of treatment; people having immunotherapy or other continuing antibody treatments for cancer; people having other targeted cancer treatments which can affect the immune system, such as protein kinase inhibitors or PARP inhibitors; people who have had bone marrow or stem cell transplants in the last 6 months, or who are still taking immunosuppressive drugs;				
Member of staff has symptoms of Coronavirus (Covid-19) or has been in contact with someone who has	All staff Visitors Cleaners Contractors	Employee enters the site while being infected with COVID-19	Contracting COVID -19, breathing difficulties, possible hospitalisation. Possible death if severe and pre-existing	4	4	16	<ul style="list-style-type: none"> • People with severe respiratory conditions including all cystic fibrosis, severe asthma and severe COPD; People with rare diseases and inborn errors of metabolism that significantly increase the risk of infections (such as SCID, homozygous sickle cell); People on immunosuppression therapies sufficient to significantly increase risk of infection; Women who are pregnant with significant heart disease, congenital or acquired. • Any member of staff who has symptoms of Covid-19 (a high temperature, new and persistent cough or anosmia must inform their line manager, return home and self-isolate immediately and continue for 10 days. The day their symptoms started counts as day zero. 	4	1	4	A

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tested positive			health conditions.				https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/ <ul style="list-style-type: none"> Get tested immediately to confirm result. Follow government guidelines on self-isolating and Covid-19 testing. https://www.gov.uk/get-coronavirus-test Follow government guidelines on self-isolating and Covid-19 testing. https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection 				
Coming to work and leaving work	All staff Visitors Cleaners Contractors	<p>Spread of Coronavirus (Covid-19) within the workplace.</p> <p>Exposure from others due to:</p> <p>1) Living with someone with a confirmed case of COVID-19.</p> <p>2) Have come into close contact with a confirmed case of COVID-19.</p> <p>3) Being advised by a public health agency that contact with a diagnosed case has occurred.</p>	Contracting COVID -19, breathing difficulties, possible hospitalisation. Possible death if severe and pre-existing health conditions.	4	4	16	<ul style="list-style-type: none"> Staff to measure their individual temperatures before entering the premises. Wear protective gloves before handing the thermometer or wipe down with anti-bacterial cleaning agent. Hand sanitiser stations are located at points of access and egress. Check on government guidance on travelling to and from work. https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers Company sign in system for staff, visitors and contractors provides minimal contact to operate. All staff have access to the mobile phone sign in app system. 	4	1	4	A

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Workplaces and workstations	All staff	<p>Spread of Coronavirus (Covid-19) within the workplace.</p> <p>Exposure from others due to:</p> <p>1) Living with someone with a confirmed case of COVID-19.</p> <p>2) Have come into close contact with a confirmed case of COVID-19.</p> <p>3) Being advised by a public health agency that contact with a diagnosed case has occurred.</p>	Contracting COVID -19, breathing difficulties, possible hospitalisation. Possible death if severe and pre-existing health conditions.	4	4	16	<ul style="list-style-type: none"> Review workplace and workstation layouts to allow people to work further apart from each other. Use screens to create a physical barrier between people. Additional cleaning and disinfecting of workplace and workstation areas. Maintain social distancing of 2 metres. Wear face masks whilst inside the building unless medically exempt. Keep areas well ventilated. Open windows and doors where possible. PPE should not be shared and single use PPE should be disposed of. Communal equipment for work operations; e.g FLT's, Pallet Trucks, Tools and machinery must be cleaned before and after each use 	4	1	4	A
Meetings	All staff Visitors	<p>Spread of Coronavirus (Covid-19) within the workplace.</p> <p>Exposure from others due to:</p> <p>1) Living with someone with a confirmed case of</p>	Contracting COVID -19, breathing difficulties, possible hospitalisation. Possible death if severe and	4	4	16	<ul style="list-style-type: none"> Use remote working tools to avoid in-person meetings. Ensure participants physically attend meetings only where reasonably necessary. Participants should maintain social distancing guidelines of 2 metres. 	4	1	4	A

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		<p>COVID-19.</p> <p>2) Have come into close contact with a confirmed case of COVID-19.</p> <p>3) Being advised by a public health agency that contact with a diagnosed case has occurred.</p>	pre-existing health conditions.				<ul style="list-style-type: none"> • Face masks should be worn unless medically exempt. • Avoid transmission during meetings, e.g sharing pens, documents and other objects. • Provide hand sanitiser in meeting rooms. • Hold meetings outdoors or in rooms where there is good ventilation through open doors, windows and vents. • Airing rooms between meetings, opening all doors and windows as fully as possible to maximise the ventilation in the room. 				
Common Areas	All staff Visitors Cleaners Contractors	<p>Spread of Coronavirus (Covid-19) within the workplace.</p> <p>Exposure from others due to:</p> <p>1) Living with someone with a confirmed case of COVID-19.</p> <p>2) Have come into close contact with a confirmed case of COVID-19.</p> <p>3) Being advised by a public health agency that contact with a diagnosed case has occurred.</p>	Contracting COVID -19, breathing difficulties, possible hospitalisation. Possible death if severe and pre-existing health conditions.	4	4	16	<ul style="list-style-type: none"> • Staggering break times to reduce the pressure on break rooms or places to eat and maintain social distancing of 2 metres in staff break rooms. • Use safe outside areas for breaks. • Installation of screens for staff in Reception. • Frequent cleaning of objects and surfaces that are touched regularly, including door handles, pump handles and printers, and making sure there are adequate disposal arrangements for cleaning products. • Dedicated eating areas should be identified on site to reduce food waste and contamination. 	4	1	4	A

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							<ul style="list-style-type: none"> Hand cleaning facilities or hand sanitiser should be available at the entrance of any room where people eat and should be used by workers when entering and leaving the area. Staff should be encouraged to bring in pre-prepared meals and refillable drinking bottles from home. Communal equipment; e.g kettle, taps and drinking water dispenser should be cleaned before and after each use. Table should be cleaned between each use. All rubbish should be put straight in the bin and not left for someone else to clear up. All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles and vending machines. 				
Accidents and Incidents	All staff Visitors Cleaners Contractors	Spread of Coronavirus (Covid-19) within the workplace. Exposure from others due to: 1) Living with someone with a confirmed case of COVID-19. 2) Have come into close	Contracting COVID -19, breathing difficulties, possible hospitalisation. Possible death if severe and pre-existing health conditions.	4	4	16	<ul style="list-style-type: none"> Review incident and emergency procedures to ensure they reflect the social distancing principles as far as possible. Ensure sufficient First Aid cover. Keep First Aiders informed of updates of HSE and NHS England guidance. https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm 	4	1	4	A

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		contact with a confirmed case of COVID-19. 3) Being advised by a public health agency that contact with a diagnosed case has occurred.									
Managing Visitors and Contractors	All staff Visitors Contractors	Spread of Coronavirus (Covid-19) within the workplace. Exposure from others due to: 1) Living with someone with a confirmed case of COVID-19. 2) Have come into close contact with a confirmed case of COVID-19. 3) Being advised by a public health agency that contact with a diagnosed case has occurred.	Contracting COVID -19, breathing difficulties, possible hospitalisation. Possible death if severe and pre-existing health conditions.	4	4	16	<ul style="list-style-type: none"> Encourage visits via remote connection Limiting the number of visitors at any one time. Revise schedules for essential services and contractor visits. Visitors and contractors are requested to use hand sanitiser and/or handwashing facilities as they enter the premises. Visitors and contractors are requested to maintain social distancing of 2 metres. Visitors and contractors are requested to wear a face mask. Visitors and contractors use the company sign in system which minimises contact and provides a record of all visitors and contractors. 	4	1	4	A
Keeping the workplace clean	All staff Visitors Cleaners Contractors	Spread of Coronavirus (Covid-19) within the workplace. Exposure from others due to: 1) Living with someone	Contracting COVID -19, breathing difficulties, possible hospitalisation. Possible death	4	4	16	<ul style="list-style-type: none"> Frequent cleaning of work areas and equipment between uses. Frequent cleaning of objects and surfaces that are touched regularly, including door handles, pump handles and printers, and making sure there are adequate 	4	1	4	A

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		<p>with a confirmed case of COVID-19.</p> <p>2) Have come into close contact with a confirmed case of COVID-19.</p> <p>3) Being advised by a public health agency that contact with a diagnosed case has occurred.</p>	if severe and pre-existing health conditions.				<p>disposal arrangements for cleaning products.</p> <ul style="list-style-type: none"> Clearing workspaces and removing waste and belongings from the work area at the end of the working day. If you are cleaning after a known or suspected case of Covid-19 then refer to the government guidance on cleaning in non-healthcare settings. https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings#left-area 				
Handling goods, merchandise and other materials, and onsite vehicles	All Staff	<p>Spread of Coronavirus (Covid-19) within the workplace.</p> <p>Exposure from others due to:</p> <p>1) Living with someone with a confirmed case of COVID-19.</p> <p>2) Have come into close contact with a confirmed case of COVID-19.</p> <p>3) Being advised by a public health agency that contact with a</p>	Contracting COVID -19, breathing difficulties, possible hospitalisation. Possible death if severe and pre-existing health conditions.	4	4	16	<ul style="list-style-type: none"> Communal equipment; e.g FLT's, Pallet Trucks, Tools and machinery must be cleaned before and after each use. Increase handwashing for staff handling goods or provide hand sanitiser where this is not reasonably practicable. Regular cleaning of reusable delivery boxes. 	4	1	4	A

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		diagnosed case has occurred.									
Production builds	All Staff	<p>Spread of Coronavirus (Covid-19) within the workplace.</p> <p>Exposure from others due to:</p> <p>1) Living with someone with a confirmed case of COVID-19.</p> <p>2) Have come into close contact with a confirmed case of COVID-19.</p> <p>3) Being advised by a public health agency that contact with a diagnosed case has occurred.</p>	Contracting COVID -19, breathing difficulties, possible hospitalisation. Possible death if server and pre-existing health conditions	4	4	16	<ul style="list-style-type: none"> All production staff to work greater than 2m distance from each other. Avoid gatherings around equipment i.e. machines, communal computer. Clean communal equipment at least 4 times daily. This is to include keyboard, mouse, switches, hand-tools, electronic / electronic equipment such as Portable Appliance Tester etc. or after each use. Wear a face mask unless medically exempt. PPE should not be shared 	4	1	4	A
Factory Acceptance Testing	All Staff	<p>Spread of Coronavirus (Covid-19) within the workplace.</p> <p>Exposure from others due to:</p> <p>1) Living with someone with a confirmed case of COVID-19.</p> <p>2) Have come into close contact with a confirmed case of COVID-19.</p>	Contracting COVID -19, breathing difficulties, possible hospitalisation. Possible death if server and pre-existing health conditions.	4	4	16	<ul style="list-style-type: none"> Acceptance testing should be carried out wherever possible by a video conference call with the customer. When Adelphi staff are carrying out the acceptance testing then staff shall still maintain the 2m social distance rule. Equipment must be wiped down with an anti-bacterial cleaning agent at regular periods throughout the testing period. 	4	1	4	A

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		3) Being advised by a public health agency that contact with a diagnosed case has occurred.					<ul style="list-style-type: none"> PPE in the form of latex gloves should be used throughout the acceptance testing. PPE should not be shared. 				
Returning to work	All Staff	Spread of Coronavirus (Covid-19) within the workplace. Exposure from others due to: 1) Living with someone with a confirmed case of COVID-19. 2) Have come into close contact with a confirmed case of COVID-19. 3) Being advised by a public health agency that contact with a diagnosed case has occurred.	Contracting COVID -19, breathing difficulties, possible hospitalisation. Possible death if server and pre-existing health conditions. Stress and anxiety.	4	4	16	<ul style="list-style-type: none"> Provide clear, consistent and regular communication to improve understanding and consistency of ways of working. Engage with staff through existing communication routes to explain and agree any changes in working arrangements. Developing communication for staff prior to returning to site, especially around new procedures for arrival at work. Awareness and focus on the importance of mental health at times of uncertainty. https://www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing/guidance-for-the-public-on-the-mental-health-and-wellbeing-aspects-of-coronavirus-covid-19 	4	1	4	A

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		HAZARD SEVERITY				
		1	2	3	4	5
		Negligible injury i.e. Reversible	Minor injury Requiring first aid. i.e. Reversible	Permanent injury. i.e. Losing fingers	Serious permanent Injury. i.e. losing arm or eye.	Death
LIKELIHOOD OF OCCURRENCE	1 Rare	1	2	3	4	5
	2 Unlikely	2	4	6	8	10
	3 Possible	3	6	9	12	15
	4 Likely	4	8	12	16	20
	5 Certain	5	10	15	20	25

1 – 6	Task may proceed.
7 – 14	Task may proceed but hazards should be reviewed & discussed to reduce risks further.
15 - 25	Task should not proceed. Hazards removed or further controls implemented to reduce risks

WHERE “N” IS THE CONCLUSION (extreme right hand column) AN ACTION PLAN IS EQUIRED

A= Adequately Controlled

N= Not Adequately Controlled