

# COVID-19 Employee Risk Assessment

**Assessors:**  
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RA 221 Issue 5

Risk Factor	Existing Measures	Risk Rating (Impact x Likelihood)	COVID-19 Measures:	Date Implemented	Residual Risk Rating (Impact x Likelihood)
<b>Social distancing and droplet transmission between personnel</b>	6 start/finish times across the business  Minimal measures in place  Hygiene policy	<b>16</b>	<input type="checkbox"/> COVID-19 Policy issued to all employees	18/03/2020	<b>8</b>
			<input type="checkbox"/> No visitors allowed on site	18/03/2020	
			<input type="checkbox"/> 12 start/finish times across the business	18/03/2020	
			<input type="checkbox"/> Provision of air filtration systems in the canteen and main office and improved natural ventilation around the site	18/03/2020	
			<input type="checkbox"/> Separation of tables in welfare facilities	18/03/2020	
			<input type="checkbox"/> Separation of workstations and deployment to less populated areas	20/03/2020	
			<input type="checkbox"/> Meeting restrictions with electronic methods in place or strict social distancing	25/03/2020	
			<input type="checkbox"/> Fire muster points changed to promote social distancing	26/03/2020	
			<input type="checkbox"/> Restriction of staff using kitchen facilities at any one time to one only	26/03/2020	
			<input type="checkbox"/> Changing room restrictions, limiting employee number at any one time	13/04/2020	
			<input type="checkbox"/> 3m markings on floor on pedestrian routes	28/04/2020	
			<input type="checkbox"/> Face masks mandatory for all employees and contractors on site	28/04/2020	
			<input type="checkbox"/> Office redesigned to create individual work stations at 3m intervals	29/05/2020	
			<input type="checkbox"/> Face shields issued to those suffering with respiratory conditions to wear when at least 2m away from a colleague, face mask to be worn at all other times when on site	16/06/2020	
			<input type="checkbox"/> Staff kitchen redesigned to add an additional sink improving social distancing provisions	17/06/2020	
			<input type="checkbox"/> 7 start / finish times in the warehouse	26/10/2020	
			<input type="checkbox"/> 16 start finish times in production	26/10/2020	
<input type="checkbox"/> Face masks mandatory when walking around in the office	28/10/2020				
<input type="checkbox"/> Closing off of urinals / sinks in toilets	28/10/2020				
<input type="checkbox"/> Toilet signage across site - occupied/vacant	04/01/2021				
<input type="checkbox"/> Additional safety memos issued	04/01/2021				
<b>Hygiene and sanitation</b>	Hygiene policy  Adequate wash and sanitisation provisions  GMP procedures	<b>12</b>	<input type="checkbox"/> Relocation and increased provision of hand sanitiser stations	18/03/2020	<b>4</b>
			<input type="checkbox"/> Increased provision of surface wipes located at frequently touched surfaces	18/03/2020	
			<input type="checkbox"/> Prohibition of shared devices, e.g. phones, workstations, etc	25/03/2020	
			<input type="checkbox"/> COVID-19 and hygiene training delivered to all employees	25/03/2020	
			<input type="checkbox"/> Current water dispenser cups can get contaminated by touch, so concession raised for use of personal drink vessels during the pandemic	25/03/2020	
			<input type="checkbox"/> Increased provision of cleaning staff	01/04/2020	
			<input type="checkbox"/> Atmospheric disinfection system delivering continuous safe airborne and surface disinfection to changing rooms, canteen, offices, clean room and woundcare	01/04/2020	
			<input type="checkbox"/> High traffic doorways/gates propped open to reduce touch transmission risks	01/04/2020	
			<input type="checkbox"/> Issuing of surface wipes, hand sanitiser and disposable gloves for all employees	06/04/2020	
			<input type="checkbox"/> Free refills made available for sanitiser products for personal use	06/04/2020	
			<input type="checkbox"/> Disposal of used masks procedure	28/04/2020	
			<input type="checkbox"/> Sanitisation provisions for shared company vehicle	04/05/2020	
			<input type="checkbox"/> COVID-19- Hygiene Procedure issued to all employees	05/05/2020	
			<input type="checkbox"/> Additional care package gifted to all employees	25/06/2020	
			<input type="checkbox"/> COVID-19 update brief to all on site	14/10/2020	
			<input type="checkbox"/> Numerous safety hygiene memos issued	04/01/2021	
			<input type="checkbox"/> Care package issued for all staff	14/01/2021	

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<b>Number of personnel working on-site at Robinson Healthcare</b>	148 employees with 10 off-site employees whom visit site approximately 2 days per month	12	<ul style="list-style-type: none"> <li>☑ COVID-19 Policy issued to all home workers via email</li> <li>☑ 10 staff working from home permanently</li> <li>☑ Non-critical contractors and visitors prohibited from site</li> <li>☑ 1 Shielded employee placed on furlough leave</li> <li>☑ 8 staff placed on furlough leave</li> <li>☑ 13 staff working from home on rotation basis</li> <li>☑ 2nd shielded employee placed on furlough leave</li> <li>☑ 5 staff placed on furlough leave</li> <li>☑ 9 staff working from home in second lockdown</li> <li>☑ 1 employee shielding on full furlough</li> <li>☑ All visitors to site prohibited</li> <li>☑ 9 employees placed on flexi furlough</li> <li>☑ 22 office staff working from home on a rota basis</li> <li>☑ 2 shielding placed on furlough</li> </ul>	18/03/2020 23/03/2020 25/03/2020 24/03/2020 01/04/2020 01/04/2020 20/04/2020 01/05/2020 05/11/2020 05/11/2020 05/11/2020 04/01/2021 05/01/2021 13/01/2021	4

## Additional Measures:

☑ Company agreed to enhance (double) for two weeks the amount of SSP paid to employees who stay at home, because they or a member of their household suspects that they may have contracted COVID-19. This was to reduce the financial incentive for suspected COVID-19 cases to return to work too early	18/03/2020
☑ COVID-19 Pre entry from for critical contractors and visitors	20/03/2020
☑ All employees encouraged to report either their or family members within their household with symptoms and self-isolate. Investigations conducted at work to identify anyone they have been in close contact with	20/03/2020
☑ COVID-19 return to work process	20/03/2020
☑ Employees issued with key worker letters for travelling to and from work	27/03/2020
☑ Added to key worker testing register and employees who have self-isolate have been tested and to date all results are negative	23/04/2020
☑ HSE virtual tour of the site to review all COVID-19 control measures	05/05/2020
☑ Key worker letter issued for new lockdown	06/01/2020
☑ Applied to be a part of the Government Asymptomatic LFT Pilot Scheme	11/01/2021

Impact	Severe	1					
	Major	2					
	Moderate	3					
	Minor	4					
	Insignificant	5					
				1	2	3	4
	Likelihood		Very Unlikely	Unlikely	Moderately Possible	Very Likely	Almost Certain

## Conclusion:

Robinson Healthcare has carefully considered all UK Government guidance and has implemented the above control measures in order to reduce the risk of COVID-19 transmission. In our opinion, the controls that have been implemented are appropriate and will reduce the risk as low as is reasonably practicable. The company must ensure that the controls are effectively maintained throughout the duration of the pandemic and must follow any further guidance or requirements therefore; the risk assessment will be regularly reviewed.

Key:

	Very High
	High
	Medium
	Low

## Likelihood & Impact Matrix