

## HTA Coronavirus Risk Assessment

HTA Coronavirus Risk Assessment							
Location: <b>LONDON</b>			Date Assessed: <b>19/05/20</b> Review Date:		Assessed by: <b>CMA</b>		
Activity/ Task	Hazard/Risk	Persons at Risk	Controls in Place	Severity (1-5)	Likelihood (1-5)	Risk/ Priority	Additional Controls Required
Working in the office	Contact with persons suffering from coronavirus	Employees  Contractors  Visitors	<p>If an employee or known visitor tests positive for coronavirus, further advice will be sought from the local Health Protection Team. They will take over the risk assessment process from that point.</p> <p>Once symptomatic, all surfaces that the person has come into significant contact with must be cleaned, including:</p> <ul style="list-style-type: none"> <li>All surfaces and objects which are visibly contaminated with body fluids; and</li> <li>All potentially contaminated high-contact areas such as toilets, door handles, telephones, etc.</li> </ul> <p>Communal areas where a symptomatic individual has passed through and spent minimal time in but which are not visibly contaminated with bodily fluids do not need to be specially cleaned and disinfected.</p> <p>If a person becomes ill in a shared space, these should be cleaned using disposable cloths and household detergents, according to current recommended workplace legislation and practice.</p>	5	2	10	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p><a href="https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19">https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</a></p> <p>Control measures will be revised and updated weekly or when the latest government guidance is released, whichever is soonest.</p>

Working in the office	Contact with persons who may have been exposed to coronavirus	Employees Contractors Visitors	<p>Employees who are suspected to have coronavirus are to self-isolate in accordance with the government guidance.</p> <p>Other persons who may have been exposed to the coronavirus have been instructed by the government guidance to self-isolate.</p> <p>Employees who have returned from overseas should review the latest guidance from the Foreign and Commonwealth Office (FCO). Depending on which country they have returned from, they may need to self-isolate, even if they do not show any symptoms.</p> <p>Employees who have returned from other countries should self-isolate if they start showing symptoms of coronavirus.</p>	5	2	10	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p><a href="https://www.gov.uk/guidance/travel-advice-novel-coronavirus">https://www.gov.uk/guidance/travel-advice-novel-coronavirus</a></p> <p>Control measures will be revised and updated weekly or when the latest government guidance is released, whichever is soonest.</p>
	Contact with packages or items handled by persons who may have been exposed to coronavirus		All existing risk assessments will be maintained and followed. There is currently no perceived increase in risk for handling post or freight from specified areas.	3	1	3	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p>
	Disposal of waste that may be contaminated by a coronavirus sufferer		All waste that has been in contact with the relevant person, including used tissues, and masks if used, should be put in a plastic rubbish bag and tied when full. The plastic bag should then be placed in a second bin bag and tied. It should be put in a safe place and marked for storage until the result is available. If the individual tests negative, this can be put in the normal waste.	3	1	3	<p>Control measures will be revised and updated weekly or when the latest government guidance is released, whichever is soonest.</p>

			Should the person tests positive, the Health Protection Team will provide instructions about what to do with the waste.				
	Overseas travel by employees	Employees Contractors Visitors	<p>Overseas travel should be prohibited except in exceptional cases.</p> <p>If travel is essential, employees should review the latest FCO advice before travelling. Border entry restrictions may prevent travel regardless of how essential it is.</p> <p>Employees must comply with any local restrictions and quarantine orders from local authorities when operating overseas.</p> <p>Employees who have returned from overseas should review the latest guidance from the FCO. Depending on which country, they may need to self-isolate, even if they do not show any symptoms.</p> <p>Employees who have returned from other countries should self-isolate if they start showing symptoms of coronavirus.</p>	5	2	10	<p>FCO advice will be reviewed regularly.</p> <p><a href="https://www.gov.uk/guidance/travel-advice-novel-coronavirus">https://www.gov.uk/guidance/travel-advice-novel-coronavirus</a></p>

Working in the office	Contracting and spreading of infection	Employees Contractors Visitors	<p>Basic infection controls should be followed as recommended by the government:</p> <ul style="list-style-type: none"> <li>• Maintain a 2m separation distance between yourself and others where possible</li> <li>• Cover your face if you wish, although this is not mandatory</li> <li>• Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze.</li> <li>• Put used tissues in the bin straight away.</li> <li>• Wash your hands with soap and water often – use hand sanitiser gel if soap and water are not available.</li> <li>• Try to avoid close contact with people who are unwell.</li> <li>• Clean and disinfect frequently touched objects and surfaces.</li> <li>• Do not touch your eyes, nose or mouth if your hands are not clean.</li> </ul> <p>Persons worried about symptoms should use the NHS 111, only call if they cannot get help online, and NOT go to their GP or other healthcare centre.</p> <p><i>Where eligible, employees are strongly recommended to take part in the government’s testing programme for COVID-19 and ensure that the results are communicated to senior management. If the test results reveal that the individual has contracted COVID-19, action will be taken as prescribed in the Emergency Action Plan and a decision will be made on when they can return to work.</i></p>	4	3	12	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>Control measures will be revised and updated weekly or when the latest government guidance is released, whichever is soonest.</p> <p><a href="https://www.nhs.uk/conditions/coronavirus-covid-19/">https://www.nhs.uk/conditions/coronavirus-covid-19/</a></p>
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Working in the office	Contracting and spreading of infection	Employees Contractors Visitors	<p>Measures that should be implemented to create a Covid-19 secure workplace at HTA:</p> <ul style="list-style-type: none"> <li>• Employees asked to work from home where possible</li> <li>• Number of employees permitted to attend the office at any one time will be limited.</li> <li>• Guidelines to respect social distancing should be in place for use of meeting rooms and common areas</li> <li>• Staff will be asked to follow building management guidelines for entry and exit into and out of the building</li> <li>• Use of lifts should be restricted to allow for 2m separation</li> <li>• Use of desks should be limited to allow for 2m separation between active workstations</li> <li>• Information posters should be displayed to offer advice and guidelines for workers.</li> <li>• Taped areas around communal facilities will be demarked to identify 2m separation zones</li> <li>• Staff should be asked to bring their own food to work and clean up their own workstations until further notice.</li> <li>• Communal kitchen will remain closed until further notice.</li> <li>• Reception will remain close until further notice</li> <li>• Visitors will not be asked to attend HTA studios until further notice.</li> <li>• Employees will be asked not to travel between HTA studios until further notice.</li> </ul>	4	3	12	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>Control measures will be revised and updated weekly or when the latest government guidance is released, whichever is soonest.</p> <p><a href="https://www.nhs.uk/conditions/coronavirus-covid-19/">https://www.nhs.uk/conditions/coronavirus-covid-19/</a></p>
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PLEASE SEE DAILY MONITORING CHECKLIST ON PAGE 7

## Risk/Priority Indicator Key

Severity (Consequence)
1. Negligible (delay only)
2. Slight (minor injury / damage / interruption)
3. Moderate (lost time injury, illness, damage, lost business)
4. High (major injury / damage, lost time business interruption, disablement)
5. Very High (fatality / business closure)

Likelihood
1. Improbable / very unlikely
2. Unlikely
3. Even chance / may happen
4. Likely
5. Almost certain / imminent

RISK / PRIORITY INDICATOR MATRIX						
LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		SEVERITY (CONSEQUENCE)				

Summary		Suggested Timeframe
12-25	High	As soon as possible
6-11	Medium	Within the next three to six months
1-5	Low	Whenever viable to do so

## Weekly Monitoring Checklist

Ensure that you have:

Action	Yes	Confirmed by	Comments
Reviewed the updated guidance from the government	✓	Colin Ainger	
Reviewed and updated the risk assessment to incorporate any changes to the guidance	✓	Simon Bayliss	
Ensured sufficient stocks of soap, hand sanitiser and disinfectant are available	✓	Stephanie Warner	
Identified and implemented the (new) recommended control measures	✓	Rachel Hardman	