**Hughes Paddison Risk Assessment**

**Business hazards associated with the coronavirus pandemic**

**10 June 2020  
Practice Manager**

***Updated ~~11 January 2021~~***

***8 November 2021***



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| Who might be harmed | Controls required | Additional Measures | By Who | Action by |
| **Infection Prevention, Cleaning and Staff Safety** | | | | |
| * Staff * Clients * Visitors * Cleaners * Contractors * Delivery drivers * Clinically extremely vulnerable, or clinically vulnerable people as defined by Government * Those with underlying health conditions * Anyone else who physically comes into our premises | * Stringent hand washing taking place * Hand washing guidance * Drying of hands on disposable paper towels * Sanitisers in areas where hand washing facilities aren’t readily available * Tissues available in the workplace * Avoid workstation sharing * Staff to regularly clean their workstation * Ensure that workstations are left paper & clutter free to ensure cleaners have good access * Regular daily cleaning process in place each evening paying specific attention to all hard and high touch surface areas including kitchen, bathroom, desk tops, door handles and door plates | Signage throughout the buildings to remind staff and visitors of the Government public health messages:   * NHS - How to Wash Hands * NHS - COVID-19 Symptoms   Where desk sharing is unavoidable then the work area is to be cleaned both before and after use by the staff member using the space  Where appropriate reminding staff of best practice and checking to ensure that guidance is adhered to. | All HP Ltd Staff  If supplies run low contact the Office Manager  Regular checks to be organised by the Practice/Office Manager | Ongoing |
| **Staff Health** | | | | |
| Staff | Protective gloves made available on request.  Gloves may for example be used by staff collecting\opening post\DX or handling other supplies and the wiping down of surfaces.  Fresh air in office buildings.  Ventilation of rooms used for client meetings where practicable.  Clear guidance to be provided to all staff on the correct procedure if they become unwell with any COVID-19 symptoms, including a new continuous cough, high temperature or change in their sense of taste and smell whilst at work  Anyone with symptoms is directed to follow Government/NHS guidelines on self-isolating, reporting and test and trace | Staff to be reminded of the COVID-19 symptoms and protocol if a member of staff becomes unwell while in the office  Where possible encourage all staff to adequately ventilate the offices by opening doors and windows for as long as is practicable.  All staff to consider whether meeting either with a colleague or a client could be done using remote meeting software. | Supplies of gloves available from Office Manager  All HP Ltd Staff  Issues to be reported to Office/Practice Manager | Ongoing |
| **Vulnerable and Extremely Vulnerable Staff** | | | | |
| Some staff may have pre-existing medical conditions which render them more vulnerable to the dangers of coronavirus infection | Those who are classified by Public Health England (“PHE”) as being at greater risk from COVID-19 include people in the vulnerable (moderate risk) and extremely vulnerable (high risk) categories Vulnerable (moderate risk) people include those who:   * are 70 or older * are pregnant * have a lung condition such as asthma, COPD, emphysema or bronchitis (not severe) * have heart disease, diabetes, chronic kidney disease or liver disease (such as hepatitis) * are taking medicine that can affect the immune system (such as low doses of steroids) or * are very obese   Extremely vulnerable (high risk) people include those who:   * have had an organ transplant * are having chemotherapy for cancer, including immunotherapy * are having an intense course of radiotherapy for lung cancer * have a severe lung condition (such as severe asthma or severe COPD) * are taking medicine that makes them much more likely to get infections (such as high doses of steroids) * have a serious heart condition and are pregnant | The following safety and staff health arrangements should apply to staff who are classified as vulnerable (moderate risk) or extremely vulnerable (high-risk):  Managers should identify and be aware of staff who fall into vulnerable and extremely vulnerable categories so they can ensure that they are given adequate protection and support to enable them to comply with Government health recommendations | Practice Manager (HR) | Ongoing |
| **Staff Mental Health Issues** | | | | |
| Staff | The COVID-19 pandemic (and measures taken by government to control it such as lockdown and social distancing) may have had a significant impact upon the mental health of employees  Employees may report suffering a negative impact on mental health and overall well-being  Signs to look out for include:   * Working long hours / not taking breaks * Increased sickness absence or lateness * Mood changes, distraction, indecision, confusion, withdrawal * Irritability, anger or aggression * Uncharacteristic performance issues * Over-reaction to problems or issues * Disruptive or anti-social behaviour | Where signs are identified, managers should have a conversation with the Practice Manager who will take the appropriate action | Practice Manager /Managers | Ongoing |
| **Visitors to the Office** | | | | |
| All | Appointments:   * Encourage everybody to consider alternatives to face to face meetings * Staff are responsible to ensure a meeting room is free and is booked before confirming the appointment with client * Limited refreshments available to visitors * Designated visitor only toilet facilities | Guidance is provided to staff to ensure they understand how to engage with clients and other visitors to the offices  The guidance and protocols are reviewed regularly taking into account changes in Government and NHS guidance | All HP Ltd Staff  Guidance and protocols reviewed by Practice Manager | Ongoing |
| **Homeworking** | | | | |
| Staff working from home | Home working is covered by Hughes Paddison Home Working Policy which in conjunction with the IT Policy aims to ensure employees have a safe home working environment | All staff working from home are required to read and confirm their understanding of both policies | HP Ltd Staff working from home | Ongoing |
| **High Risk Areas of the office** | | | | |
| All | Heavily used areas of the workplace are more likely to present an infection transmission risk – for example toilets, kitchen, common areas etc  Clean toilet facilities carefully before/after use and remember to wash hands | Emphasis on additional environmental cleaning, with special attention to be paid to frequently touched surfaces such as door handles, light switches, etc | All HP Ltd Staff | Ongoing |
| **Cases of Possible Infection On-site** | | | | |
| All | If a member of staff becomes unwell in the workplace with coronavirus symptoms (a new, continuous cough or a high temperature) they should be sent home and directed to follow Government/NHS guidelines on self-isolating, reporting and test and trace.  If staff suspect a visitor has symptoms then the visitor should be asked to leave immediately | The following actions should be taken within the workplace:   * The incident reported to the Practice/Office Manager * Establish where the symptomatic person has been within the premises, who they have been in contact with and for how long | All instances to be reported to Office Manager | Ongoing |
| **Cybercrime** | | | | |
| All | Heightened awareness required during the COVID-19 pandemic, for computer viruses, phishing and scam emails and coronavirus related “ransomware” | The following safety arrangements should be applied to mitigate cyber risks:   * Review cyber security and surveillance infrastructure and ensure that all reasonable protection is in place * Circulate warnings to staff and managers of any credible cyber threats, especially scam emails and text messages * Ensure that staff working from home and using remote working systems are covered by cyber-risk protections * Ensure any homeworking arrangements maintain standards of data protection and IT security * Ensure that existing cyber-security systems do not interfere with the availability of critical safety information and updates relating to coronavirus | All HP Ltd Staff  Issues to be reported to Practice/Office Manager | Ongoing |