

HEALTH AND SAFETY RISK ASSESSMENT FORM			
Risk Assessment for Novel Coronavirus (Covid-19)		Assessment undertaken by:	Business Continuity Team
Date of Assessment:	September 2020	Review Date:	October 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 - Gateway offices.	Staff.	Advice and guidance issued to staff as information emerged from Government.	Ongoing dialogue with staff regarding attendance at the office, associated guidance and related questions or concerns.	Line managers	Ongoing	
	Visitors to EAS office.	Issued external communications to stakeholders updating them on situation e.g. cancelling PL events.	Monitor situation regarding visitors to the Gateway offices and issue advice accordingly when deemed appropriate.	SMT/ Business Continuity Team	Ongoing	
	Anyone who physically comes in contact with staff members in relation to our work.	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.	Monitor local lockdown situations if and when they emerge and advise staff accordingly.	SMT/ Business Continuity Team	Ongoing	
	Potential increased risk of virus transmission between people.					

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		<p>Plans drafted for return to the office in accordance with Government guidance and communicated to staff on 03 September 2020. Subsequent guidance documents issued w/c 07 September 2020.</p> <p>Office based staff should continue to work from home with limited availability for desk space to be booked in offices if staff wish to do so (5 in main office, 4 in hot desk area and 3 in SMT area). Booking system created and communicated to staff on 03 September 2020.</p> <p>Social distancing to be observed at all times in offices by keeping 2 metres apart from others.</p> <p>Appropriate signage and floor markings in place with one-way system for moving around office</p>				

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		<p>and social distancing signage in place.</p> <p>Areas that are not to be used by staff will be closed off and clear signage provided.</p> <p>Only one person to permitted to be in the photocopier areas at any one time to ensure social distancing measures.</p> <p>Desks that can be used are clearly marked to observe social distancing and staff instructed to clean desks and equipment on desks before and after using.</p> <p>Cleaning products are available, and staff instructed to wipe down touch points including, but not exclusive of photocopiers, desks, DSE, keyboards. Staff instructed to bring allocated laptops,</p>				

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		<p>keyboards and mouse to office.</p> <p>Face covering guidance provided to staff who choose to wear face coverings when attending the office.</p> <p>All staff to complete the 'All Wales Workforce Risk Assessment Tool' to support and inform ongoing dialogues regarding mitigation and management of perceived risks.</p> <p>Chief Medical Officer has paused advice to shield from 17 August 2020 onwards. Staff who were shielding are able to return to work if the environments are risk assessed to be 'COVID-secure' (have taken reasonable measures to minimise risk to employees and learners), although adults are advised to continue to</p>				

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		<p>work from home if possible. Staff who have been shielding should talk to their employer as early as possible about how they would be kept safe. Staff who do return to the workplace should strictly follow the social distancing measures in addition to the other safety measures put in place within the workplace.</p> <p>As part of ongoing dialogues, reviewing and considering 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.</p> <p>No visitors to attend the EAS offices.</p>				

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		<p>Guidance provided to staff regarding self-isolation processes and the requirement to engage with test, trace, protect strategy if symptoms develop. Visits to office to be recorded in available log books.</p> <p>Staff encouraged to use modes of transport other than public transport. No car sharing to take place. Those who live within 5k of the building should consider walking or cycling (bike racks are available). Face coverings on public transport mandatory from 27 July 2020.</p> <p>Live staff guidance documents available on SharePoint and staff notified when updates made regarding EAS response to Covid-19.</p>				
Transmission of virus to and between workers	Staff.	Plans drafted to support the reopening of schools in accordance with	Ongoing dialogue with staff regarding external visit requirements and	Line managers	Ongoing	

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and other people - external visits.	Anyone who physically comes in contact with staff members in relation to our work. Potential increased risk of virus transmission between people.	Government guidance and communicated to staff. Guidance issued to staff w/c 07 September 2020 related to undertaking external visits and the processes to be followed, including the importance of not attending if Covid-19 symptoms develop and appropriate hygiene measures. Seeking risk assessments from Local Authorities, schools/ settings and other external establishments to understand protocols required to be followed by staff undertaking external visits. Staff required to adhere to establishment protocols and guidance when on an external visit, while having due regard for EAS guidelines and their own personal safety e.g. maintain 2 metre social	required protocols to be followed when undertaking visits. Monitor local lockdown situations if and when they emerge and advise staff accordingly.	SMT/ Business Continuity Team	Ongoing	

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		<p>distancing, hand hygiene, etc.</p> <p>All staff to complete the 'All Wales Workforce Risk Assessment Tool' to support and inform ongoing dialogues regarding mitigation and management of perceived risks.</p> <p>Chief Medical Officer has paused advice to shield from 17 August 2020 onwards. Staff who were shielding are able to return to work if the environments are risk assessed to be 'COVID-secure' (have taken reasonable measures to minimise risk to employees and learners), although adults are advised to continue to work from home if possible. Staff who have been shielding should talk to their employer as early as possible about how they would be kept safe.</p>				

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		<p>Staff who do return to the workplace should strictly follow the social distancing measures in addition to the other safety measures put in place within the workplace.</p> <p>As part of ongoing dialogues, reviewing and considering 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.</p> <p>Guidance provided to staff regarding self-isolation processes and the requirement to engage with test, trace, protect strategy if symptoms develop. Undertaking of external visits to be recorded centrally within</p>				

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		<p>EAS and any required protocols to be followed when undertaking external visits e.g. completion of signing in books.</p> <p>Staff encouraged to use modes of transport other than public transport. No car sharing to take place. Those who live within 5k establishment to be visited should consider walking. Face coverings on public transport were mandatory from 27 July 2020.</p> <p>Face covering guidance provided to staff who choose to wear face coverings/ are required to wear them due to protocols required in establishment being visited.</p>				
Poor hygiene practices within the workplace.	Staff. Visitors to EAS office.	Advice to staff regarding appropriate handwashing, including active encouragement to increase frequency of	Ongoing monitoring of Government advice regarding required hygiene practices and any advised use of PPE.	SMT/ Business Continuity Team	Ongoing	

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	<p>Anyone who physically comes in contact with staff members in relation to our work.</p> <p>Potential increased risk of virus transmission between people.</p>	<p>handwashing as part of return to work planning.</p> <p>Hand washing facilities with soap and water in place.</p> <p>Signage displayed to remind staff to 'catch it, bin it, kill it'.</p> <p>Hand gel and sanitising wipes provisioned for shared office spaces. Sanitising stations located at entry and exit points and outside shared areas e.g. toilets.</p> <p>Social distancing to be observed at all times by keeping 2 metres apart from others.</p> <p>Cleaning products are available, and staff instructed to wipe down touch points including, but not exclusive of, photocopiers, desks, DSE, keyboards.</p>				

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		<p>Disposable gloves are available for staff handling post, shared equipment, etc. if preferred.</p> <p>No food preparation in kitchen permitted & one person only permitted to use kitchen at any one time. Staff should bring in their own food & drinks to avoid unnecessary touchpoints. Staff permitted to use hot and cold-water taps for drinks and sink taps.</p> <p>Staff instructed to not bring non-essential items into the offices or on external visits. Any items to be cleaned before and after visit.</p> <p>Government advice regarding general cleaning for non-healthcare settings where no one has symptoms of, or confirmed</p>				

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		<p>Covid-19, indicates that laundry should be washed in accordance with the manufacturer’s instructions and there is no additional washing requirement above what would normally be carried out. Staff made aware of this to enable consideration of items worn to work.</p> <p>Staff instructed to keep windows open at all times in the offices to ensure fresh air ventilation.</p> <p>Landlord has confirmed air conditioning in offices is a fresh air system and offices are individually controlled. HSE guidance indicates low risk.</p> <p>Staff who choose to wear face coverings in the office/ wear them on external visits in accordance with protocols required of establishment</p>				

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		made aware of how to use them safely.				
Ineffective cleaning routines within the workplace.	<p>Staff.</p> <p>Visitors to EAS office.</p> <p>Anyone who physically comes in contact with staff members in relation to our work.</p> <p>Potential increased risk of virus transmission between people.</p>	<p>Liaise with landlords regarding cleaning provision e.g. increased cleaning of high use areas such as door handles, etc. Landlord has confirmed increased cleaning of communal areas and cleaning of desks and equipment in offices at the end of each working day. Landlord responsible for emptying bins at the end of the day.</p> <p>Consideration of Government advice regarding cleaning.</p> <p>Increase cleaning of desks and shared equipment by staff before and after use. Use of shared items limited and removed the need to share certain items where possible e.g. keyboards. Guidance provided to staff.</p>	Specific cleaning requirements to be determined in instances of suspected cases or following notification of contact through test, trace, protect processes.	Business Continuity Team	18 September 2020	

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<p>Prolonged period of home working.</p>	<p>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.</p> <p>Working space may be sub optimal in a home environment.</p> <p>Working from home and the current circumstances may cause staff to experience feelings of isolation, loneliness, anxiety, and stress.</p>	<p>Homeworking guidance issued to staff to support working room home including DSE guidance, safety considerations and wellbeing guidance.</p> <p>Staff able to take home office based equipment at outset of working from home period e.g. monitors, keyboards, chairs.</p> <p>Staff advised to speak to managers regarding any concerns.</p> <p>Guidance to managers issued regarding appropriate support for staff including regular check ins.</p> <p>Managing Pressure at Work guidance available on SharePoint and Wellness Action Plan templates available for staff/ managers.</p>	<p>Review homeworking guidance regularly and respond to concerns raised by staff.</p>	<p>HR</p>	<p>Ongoing</p>	

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	<p>Staff may need to develop new skills to enable them to work effectively from home.</p> <p>Other members of household – impact on family relationships.</p> <p>Staff are required to balance their working commitments with caring responsibilities.</p>	<p>Managers reminded to encourage staff to take regular breaks from work including periods of leave.</p> <p>IT available to provide remote support staff regarding technical issues and set up.</p> <p>Recognition that staff members balancing working at home with family circumstances – managers advised to be supportive. Focus on wellbeing of staff members.</p> <p>Access to Employee Assistance Programme.</p> <p>Impact of home working isolation considered as part of return to work plans and supported by the introduction of a desk booking system if staff wish to attend the office.</p>				

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Wellbeing could be impacted.	Staff – worry about situation, increased isolation affecting health and wellbeing.	<p>Regular communication to staff ahead of and during period of working from home, including sharing communications from Welsh Government.</p> <p>Meetings with Wellbeing Focus Group.</p> <p>Distribution of a wellbeing playlist signposting a range of guidance and support available to staff.</p> <p>Establishing wellbeing hub on Microsoft Teams.</p> <p>Regular videos from Managing Director.</p> <p>Access to Employee Assistance Programme.</p> <p>Wellbeing of staff to be considered as part of return to office plans e.g. ability to book a desk in the office implemented as part of this. Ongoing dialogues with line</p>	Ongoing development of wellbeing strands as new information emerges.	HR	Ongoing	

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		managers encouraged to address any staff concerns regarding returning to the workplace.				
Negative impact on stakeholder relationships.	Relationships between staff and stakeholders if situation was felt to be poorly handled.	<p>Regular communication to stakeholders as situation emerged including signposting ways of contact EAS staff for support.</p> <p>EAS teams have responded to situation and established new ways of working with stakeholders as required e.g. distance learning strategy.</p> <p>Cancellation of face to face training events and communication associated with this.</p> <p>Office phone lines diverted to staff working remotely.</p>	Review and consider the new ways of working with stakeholders and reflect on improvements to avoid snapback to old ways of working.	SMT/ SLT	Ongoing	
Access to offices during period of office closure for urgent reasons.	Staff Visitors to EAS office.	Only designated EAS staff can access the office for urgent reasons (no visitors).	As offices reopen, guidance will enhance or supersede previously established protocols in this area.	SMT/ Business Continuity Team		

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	Anyone who physically comes in contact with staff members in relation to our work.	Designated staff are advised to maintain social distancing rules when attending the office and follow hand washing advice when entering and departing the building.				
EAS staff providing support in school based hubs during Covid-19 response	<p>EAS staff – increased exposure to individuals in a school environment/ increased load in terms of work.</p> <p>Family members of EAS staff – increased contact with individuals in hub and return to family home.</p> <p>School based staff/ pupils – increased contact with staff/ pupils in school and potential to spread virus.</p>	<p>Voluntary offers of support sought from staff as part of Covid-19 response – no obligation on staff to provide support.</p> <p>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.</p> <p>Advising staff that offer support that all EAS policies and procedures apply when in a hub.</p>	Monitor impact of any local lockdowns and any associated changes to the operation of schools.	SMT/ HR	Ongoing as required	

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		<p>Advising staff to wear EAS ID at all times when in a hub.</p> <p>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.</p> <p>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.</p> <p>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</p>				

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		<p>hub and inline with hub protocols.</p> <p>DBS checks undertaken for EAS staff on commencement of their role with the EAS.</p> <p>Advising staff to ensure they are contactable at all times when in a hub/ travelling to and from a hub.</p> <p>Advising staff that offer support to familiarise themselves with and comply with guidance provided in hubs including health and safety and safeguarding guidance.</p> <p>Welsh Government Hub and School Guidance signposted to staff.</p> <p>Ensure staff members understand they can raise any concerns regarding hub related activity with</p>				

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		<p>their line manager, senior management, or HR.</p> <p>Employee Assistance Programme available for EAS staff.</p>				
<p>Ineffective communication with workers and stakeholders regarding ongoing response to Covid-19.</p>	<p>Staff.</p> <p>Visitors to EAS office.</p> <p>Anyone who physically comes in contact with staff members in relation to our work.</p> <p>School based staff/ pupils – increased contact with staff/ pupils in school and potential to spread virus.</p>	<p>Advice and guidance issued to workers and stakeholders as information emerged from Government.</p> <p>Ongoing advice and guidance issued during lockdown period and following implementation of working from home.</p> <p>Covid-19 risk assessment available on the EAS website.</p> <p>All staff meeting held on 10 July 2020.</p> <p>Meeting with TU's held on 21 July 2020.</p> <p>All staff meeting held on 03 September 2020 to</p>	<p>Ongoing development and enhancement of communication strands in support of EAS' response to Covid-19.</p>	<p>SMT/ Business Continuity Team</p>	<p>Ongoing</p>	

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		<p>communicate return to work plans.</p> <p>Guidance documents issued to staff following meeting on 03 September 2020.</p> <p>Video created and shared with staff highlighting the measures established within the offices to help staff understanding and reintroduction into the Gateway office.</p> <p>Line managers requested to have dialogue with staff members following completion of the 'All Wales Workforce Risk Assessment Tool' to discuss return plans and any concerns/ questions raised by staff members.</p>				

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
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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	<i>Unlikely</i>	2	4	6	8	10	<i>Action within 3-6 months</i>
3	Possible	3	6	9	12	15	Urgent action
4	Likely	4	8	12	16	20	
5	Almost certain		10	15	20	25	