**Risk Assessment Guidance For Covid-19**

The following risk assessment is meant as a guide only to the types of issues to consider when undertaking a risk assessment for potential exposure to Covid-19 in the workplace. As a manager you should complete the risk assessment together with your employee as it is important to ensure all the relevant facts and issues are covered.

 **Responsibilities**

 All Employee must:

* Follow all control measures identified in risk assessments to promote safe working during the pandemic
* Report any accidents, incidents or near misses that may occur
* Report any hazards or potential hazards they might have in respect of Covid-19 to their manager

All Managers must:

* Ensure that risk assessments for managing Covid-19 are carried out and reviewed regularly throughout the period of lockdown and safe exit.
* Implement any controls, procedures or safe systems of work identified in risk assessments
* Monitor employees to ensure they are conforming to all controls, procedures and safe systems of work.

Departmental health and safety representatives and advisers should:

* Support managers to ensure risk assessments are completed and control measures implemented

[H&S representatives and advisers](https://soj/Employees/HealthSafety/Pages/HealthSafetyAdvisors.aspx)

Other areas to consider:

**1. Comunication and Advice -** Managers are strongly advised to follow information given out by the central comms team and on gov.je regarding coronavirus to make sure they do not propagate mixed messages

**2. Supporting Staff –** As a manager you are encouraged to be mindful about ways in which you can support staff who may be working in a variety of roles, which may be different to their usual day to day tasks and activities. If staff are required to work in isolation, then please make arrangements for regular contact to be made with them. Similarly, if they are in an unfamiliar role do check regularly on their safety and wellbeing

**3. Health and Safety –** When carrying out this risk assessment, think about all aspects of contact with others and maintaining good hygiene practices at all times. You should not ask individuals tp place themselves at risk either from the virus or through changes in their work activities which may pose other physical risks to them e.g. shared equipment or work spaces.

**4. Other health conditions** – For individuals who may have a medical condition or disability that is not classified as an underlying medical condition for Covid-19, managers should complete an individual care plan to ensure suitable provisions are in place if they return to the work place e.g. adequate first aiders (subject to the risk assessment below)

[Care plan link](https://soj/Employees/HealthSafety/Pages/RiskAssessments.aspx)

|  |  |
| --- | --- |
| \\ois.gov.soj\sojdata\HRD_HomeDirs\MulryM2\Desktop\Gov Of Jersey Logo.png | **RISK ASSESSMENT FOR** *Covid-19* |
| **REVIEW DATE:** Annually or when changes occur in work activity  | **RESPONSIBLE MANAGER** | **DATE OF ASSESSMENT:** | **ASSESSMENT REFERENCE:** |
| **NAME OF ASSESSOR** | **DEPARTMENT AND LOCATION**  |

|  |
| --- |
| **Severity (S)** |
| 5 | Catastrophic - incident leading to irreversible health effects or death |
| 4 | Major - incident leading to long term incapacity/ disability |
| 3 | Moderate - incident leading to injury. Requiring 4-14 days off work |
| 2 | Minor - incident leading to minor injury. Requiring < 4 days off work |
| 1 | Negligible - incident leading to no/ minimal injury. Requiring 0 days off work |
|  |  |

|  |
| --- |
| **Persons at Risk** |
| Employees |
| Students |
| Clients |
| Contractors |
| Members of the Public |
| Work Experience Students |
| Other Persons  |
|  |

|  |
| --- |
| **Risk Rating Matrix** |
| Likelihood | Severity |
|  | 1 | 2 | 3 | 4 | 5 |
| 1 | 1 | 2 | 3 | 4 | 5 |
| 2 | 2 | 4 | 6 | 8 | 10 |
| 3 | 3 | 6 | 9 | 12 | 15 |
| 4 | 4 | 8 | 12 | 16 | 20 |
| 5 | 5 | 10 | 15 | 20 | 25 |

|  |
| --- |
| **Degree of Risk** |
| Likelihood (L) |
| 5 | Certain – Hazard occurs frequently. It is a constant threat, or is custom practice ie, daily, montly, weekly |
| 4 | Likely – Hazard will probably occur but it is not a persistent issue. There are no issues of custom and practice, but we know we know from our experiences that the hazard does prestent itself from time to time  |
| 3 | Possible – Hazard may occur occasionally, ie. One or twice a year |
| 2 | Unlikely – Hazard occurs infrequently but remains a possibility |
| 1 | Rare – Hazard is not expected to occur |
|  |  |

**Select appropriate controls from those suggested in italics which are relevant to the work activity being carried out and move them to the current control column when they have been implemented. Other activities and more suitable control measure may need to be added.**

| **Activity** | **Hazard** | **People exposed** | **Current controls** | **likelihood** | **Severity** | **Risk Level** | **Further controls required or comments** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Staff working during the Covid-19 pandemic | Exposure to Covid-19 (respiratory illness) from other employees, the environment and equipment. | EmployeesClientsVisitorsContractorsOther members of public |  |  |  |  | * *Wherever possible employees will work from home (Regular contact with managers must be maintained if working from home)*
* *Physical distancing is practiced (2m distance), close contact with other employees is avoided.*
* *Covid-19 Information posters are displayed throughout the building*
* *Good respiratory hygiene is practiced, covering mouth and nose with a tissue when coughing/sneezing (catch it, kill it and bin it) Hand sanitizers, wipes and other hygiene products are available*
* *Schedules are in place to refill sanitisers and replace hygiene products*
 |
| Working during the Covid-19 pandemic (con’t) |  |  |  |  |  |  | * *Cleaning schedules are reviewed, (deep cleaning and sanitising schedules should be planned (both internal & external providers*
* *All guidance published on Gov.je is followed*
* *Departmental Covid-19 safety plan in place and is shared with staff*
* *Arrangements in place for any employee who falls ill at work with Covid-19 related symptoms and all staff are familiar with them*
* *Any employee displaying Covid-19 symptoms will self-isolate at home and not attend the workplace.*
 |
| Working when social distancing is not possible at all times due to the activities taking place(Unless deemed as an essential activity) | Exposure to Covid-19 (respiratory illness) from other employees | EmployeesClientsVisitorsContractorsOther members of public |  |  |  |  | * *Only essential activities are performed with physical distancing in place and changes are made where possible to the activity to reduce face to face contact for sustained periods of time*
* *Handwashing frequency is increased*
* *Surface disinfection is increased*
* *The activity time is kept as short as possible*
* *Screens or barriers are used to separate people*
* *Staff work back to back or side to side rather then face to face whenever possible*
* *The number of people working is reduced as much as possible*
* *Person to person contact is reduced by working in fixed teams or partnering so each person only works with a few others*
* *No vulnerable or extremely vulnerable people will perform these activities*
 |
| Staff who are over 65 working during the Covid-19 pandemic  | Exposure to Covid-19 (respiratory illness) from other employees | Staff who are over 65 |  |  |  |  | * *Essential staff over 65 who have no underlying health conditions should have an individual risk assessment in place to determine whther they can return to the workplace. For those either vulnerable or severely vulnerable, see below.*
 |
| Vulnerable staff working during Covid-19 Follow link for definition[Vulnerable people](https://www.gov.je/health/coronavirus/publichealthguidance/pages/shieldingforvulnerablepeople.aspx#anchor-1) | Exposure to Covid-19 (respiratory illness) from other employees, the environment and equipment | Vulnerable staff |  |  |  |  | * *Staff who have a medical condition that makes them vulnerable to Covid-19 can continue to work subject to this risk assessment, safe distancing and hygiene arrangements and following written advice from their GP.*
 |
| Severely vulnerableFollow link for definition[Severely vulnerable people](https://www.gov.je/health/coronavirus/publichealthguidance/pages/shieldingforvulnerablepeople.aspx#anchor-1) | Exposure to Covid-19 (respiratory illness) from other employees, the environment and equipment | Severely vulnerable staff |  |  |  |  | * *Severely vulnerable staff who have a condition that makes them vulnerable to severe illness from Covid-19 should remain shielded and working from home when this is possible.*
 |