

**Potentially Hazardous Environment – Workplace Risk Assessment**  
**Rev1. 12<sup>th</sup>**

<b>Risk Name:</b>	Corona Virus – Covid-19
<b>Site Name:</b>	All Pareto FM Sites

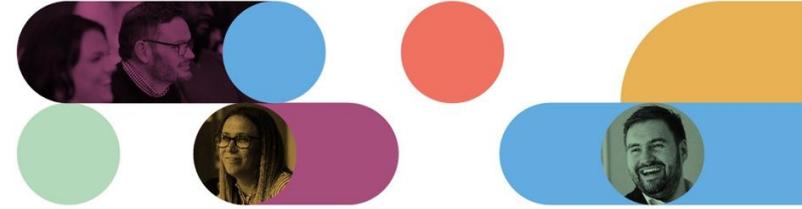
**Pareto Statement**

All Pareto customers are taking precautions during this time to provide a safe, sanitised and secure environment for our staff to operate from. At this stage, if the following advice is fully adhered to, we do not believe any sites pose a high level of risk to any individuals attending. Please read the following information and act accordingly. Should you have any concerns about your health, or the wellbeing of others then please directly liaise with your line manager. We do not expect any staff to take unnecessary risks and will always be open to a further discussion about safety at any time. Your safety is our priority.

The full government advice can be found here: <https://www.gov.uk/coronavirus>

**Considerations before you or any other person under your control plan to attend site**

- Any persons who have been in contact or near persons that show ANY signs of being unwell whether related to Covid-19 or any illness must not attend site without completing a 14-day isolation period.
- Tools must not be shared between engineers unless washed and disinfected before, each engineer will be given a set of tools to use for



which must always be accounted for

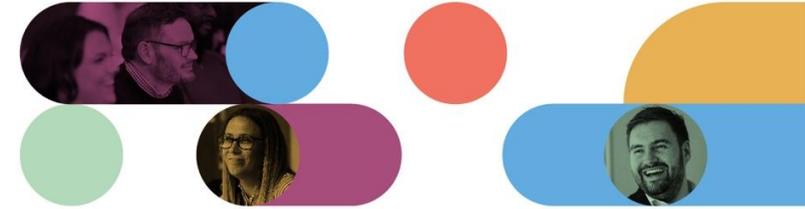
- Where possible, public transport should be avoided to travel to and from the workplace. If this isn't possible, suitable social distancing measures should be observed as well as wearing a suitable face covering.

### Who is at high risk?

The government is advising those who are at increased risk of severe illness from coronavirus (COVID-19) to be particularly stringent in following social distancing measures.

This group includes those who are:

1. Clinically extremely vulnerable people may include the following people. Disease severity, history or treatment levels will also affect who is in the group. Solid organ transplant recipients. People with specific cancers:
  - a. people with cancer who are undergoing active chemotherapy
  - b. people with lung cancer who are undergoing radical radiotherapy
  - c. people with cancers of the blood or bone marrow such as leukaemia, lymphoma or myeloma who are at any stage of treatment
  - d. people having immunotherapy or other continuing antibody treatments for cancer
  - e. people having other targeted cancer treatments which can affect the immune system, such as protein kinase inhibitors or PARP inhibitors
  - f. people who have had bone marrow or stem cell transplants in the last 6 months, or who are still taking immunosuppression **drugs**



- g. People with severe respiratory conditions including all cystic fibrosis, severe asthma and severe chronic obstructive pulmonary (COPD).
  - h. People with rare diseases that significantly increase the risk of infections (such as SCID, homozygous sickle cell).
  - i. People on immunosuppression therapies sufficient to significantly increase risk of infection.
2. Women who are pregnant with significant heart disease, congenital or acquired.
  3. If you are in any of the above risk categories, please immediately liaise with your line manager prior to return to site.
  - 4.

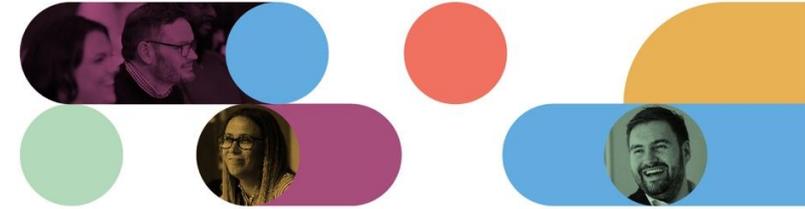
Gov.uk advice correct at time of Risk Assessment on Tuesday 12th May 2020.

#### **Reporting lines and requirements**

- Staff who feel unwell must report this to Pareto management immediately following the below reporting line:

1. Line Manager
2. Colin Kimber
3. Andrew Hulbert
4. Alishya Artwell
5. Bill Tsang

All above staff can be contacted on 0203 282 7177



- This report must include details showing what areas of site have been visited and who the affected individual has been in contact with. This is for health monitoring purposes.
- The client and Pareto will then make contact to key personnel within 2hrs of notification of illness.

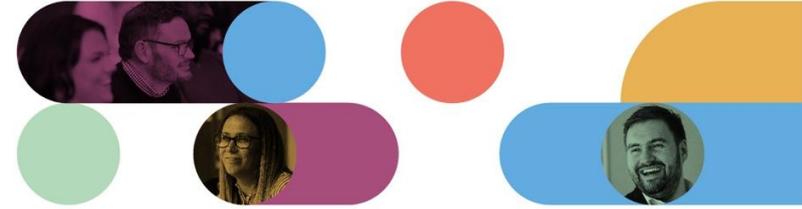
**Disinfectant must be used on entry to the site. Ensure you utilise the following PPE if required**



Proactive actions to take

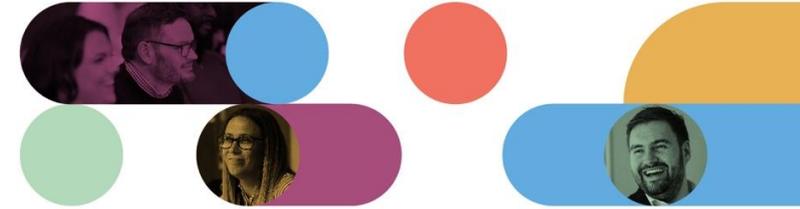
**Handwashing and respiratory hygiene**

- Washing your hands more often - with soap and water for at least 20 seconds or use a hand sanitiser when you get home or into work, when you blow your nose, sneeze or cough, eat or handle food
- Avoid touching your eyes, nose, and mouth with unwashed hands



- Avoid close contact with others and observe social distancing of 2 metres where possible
- cover your cough or sneeze with a tissue, then throw the tissue in a bin and wash your hands.
- Clean and disinfect frequently touched objects and surfaces in the home



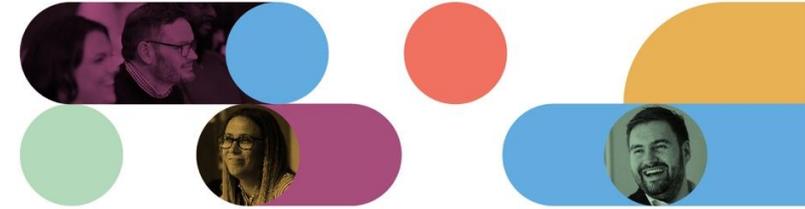


### What should you do if you develop symptoms of coronavirus (COVID-19)?

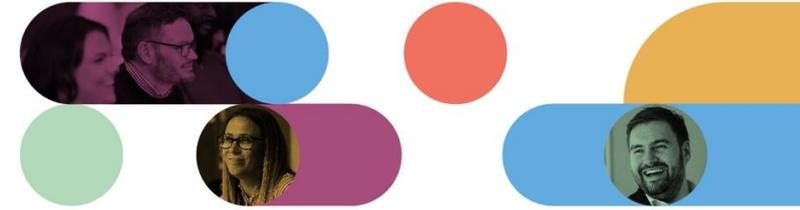
The same guidance applies to the general population and those at increased risk of severe illness from coronavirus (COVID-19). If you develop symptoms of COVID-19 (high temperature and/or new and continuous cough), self-isolate at home for 7 days.

You can find the full guidance here: <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

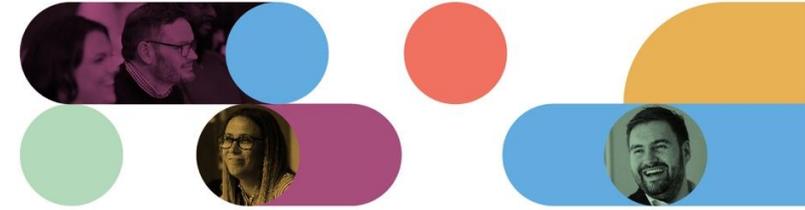
What are the hazards?	Who might be harmed	Controls Required	Additional Controls	Action by who?	Action by when?	Done
Spread of Covid-19 Coronavirus	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Visitors to workplace</li> <li>• Cleaners</li> <li>• Contractors</li> <li>• Vulnerable groups – Elderly, Pregnant workers, those with</li> </ul>	<b>Hand Washing</b> <ul style="list-style-type: none"> <li>• Hand washing facilities with soap and water in place.</li> <li>• Stringent hand washing taking place.</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> </ul>	Signage to be implemented as a visual reminder for employees to regularly wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. 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 unwashed hands. Disposable towels will be made available throughout the workplace.			



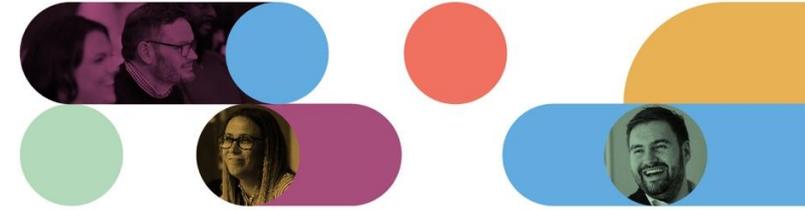
	<p>existing underlying health conditions</p>	<ul style="list-style-type: none"> <li>• Drying of hands with disposable paper towels.</li> <li>• To protect the skin by applying emollient cream regularly</li> <li>• Gel sanitisers in any area where washing facilities not readily available</li> </ul> <p><b><u>Cleaning</u></b> Frequently cleaning and disinfecting objects and surfaces that are touched regularly; particularly in areas of high use such as door handles, light switches, communal break areas using appropriate cleaning products and methods.</p>	
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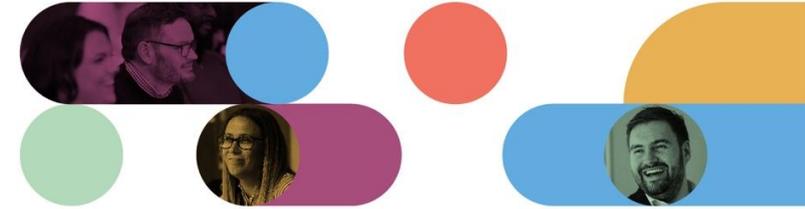
		<p><b><u>Social Distancing</u></b></p> <p>Social Distancing -Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the government.</p> <p>Taking steps to review work schedules including start &amp; finish times/shift patterns, working from home etc. to reduce number of workers on site at any one time.</p> <p>Redesigning processes to ensure social distancing in place.</p> <p>Video calls to be used where possible, in place of face to face</p>	<p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice –  <a href="https://www.gov.uk/government/publications/guidance-to-employers-and-businessesabout-covid-19">https://www.gov.uk/government/publications/guidance-to-employers-and-businessesabout-covid-19</a></p> <p>Posters, leaflets and other materials are available for display.  <a href="https://www.gov.uk/government/publications/guidance-to-employers-and-businessesabout-covid-19">https://www.gov.uk/government/publications/guidance-to-employers-and-businessesabout-covid-19</a></p> <p>Checks will be carried out by line managers and client staff to ensure that the necessary procedures are being followed.</p> <p>Staff to be issued with Tool Box Talk on COVID 19, including the importance of social distancing in the workplace and externally.</p>
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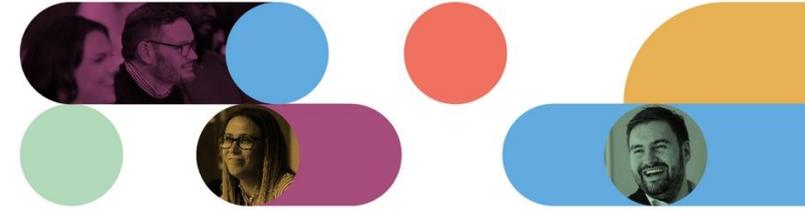
		<p>meetings.</p> <p>Social distancing also to be adhered to in break areas and smoking area</p> <p><b><u>Travelling</u></b> When travelling to, from or between sites, avoid public transport where possible and observe social distancing guidelines of 2 metres. Always consider whether the journey is necessary and if it is, ensure the safest form of travel is used.</p> <p><b><u>Wearing of Gloves</u></b> Where Risk Assessment identifies wearing of gloves as a requirement</p>	<p>Where possible, travel by car, motorcycle, bicycle or walking. If travelling isn't necessary, plan to work from home or travel outside of peak times to reduce contact with others.</p> <p>Pareto Management to remind all Staff that wearing of gloves and other PPE is not a substitute for good hygiene practice.</p>
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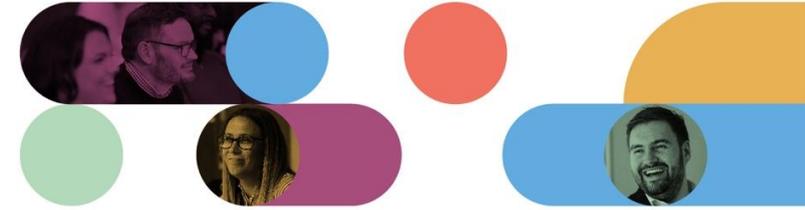
		<p>of a task, an adequate supply of these will be provided. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.</p>	<p><b>Reference</b> <a href="https://www.hse.gov.uk/news/face-maskppe-rpe-coronavirus.htm">https://www.hse.gov.uk/news/face-maskppe-rpe-coronavirus.htm</a></p>
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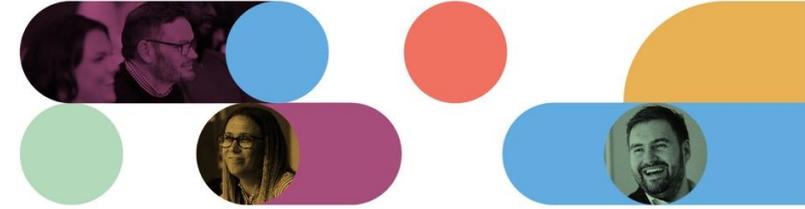
		<p><b>PPE Use and Guidance</b></p> <p>HSE guidance on the use of PPE (personal protective equipment) to protect against COVID-19 spread. In all settings, individuals are asked to observe social distancing measures and practice good hand hygiene behaviours</p> <p><a href="https://www.hse.gov.uk/toolbox/ppe.htm">https://www.hse.gov.uk/toolbox/ppe.htm</a></p> <p>Where PPE is a requirement for risks associated with the workplace tasks, the following will be followed</p> <p>Tight-fitting respirators (such as disposable FFP3 masks and reusable masks) rely on having a good seal with the wearer's face. Wearers must be clean shaven.</p>	
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		<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 to self isolate and advised to follow the stay at home guidance from the UK Government.</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 premises (including where a member of staff</p>	<p>Internal communication channels and cascading of messages through line managers will be carried out regularly to support employees in what is a fast-changing period.</p> <p>Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.</p>
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		<p>has visited other workplace premises such as domestic premises), the management team will seek guidance from the relevant 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.</p> <p><b><u>Mental Health</u></b>          Management will promote mental health &amp; wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help</p>	<p>Regular communication of mental health information and open-door policy for those who need additional support.          Reference - <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>
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**Risk Assessment Matrix – Risk (R) = Severity of Injury (S) x Likelihood of Harm (L)**

		Likelihood of Harm (L)		
		Slight (1)	Serious (2)	Major (3)
Severity of injury (S)	Unlikely (1)	1	2	3
	Probable (2)	2	4	6
	Likely (3)	3	6	9

Severity of Injury (S)	3	If Risk Score (R) is equal to or less than 3 then works can proceed if all the requirements highlighted above are adhered to. If R is above 3 then further action is required before works can be completed.
Likelihood of Harm (L)	1	
Risk Score (R)	3	

I confirm that I have fully understood the above and will adhere to the methods highlighted above in completion of all tasks.

**Name of employee & Trainer**

\_\_\_\_\_

**Signed by employee & Trainer**

**Date**

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