HEALTH AND SAFETY RISK ASSESSMENT FORM		
Risk Assessment for Novel Coronavirus (Covid-19)	**Assessment undertaken by:**	**Business Continuity Team**
Date of Assessment: July 2020	**Review Date:**	**August 2020 or earlier if need arises**

Please use this for to assess generic or specific tasks, work activities or equipment. The person undertaking the assessment must be competent to do so.

HAZARDS	WHO COULD BE HARMED AND HOW?	WHAT ARE YOU DOING ALREADY?	WHAT FURTHER ACTION IS NECESSARY?	BY WHOM	BY WHEN	COMPLETED (DATE)
Transmission of virus to and between workers and other people (consider office base and external visits).	Staff. Visitors to EAS office. Anyone who physically comes in contact with staff members in relation to our work. Potential increased risk of virus transmission between people.	Advice and guidance issued to staff as information emerged from Government. Issued external communications to stakeholders updating them on situation e.g. cancelling PL events. Introduced working from home for all staff with effect from 18 March 2020, including advising staff to undertake external visits/ meetings virtually if meetings proceed.	Establish plans for office returns/ external visits – no need to return anticipated until September 2020. Identification of roles needed in office and when. Consider review of shielding guidance on 16 August 2020 and associated impact on return. In consideration of return, review and consider	SMT SMT HR HR	14 August 2020 – consider emerging information from government and outline initial return to office/ external visits date, potentially on a phased basis.	

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			workers whose protected characteristics might expose them to a heightened degree of risk, explore and discuss reasonable adjustments and ensure organisational steps taken do not have an unjustifiable negative impact on some groups.			
			Establish a booking and registrations system to manage numbers in office to maintain social distancing requirements and maintain information about who has been in and when including visitors (in consideration of test, trace, protect rules).	Business Continuity Team	When return to office date known – potentially by 31 August 2020	
			Guidance to be issued re travelling to and from work, and on work related business e.g. no car sharing, rules associated with the use of public transport).	Business Continuity Team	When return to office date known – potentially by 31 August 2020	

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			Implementation of and guidance about social distancing measures within the workplace e.g. management of the 2m rule, restricted spaces, use of equipment, flows around offices e.g. one-way, limiting personal items brought into the workplace, hygiene practices, etc.	Business Continuity Team	When return to office date known – potentially by 31 August 2020	
			Adaptations to premises to support social distancing – consider staged return of workforce or reduced numbers in office throughout working week e.g. "bubbles", maximum occupancy limits for offices and shared areas (higher risk areas of the workplace), office layout change e.g. separation of desks, signage, stickers and floor markings, impact of shared areas, is it feasible to support hot desking at this time as equipment should not be	Business Continuity Team	When return to office date known – potentially by 31 August 2020	

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			shared between staff, limit use of high touch equipment in the workplace, sanitising wipes/ hand sanitiser, signage to remind of hygiene practices.			
			Adaptations to work processes to support social distancing e.g. consider whether meetings/ training are essential/ non-essential, consider rooms used to hold meetings, replace face to face meetings with virtual ones, hold meetings outdoors, providing hand sanitiser at meetings.	Business Continuity Team	When return to office date known – potentially by 31 August 2020	
			Identify the process if someone within workforce tests positive – consider impact of Test, trace, protect guidance from Welsh Government.	Business Continuity Team	When return to office date known – potentially by 31 August 2020	
			Impact of situations where social distancing can't be		When return to office	

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			maintained – risk assessments, advice and guidance to workers e.g. increased hand washing etc, requirement to wear PPE when social distancing can't be maintained e.g. masks on public transport when commuting.	Business Continuity Team	date known – potentially by 31 August 2020	
			Add appropriate signage to office spaces to visually support communication re social distancing, routes around building and hygiene practices.	Business Continuity Team	When return to office date known – potentially by 31 August 2020	
			Guidance to be issued regarding holding meetings/ events and visitors attending the office space.	Business Continuity Team	When return to office date known – potentially by 31 August 2020	
			Guidance to be issued to workers re the undertaking of external visits e.g. understanding protocols in	Business Continuity Team	When return to office date known – potentially	

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			establishment they are attending and following those protocols. Establish and communicate plans regarding confirmed cases within the workforce, coordination of test, trace and protect responses and processes for managing future spikes in the Covid pandemic e.g. a rapid exit strategy.	Business Continuity Team	by 31 August 2020 When return to office date known – potentially by 31 August 2020	
Poor hygiene practices within the workplace.	Staff. Visitors to EAS office. Anyone who physically comes in contact with staff members in relation to our work. Potential increased risk of virus transmission between people.	Advice to staff regarding appropriate handwashing. Hand washing facilities with soap and water in place. In advance of introducing working from home for all staff, hand gel and sanitising wipes provisioned for shared office spaces.	Establish plans for office returns/ external visits – no need to return anticipated until September 2020.	SMT	14 August 2020 – consider emerging information from government and outline initial return to office/ external visits date, potentially on a phased basis	

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			Issue guidance to workers regarding appropriate hygiene practices e.g. handwashing, use of tissues, waste management, etc.	Business Continuity Team	When return to office date known – potentially by 31 August 2020	
			Increase frequency of cleaning and removal of waste, including staff requirements to clean desk areas and shared equipment before and after use.	Business Continuity Team	When return to office date known – potentially by 31 August 2020	
			Increase availability of hand sanitisers and wipes throughout office spaces and around shared areas.	Business Support to place order	End of w/c 06 July 2020	
			Guidance regarding food in the workplace and associated hygiene e.g. take your food waste/ lunchboxes home.	Business Continuity Team	When return to office date known – potentially by 31 August 2020	
Ineffective cleaning routines	Staff.	Liaise with landlords regarding cleaning provision e.g. increased	Establish plans for office returns/ external visits – no need to return	SMT	14 August 2020 – consider	

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within the workplace.	Visitors to EAS office. Anyone who physically comes in contact with staff members in relation to our work. Potential increased risk of virus transmission between people.	cleaning of high use areas such as door handles, etc. Consideration of Government advice regarding cleaning.	anticipated until September 2020.		emerging information from government and outline initial return to office/ external visits date, potentially on a phased basis.	
			Enhanced office cleaning requirements in advance of planned return to be discussed with landlord and consider government guidance.	Business Continuity Team	Discuss with landlord by 14 August 2020. Guidance to be issued to staff by 31 August 2020.	
			Increase cleaning of desks and shared equipment before and after use. Limit use of shared items and remove the need to share certain items where	Business Continuity Team	Guidance to be issued to staff by 31 August 2020.	

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			possible. Guidance to be provided to staff. Issue guidance specific to cleaning in instances of suspected cases or following notification of contact through test, trace, protect processes.	Business Continuity Team	Guidance to be issued to staff by 31 August 2020.	
Prolonged period of home working.	Staff – staff are not used to working from home on a frequent and ongoing basis. Managers may be unfamiliar with how to manage staff and teams remotely. Working space may be sub optimal in a home environment. Working from home and the current circumstances may cause staff to	Homeworking guidance issued to staff to support working room home including DSE guidance, safety considerations and wellbeing guidance. Staff able to take home office based equipment at outset of working from home period e.g. monitors, keyboards, chairs. Staff advised to speak to managers regarding any concerns. Guidance to managers issued regarding appropriate support for staff including regular check ins.	Review homeworking guidance regularly and respond to concerns raised by staff. Consider impact of self-isolation in return to work plans and consideration of critical workers.	HR SMT/ Business Continuity Team	Review guidance by 14 August 2020. 14 August 2020 – consider emerging information from government and outline initial return to office/ external visits date, potentially on a phased basis.	

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	experience feelings of isolation, loneliness, anxiety, and stress. Staff may need to develop new skills to enable them to work effectively from home. Other members of household – impact on family relationships. Staff are required to balance their working commitments with caring responsibilities.	Managing Pressure at Work guidance available on SharePoint and Wellness Action Plan templates available for staff/ managers. Managers reminded to encourage staff to take regular breaks from work including periods of leave. IT available to provide remote support staff regarding technical issues and set up. Recognition that staff members balancing working at home with family circumstances – managers advised to be supportive. Focus on wellbeing of staff members. Access to Employee Assistance Programme.				

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Wellbeing could be impacted.	Staff – worry about situation, increased isolation affecting health and wellbeing.	Regular communication to staff ahead of and during period of working from home, including sharing communications from Welsh Government. Meetings with Wellbeing Focus Group. Distribution of a wellbeing playlist signposting a range of guidance and support available to staff. Establishing wellbeing hub on Microsoft Teams. Weekly videos from Managing Director. Access to Employee Assistance Programme.	Ongoing development of wellbeing strands as new information emerges. Wellbeing of staff to be considered as part of return to office plans. Critical worker considerations to include social isolation factors and feasibility of enabling some staff to return to help manage this aspect.	HR SMT/ Business Continuity Team	Ongoing 14 August 2020 – consider emerging information from government and outline initial return to office/ external visits date, potentially on a phased basis.	
Negative impact on stakeholder relationships.	Relationships between staff and stakeholders if situation was felt to be poorly handled.	Regular communication to stakeholders as situation emerged including signposting ways of contact EAS staff for support.	Review and consider the new ways of working with stakeholders and reflect on improvements to avoid snapback to old ways of working.	SMT/ SLT	14 August 2020.	

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		EAS teams have responded to situation and established new ways of working with stakeholders as required e.g. distance learning strategy. Cancellation of face to face training events and communication associated with this. Office phone lines diverted to staff working remotely.				
Access to offices during period of office closure for urgent reasons.	Staff Visitors to EAS office. Anyone who physically comes in contact with staff members in relation to our work.	Only designated EAS staff can access the office for urgent reasons (no visitors). Designated staff are advised to maintain social distancing rules when attending the office and follow hand washing advice when entering and departing the building.	As offices reopen, guidance will enhance or supersede previously established protocols in this area.	SMT/ Business Continuity Team		
EAS staff providing support in school based hubs during	EAS staff – increased exposure to individuals in a school	Voluntary offers of support sought from staff as part of Covid-19 response – no obligation on staff to provide support.	To maintain contact with those who volunteer regarding guidance provided in hubs.	SMT/ HR	Ongoing as required.	

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Covid-19 response	environment/ increased load in terms of work. Family members of EAS staff – increased contact with individuals in hub and return to family home. School based staff/ pupils – increased contact with staff/ pupils in school and potential to spread virus.	Recognition of support provided and potential impact on normal workload. Ongoing dialogue to be undertaken by line managers to ensure understanding of associated impact on workload and discussion of appropriate mitigation. Advising staff that offer support that all EAS policies and procedures apply when in a hub. Advising staff to wear EAS ID at all times when in a hub. Advising staff that they must not attend a hub if they display any coronavirus symptoms or have family members who are displaying symptoms or are considered vulnerable as per shielding advice.	To ensure amount of volunteering undertaken is realistic. Continue to monitor guidance related to the use of PPE in hubs.			

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		Advising staff not to take unnecessary equipment between home and the hub and if essential to clean before and after time in hub e.g. mobile phone, lanyard. Advising staff to wash hands (with soap and water for at least 20 seconds) on arrival at and on departure from hub (or use minimum 60% alcohol hand sanitiser as an alternative). Also to regularly wash when in hub and inline with hub protocols. DBS checks undertaken for EAS staff on commencement of their role with the EAS. Advising staff to ensure they are contactable at all times when in a hub/ travelling to and from a hub.				

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		Advising staff that offer support to familiarise themselves with and comply with guidance provided in hubs including health and safety and safeguarding guidance. Signpost WG Hub and School Guidance document to staff. Ensure staff members understand they can raise any concerns regarding hub related activity with their line manager, senior management, or HR. Employee Assistance Programme available for EAS staff.				
Ineffective communication with workers and stakeholders regarding ongoing response to Covid-19.	Staff. Visitors to EAS office. Anyone who physically comes in contact with	Advice and guidance issued to workers and stakeholders as information emerged from Government. Ongoing advice and guidance issued during	Ensure communication channels are maintained and appropriate awareness raised regarding return to office/ external visits/ visitors to office.	SMT/ Business Continuity Planning Team	Guidance documents to be issued as prepared.	

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	staff members in relation to our work. School based staff/ pupils – increased contact with staff/ pupils in school and potential to spread virus.	lockdown period and following implementation of working from home.	Consultation with workers via one to one's ahead of return to explore concerns and suggestions. Engage with Trade Unions.	HR/ Line managers	All staff meeting scheduled for 10 July 2020. Meeting with TU's on 21 July 2020	
			Consider the need for a re-induction process for returning workers.	SMT/ HR		
			Establish process of ongoing dialogue post return with line managers where a key focus is on health, safety, and well-being. Managers need to have a sensitive and open discussion with every individual and discuss any adjustments and/or ongoing support to facilitate an effective return to the workplace. This should cover topics such as changes in company services or	SMT/ HR/ Line managers	Ongoing through return to offices/ external visits.	

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			procedures, how specific stakeholder requirements, queries or issues are being addressed, as well as any agreed changes to their work duties or tasks including due consideration of any protected groups, required reasonable adjustments/ assessment of health and safety risks.			

APPENDIX 2 – Risk Matrix

Likelihood - Taking into account the controls in place and their adequacy, how likely is it that such an incident could occur? Apply a score according to the following scale:

Level	Descriptor	Description
5	Almost Certain	Likely to occur on many occasions, a persistent issue (will occur on a daily basis).
4	Likely	Will probably occur but it is not a persistent issue (will occur on a monthly basis).
3	Possible	May occur occasionally (possibly on an annual basis).
2	Unlikely	Do not expect it to happen but it is possible (unlikely to occur over a shorter time scale 1-2 years, possibly over longer time scales).
1	Rare	Doubtful if it will ever occur (unlikely to occur even over a longer time scale).

Severity - Taking into account the controls in place and their adequacy, how severe would the consequences be of such an incident? Apply a score according to the following scale.

Level	Descriptor	Actual or Potential Impact on Individual(s)	Actual or Potential Impact on Authority
5	Catastrophic	Death or Permanent damage	HSE Investigation Litigation expected/certain
4	Major	Permanent injury or illness e.g. RIDDOR reportable injury/ill health retirement/redeployment	RIDDOR reportable Long term sickness Litigation expected/certain
3	Moderate	Semi-permanent injury/damage or illness e.g. injury that takes up to 6-12 months to resolve or requires Occupational Health involvement/ rehabilitation	RIDDOR reportable, Long term sickness, Litigation possible but not certain, High potential for complaint
2	Minor	Short-term injury/damage or illness e.g. injury or illness that has been resolved within one month	Minimal risk to the EAS, Short term sickness, Litigation unlikely, Complaint possible
1	Insignificant	No injury or adverse outcome	No risk to the EAS

		Unlikely to cause complaint, Litigation risk remote

Risk Score/Action to be taken

			SEVERITY					ACTION
			1	2	3	4	5	
			Insignificant	Minor	Moderate	Major	Catastrophic	
1	Rare		1	2	3	4	5	No immediate
2	*Unlikely*		*2*	*4*	*6*	*8*	*10*	*Action within 3-6 months*
3	Possible		3	6	9	12	15	Urgent action
4	Likely		4	8	12	16	20	
5	Almost certain			10	15	20	25	