

# ARC Group Risk Assessment

Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal. To ensure the safety of all staff and candidates all Safe Working Procedures (SWP), must always be adhered to. Failure to follow Safe Working Procedures will result in dismissal or termination from your job role.

Risk Assessment		
Site:	Date of assessment:	
Assessed by:	Next assessment date (weekly):	
	Final Risk rating after Controls Implemented: (high, medium or low)	
Associated Document		

Risk Rating Guide																												
High	There is a risk of serious injury or lost time to one or more people. Further action will be necessary by a competent person to reduce risk or specific training provided and operating procedure implemented	<table border="1"> <thead> <tr> <th colspan="2"></th> <th colspan="3">Severity</th> </tr> <tr> <th colspan="2"></th> <th>1</th> <th>2</th> <th>3</th> </tr> </thead> <tbody> <tr> <th rowspan="3">Likelihood</th> <th>1</th> <td>1</td> <td>2</td> <td>3</td> </tr> <tr> <th>2</th> <td>2</td> <td>4</td> <td>6</td> </tr> <tr> <th>3</th> <td>3</td> <td>6</td> <td>9</td> </tr> </tbody> </table>						Severity					1	2	3	Likelihood	1	1	2	3	2	2	4	6	3	3	6	9
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Medium	There is a foreseeable risk of injury to one or more resulting in injury, which in rare cases may be serious and critical. Defined control measures are necessary to control risk. Further site specific assessments may also be necessary in some cases.																											
Low	Adequate control measures have been identified to significantly reduce the chances of occurrence or injury.																											

			Before Controls					After Controls
Identify Hazard	Rate Severity	Rate Risk	Total	Persons at Risk	Identify Controls and actions required	If action required Person Responsible	Controls Complete (Initials)	Final Risk Rating
Staff working in proximity of others such as contractors Staff who may have COVID-19 but display no symptoms Staff members could catch the virus and could suffer complications	3	2	6	Staff members Visitors Contractors	<p>Staff advised to maintain 2 metre distance from anyone else. Staff advised to work in isolation.</p> <ul style="list-style-type: none"> <li>• Hand washing facilities with soap and hot water in place.</li> <li>• Stringent hand washing taking place.</li> <li>• Paper towels/hand dyers for drying of hands</li> <li>• See hand washing guidance.</li> <li>• <a href="https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/">https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</a></li> <li>• Gel sanitisers in any area where washing facilities not readily available</li> </ul> <p>Employees to be reminded on a regular basis to wash their hands for 20 seconds with warm water and soap and the importance of proper drying. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace.</p>			

					To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice - <a href="https://www.publichealth.hscni.net/news/covid-19-coronavirus">https://www.publichealth.hscni.net/news/covid-19-coronavirus</a>			
Staff working in proximity of others such as candidates Staff who may have COVID-19 but display no symptoms Staff members could catch the virus and could suffer complications	3	2	6	Staff members Visitors Contractors	<b>Cleaning</b>  Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area, canteen ,classrooms testing rooms and controls of training and testing vehicles using appropriate cleaning products and methods. Posters, leaflets and other materials are available for display.  <a href="https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19">https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</a>  Rigorous checks will be carried out by instructors and testers to ensure that the necessary procedures are being followed. Responsibility for this clearly assigned to named individuals.			
Staff working in proximity of others such as candidates	3	2	6	Staff members	<b>Social Distancing</b>  Social Distancing-Reducing the number of persons			

Staff who may have COVID-19 but display no symptoms  
Staff members could catch the virus and could suffer complications

Visitors  
Contractors

in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency

<https://www.publichealth.hscni.net/news/covid-19-coronavirus>

<https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people>

Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it.

Management checks to ensure this is adhered to.

Taking steps to review work schedules including start & finish times/shift patterns, working from home etc. to reduce number of workers on site at any one time. Also relocating workers to other tasks.

Limited Instructors and testers to be on site at one time.

Redesigning processes to ensure social distancing in place.

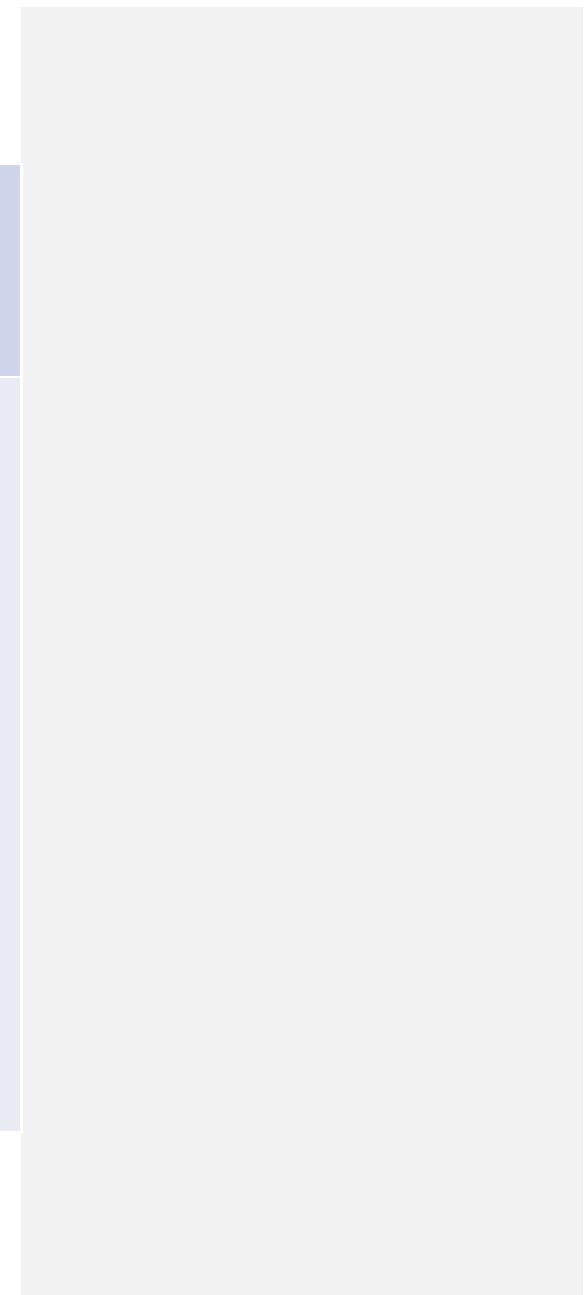
1 on 1 training and testing to be implemented to ensure safety of all employees and candidates.  
Site gates to be locked to stop any unauthorised entry to the site from general public

				<p>Conference calls to be used instead of face to face meetings.</p> <p>Any training that can be completed using Zoom or other video conferencing to be used to ensure the safety of candidates.</p> <p>Ensuring enough rest breaks for staff.</p> <p>Regular breaks to be had to ensure washing of hands and change of PPE equipment is carried out.</p> <p>Social distancing also to be adhered to in canteen area and smoking area.</p> <p>Tests are to be completed at the distancing required. Gloves to be worn for the paperwork to be signed off. All tests to be recorded on video for future reference.</p> <p>Standard practice to be followed of contacting employers prior to physically attending to monitor the present situation with employers and candidates in relation to signs of potential Covid. If Covid has been identified then no visit to take place.</p>			
Staff working in proximity of others such as candidates Staff who may have COVID-19 but display	3	2	6	<p><b>Wearing of Gloves</b></p> <p>Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided. Staff will be</p>			

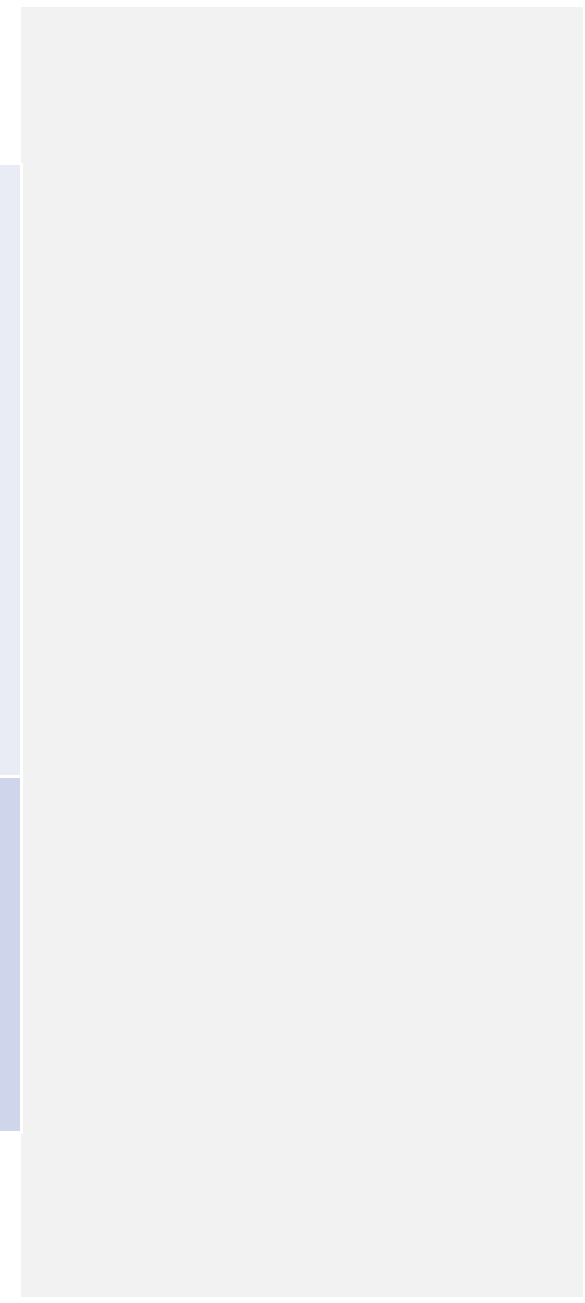
**Commented [GJ1]:** I would also put in place a monitoring system for the meeting of candidates prior to visiting...i.e. a short telephone call to line managers to get them to confirm that no candidates are exhibiting any signs of Covid prior to the staff member travelling

**Commented [GJ2]:** I think it would be wise to look at staff rotas to allow minimum staff at any one time into the office. I also think that it would be wise to review to use of the small canteen area with regards people sharing plates mugs etc. Perhaps look at issuing throw away plates etc or introduce a temporary suspension of use of the facilities. Staff could bring in their own food in their own containers

no symptoms Staff members could catch the virus and could suffer complications				Contractors	<p>instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.</p> <p>Staff to be reminded that wearing of gloves is not a substitute for good hand washing.</p>			
Staff working in proximity of others such as contractors Staff who may have COVID-19 but display no symptoms Staff members could catch the virus and could suffer complications	3	2	6	Staff members Visitors Contractors	<p><b><u>RPE</u></b></p> <p><i>Public Health guidance on the use of PPE (personal protective equipment) to protect against COVID-19 relates to health care settings. In all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours</i></p> <p>Where RPE is a requirement for risks associated with the work undertaken the following measures will be followed-</p> <p>Tight-fitting respirators (such as disposable FFP3 masks and reusable half masks) rely on having a good seal with the wearer’s face. A face fit test will be carried out to ensure the respiratory protective equipment (RPE) can protect the wearer.</p> <p>Wearers must be clean shaven.</p> <p>To minimise the risk of transmission of COVID-19 during face-fit testing the following additional measures should be carried out –</p>			



				<p>Both the fit tester and those being fit tested should wash their hands before and after the test.</p> <p>Those being fit tested with non-disposable masks should clean the mask themselves before and immediately after the test using a suitable disinfectant cleaning wipe (check with manufacturer to avoid damaging the mask).</p> <p>Test face pieces that cannot be adequately disinfected (e.g. disposable half masks) should not be used by more than one individual.</p> <p>Fit testers should wear disposable gloves when undertaking cleaning of the tubes, hoods etc. and ensure they remove gloves following the correct procedure (PDF)</p> <p>Reference <a href="https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm">https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm</a></p>			
Staff working in proximity of others such as candidates Staff who may have COVID-19 but display no symptoms Staff members could catch the virus and could suffer complications	3	2	6	<p>Staff members</p> <p>Visitors</p> <p>Contractors</p> <p><b><u>Symptoms of Covid-19</u></b></p> <p>If anyone becomes unwell with a new continuous cough or a high temperature in the workplace they will be sent home and advised to follow the stay at home guidance.</p> <p>Line managers will maintain regular contact with staff members during this time.</p> <p>If advised that a member of staff or public has developed Covid-19 and were recently on our</p>			



					<p>premises (including where a member of staff has visited other work place premises such as domestic premises), the management team of the workplace will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken. <a href="https://www.publichealth.hscni.net/">https://www.publichealth.hscni.net/</a></p> <p>Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a fast changing situation. Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.</p>			
All staff members	3	2	6	Staff members	<p><b><u>Mental Health</u></b></p> <p>Management will promote mental health &amp; wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help Reference -</p> <p><a href="https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/">https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/</a></p> <p><a href="http://www.hseni.gov.uk/stress">www.hseni.gov.uk/stress</a></p>			

Signed Operations Manager

Signed Regional Head of Operations



Date

Date

