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Assessor name	Heather Wraith	Affected site(s)	Charter Vets (EX31 3FG)
Assessment date	15/06/2020	Review period	Monthly
Approved by	Heather Wraith	Review date	15/07/2020
Approved date	15/06/2020	Reference	Charter Veterinary Hospital Group Ltd Bridge House Site










Description













This Risk Assessment is for Charter Veterinary Hospital Bridge House Site. Due to the emerging evidence and changes to Government Guidance, it is vital that the most up to date guidance is referred to. This can be found at: <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19>
This risk assessment sets out the controls that will be in place for the workplace and work activities in order to reduce the risk of the transmission of the Covid-19 virus and demonstrate that the organisation is Covid-Secure.













Overall risk rating : 20 (High)








Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 <p>1. Cleaning To Reduce Transmission Of Covid-19 - Risk of exposure to Covid-19 whilst cleaning work areas.</p>	<p>All staff Cleaners</p> <p>How? Cleaning areas where Covid-19 may be present may lead to exposure to the virus. However, the cleaning of all areas correctly will reduce the risk of transmission overall.</p>	<div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;">  <p>Appropriate Disinfectant Products Used In Line With COSHH Assessment.</p> </div> <div style="width: 50%;">  <p>Cleaning Of Premises Before Work Commences</p> </div> <div style="width: 50%;">  <p>Correct Guidance Will Be Followed For Cleaning Areas Of Higher Risk</p> </div> <div style="width: 50%;">  <p>Increased Cleaning Frequency Of Cleaning Throughout Premises</p> </div> <div style="width: 50%;">  <p>Shared workstations limited and cleaned before and after every use</p> </div> </div>	<p>2 x 5</p>  <p>High</p>
 <p>2. Hygiene Control Poor hand hygiene and respiratory hygiene control may lead to an increase in surface contamination.</p>	<p>All staff, Contractors, Members of the public</p> <p>Visitors</p> <p>How? Increased risk of surfaces becoming contaminated with pathogens including Covid-19 leading to spread of infection.</p>	<div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;">  <p>Employees Advised To Wash Clothing After Work</p> </div> <div style="width: 50%;">  <p>Increased Hand Washing Facilities Provided. Where this is not possible sanitiser will be provided.</p> </div> <div style="width: 50%;">  <p>Increased Waste Management</p> </div> <div style="width: 50%;">  <p>Signs And Posters In Use To Remind To Practise Good Hygiene</p> </div> <div style="width: 50%;">  <p>Use Of Face Visors</p> </div> </div>	<p>2 x 5</p>  <p>High</p>

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 <p>3. Social Distancing Guidelines Cannot Be Met -Activities, where social distancing cannot be followed in full, may lead to increased risk of the transmission of the virus due to being in close proximity. This includes entrances, exits and common areas as well as work activities.</p>	<p>All staff How? Being in close proximity may lead to increased risk of the spread of the Covid-19 virus.</p>	<div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;">  <p>1.Increased Cleaning Carried Out</p> </div> <div style="width: 50%;">  <p>3.Time Spent Within 2m To Be Kept To A Minimum</p> </div> <div style="width: 50%;">  <p>6. Site teams will be kept fixed where possible. Colleagues limited to one site per day.</p> </div> <div style="width: 50%;">  <p>2.Increased Handwashing Carried Out</p> </div> <div style="width: 50%;">  <p>5.Employees To Avoid Face To Face Work Where Possible. If unable to socially distance face visor to be worn.</p> </div> <div style="width: 50%;">  <p>8. Use of Personal Protective Equipment (PPE) specifically face visors</p> </div> </div>	<p>5 x 5</p>  <p>High</p>


Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 <p>4. Individuals Displaying Symptoms - Coronavirus reportedly spread through exposure or contact to cough droplets. People at work developing on-set of symptoms within the workplace.</p>	<p>All staff, Contractors Visitors</p> <p>How? An individual could develop symptoms of high/raised temperature or new/continuous cough whilst at work.</p>	<div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;">  <p>All cases reported to HR Manager</p> </div> <div style="width: 50%;">  <p>Employee To Go Home Immediately</p> </div> <div style="width: 50%;">  <p>Temperature checking at entry to site Documented inspections of pool, equipment & associated areas are carried out by pool supervision.</p> </div> <div style="width: 50%;">  <p>Will Follow Government Advice On Testing https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</p> </div> <div style="width: 50%;">  <p>Work Area Cleaned Thoroughly Using Disinfectant Following Guidelines. https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p> </div> </div> <div style="display: flex; flex-wrap: wrap; margin-top: 20px;"> <div style="width: 50%;">  <p>Employee Not To Return To Work Until Self-Isolating Completed</p> </div> <div style="width: 50%;">  <p>Good Hand Washing/Hygiene Procedures Observed</p> </div> </div>	<p>4 x 5</p>  <p>High</p>

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 <p>5. Common Areas (Including Kitchen and Welfare Facilities) - Due to areas being frequently utilised by all staff, the potential for infection is increased. This includes stairwells, waiting areas, seating areas as well as toilets, changing room and kitchen areas.</p>	<p>All staff, Contractors Visitors</p> <p>How? Common areas may restrict distancing of 2+ metres at any one time. Due to heavy foot fall, surfaces may be touched more frequently and individuals may cross paths more often.</p>	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">  <p>Numbers Of People In Common Areas Managed. Max 2 people reception, 1 pharmacy, 2 office, 2 LA office & 1 + nurse if required in Consult room.</p>  <p>Shared items such as pens, pencils, staplers and selotape dispensers to be cleaned regularly</p> </div> <div style="width: 45%;">  <p>Regular Cleaning Of Common Area, Touch Points and Work Surfaces</p>  <p>Staff Room/kitchen Facilities Restricted to Limited Numbers. 1 person max in kitchen & 2 in staff room if 2m distanced.</p> </div> </div>	<p>2 x 5</p>  <p>High</p>
 <p>6. Handling Items, Materials And Using On-Site Vehicles. - Employees occupying work vehicles at the same time or shared use of common vehicles/plant or equipment.</p>	<p>All staff</p> <p>How? Inability to maintain social distancing or coming into contact with contaminated surfaces may lead to contraction of the Covid-19 virus.</p>	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">  <p>All Items To Be Cleaned Regularly</p>  <p>Rotation Of Jobs And Equipment Reduced</p> </div> <div style="width: 45%;">  <p>Good Hand Washing/Hygiene Procedures Observed Before and After Use</p>  <p>Vehicles Not Shared Where At All Possible</p> </div> </div>	<p>2 x 5</p>  <p>High</p>

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
<p></p> <p>7. Managing Customers, Visitors and Contractors Coming To Site. - Tradespeople, couriers, deliveries, contractors and other visitors such as customers attending site for work purposes.</p>	<p>All staff, Contractors Visitors</p> <p>How? Transmission of Covid-19 between visitors to site and employees.</p>	<p> Access To Welfare Facilities Controlled</p> <p> Good Hand Washing/Hygiene Procedures Observed By Employees</p> <p> Information Communicated To Visitors</p> <p> Protective Interface Established</p> <p> Revised Pick Up and Drop Off Procedures</p> <p> Contractors By Appointment Only</p> <p> Increased Cleaning Regime In Place For Touch Points And Interfaces.</p> <p> Managed Entry/Restrictions on Number of People Inside Premises</p> <p> Remote Communication Encouraged</p> <p> Sanitiser Available At Visitor Interfaces And Controlled Access For Deliveries</p>	<p>3 x 5</p> <p></p> <p>High</p>

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 <p>8. Meetings People coming together in close proximity to attend meetings.</p>	<p>All staff, Contractors Visitors</p> <p>How? Increased risk of transmission of Covid 19</p>	<div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">  <p>Meetings Carried Out Remotely Where Possible e.g. Virtual Zoom/Teams</p> </div> <div style="text-align: center;">  <p>Meetings To Be Held In Well Ventilated Locations</p> </div> </div> <div style="display: flex; justify-content: space-around; margin-top: 20px;"> <div style="text-align: center;">  <p>No Sharing Of Equipment Permitted</p> </div> <div style="text-align: center;">  <p>Sanitiser To Be Provided</p> </div> </div> <div style="text-align: center; margin-top: 20px;">  <p>Social Distancing To Be Maintained</p> </div>	<p>2 x 5</p>  <p>High</p>

Further control measures

Hazard	Action required	Assigned to	Planned completion date	Trainee
 <p>5. Common Areas (Including Kitchen and Welfare Facilities)</p>	<p>Limitations of number of people in each working area of Bridge House site as detailed under Existing controls for Hazards point 5.</p>	<p>Heather Wraith</p>	<p>08/06/2020</p>	<p>N/A</p>

Operating procedures

In the context of COVID-19 this means working through these steps in order:

In every workplace, increasing the frequency of handwashing and surface cleaning.

Businesses and workplaces should make every reasonable effort to enable working from home as a first option.

Where working from home is not possible, workplaces should make every reasonable effort to comply with the social distancing guidelines set out by the government (keeping people 2m apart wherever possible).

Where the social distancing guidelines cannot be followed in full, in relation to a particular activity, businesses should consider whether that activity needs to continue for the business to operate and if so, take all the mitigating actions possible to reduce the risk of transmission between their staff.

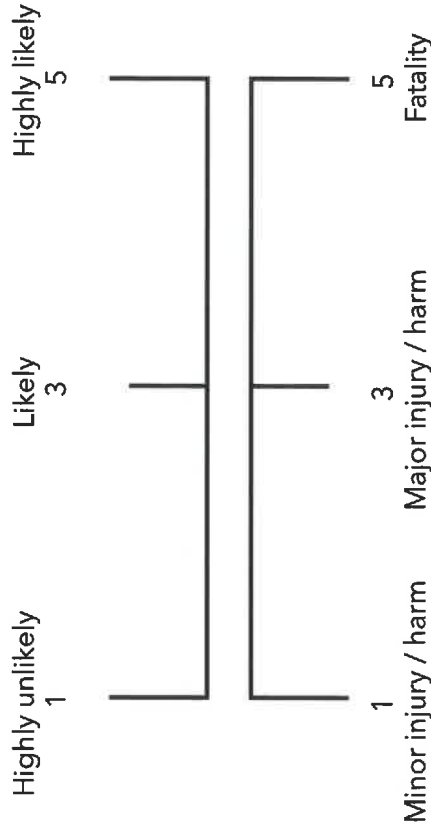
Further mitigating actions include:

- Increasing the frequency of hand washing and surface cleaning.
- Keeping the activity time involved as short as possible.
- Using back-to-back or side-to-side working (rather than face-to-face) whenever possible.
- Reducing the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others).
- Finally, if people must work face-to-face for a sustained period with more than a small group of fixed partners, then you will need to assess whether the activity can safely go ahead.
- No one is obliged to work in an unsafe work environment.

Taken From: <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19>

Risk rating explanation

Risk ratings are calculated by considering the likelihood of an event occurring along with the severity of the potential consequence should an accident occur. After considering existing control measures, values are assigned to the likelihood and severity from the scales below and these figures multiplied to established the risk rating.



5	10	15	20	25
4	8	12	16	20
3	6	9	12	15
2	4	6	8	10
1	2	3	4	5

Probability Severity

What do your risk ratings mean?

- Risk is categorised as LOW: Look to reduce risk if practicable
- Risk has been categorised as MEDIUM: Begin to plan your action to reduce the risk immediately
- Risk has been categorised as HIGH: Immediate action required to reduce the risk

Assessor's signature: Heather Wraith

Approved by signature: Heather Wraith

Employee(s)/Worker(s) acknowledgement

The signs below acknowledge receipt of this risk assessment and confirm that they have read and understood the requirements of the risk assessment.

Employee name	Signature(s)	Date

Employee name	Signature(s)	Date

