

COVID-19 Secure Risk Assessment and Guidance



Total Score			Recommendation
4	to	16	Considered LOW Risk
17	to	24	Considered MEDIUM Risk
25	to	48	Considered HIGH Risk
49	to	100	Considered VERY HIGH Risk

Likelihood	
2	Very Unlikely
4	Unlikely
6	Likely
8	Very Likely
10	Imminent / Certain

Severity	
2	Individual Illness
4	Multiple Illness
6	Fatality
8	Multiple Fatalities
10	Many Fatalities

Ref	Hazard	Risk Evaluation			Control Measures	Risk Evaluation			Comments
		L	S	RR1		L	S	RR2	
1	Employees or member of their household showing signs of illness	10	10	100	<ul style="list-style-type: none"> Self-isolate in line with Public Health England and Government guidance. Check operatives are fit to commence work & no health concerns with household cohabiters. Employees are to inform line managers if they are unwell or if they have completed isolation to return to work following Government guidelines. See current guidance for employees and employers relating to statutory sick pay due to COVID-19. Apex Lifts need to be aware of any pre-existing medical conditions or aspects that may make persons a higher risk category. It is important to regularly check staff. Verbally check daily and weekly and record that staff are fit to assist the test and trace service by: Keep a temporary record of staff shift patterns for 21 days to assist NHS Test and Trace with requests for that data if needed. This could help contain clusters or outbreaks at work. In the event of more than one case, a single person will contact the local PHE health protection team. 	4	10	40	
2	Clinically vulnerable and higher risk Persons	8	10	80	<ul style="list-style-type: none"> Maintain a 2m radius from other persons to reduce the risk of contamination. Minimise any dialogue. Clinically extremely vulnerable individuals, who were previously advised to shield at home, can go to the workplace as long as it is COVID-secure, but should carry on working from home wherever possible. 	6	10	60	

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		L	S	RR1		L	S	RR2	
					<ul style="list-style-type: none"> Anyone living with a person who is at increased risk of severe illness, or an extremely vulnerable person who was shielding from Coronavirus (Covid-19), should stringently follow the guidance on social distancing and minimise contact outside the home or their support bubble. 				
3	Travel to work is 'essential' in line with government guidance	10	10	100	<ul style="list-style-type: none"> Discuss with the customer whether the work is truly essential. Installation, modernisation, servicing and safety critical repairs are likely to be essential. The successful operation of the business requires the office to be open and for employees to attend sites. 	8	10	80	
4	Employees travel to work	10	10	100	<ul style="list-style-type: none"> Travel to work following government guidance; typically, but not limited to: Avoid public transport where possible - use company vehicles, walk or cycle. Face covering are required by law on all public transport. Clean vehicles regularly. Avoid congested times if public transport is used. Maintain 2m distance from others where possible. Try to avoid touching any surfaces. Where possible travel to work alone. One employee per vehicle where possible. Staggered arrival and departure times at work to reduce crowding into and out of the workplace, taking account of the impact on those with protected characteristics. <p>If workers have no option but to share transport:</p> <ul style="list-style-type: none"> Journeys should be shared with the same individuals and with the minimum number of people at any one time Good ventilation (i.e. keeping the windows open) and facing away from each other may help to reduce the risk of transmission 	8	10	80	

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		L	S	RR1		L	S	RR2	
					<ul style="list-style-type: none"> The vehicle should be cleaned regularly using gloves and standard cleaning products, with particular emphasis on handles and other areas where passengers may touch surfaces. 				
5	Contracting COVID-19 general	10	10	100	<ul style="list-style-type: none"> Over all, follow current government guidance. All personnel are to be provided with this COVID-19 risk assessment. Minimum number of people needed on site to operate safely and effectively. Wash your hands with soap and water often – do this for at least 20 seconds Always wash your hands when you get into work, before and after any breaks (including using the toilet), when leaving the workplace, when you get home, before eating, smoking/vaping and every hour otherwise. Your manager can provide you with a portable water container if required. Use hand sanitiser gel (minimum 70% alcohol content) or wipes if soap and water are not available Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze Put used tissues in the bin straight away and wash your hands afterwards Avoid touching your eyes, nose or mouth if your hands are not clean Try to avoid close contact with people who are unwell. Avoid sharing equipment unless you can clean it between users. Maintain a 2m radius from other persons at all times where possible to reduce the risk of contamination. Keep the activity/interaction time involved as short as possible. Use screens or barriers to separate people from each other. Using back-to-back or side-to-side working (rather than face-to-face) whenever possible. Reduce the number of people each person has contact with by using ‘fixed teams or partnering’ (so each person works with only a few others). 	6	10	60	



					<ul style="list-style-type: none"> • If people must work face-to-face for a sustained period with more than a small group of fixed partners, an assessment will be made whether the activity can safely go ahead. No one is obliged to work in an unsafe work environment. • Clean the site areas and equipment/tools before leaving the workplace. • Check adequate cleaning supplies are available and maintain stock. • The lead site person is responsible for monitoring cleaning regimes and stock levels of cleaning supplies. • Enhanced cleaning procedures are in place particularly in communal areas and at touch points. • Record entry and leaving site to the customer following their procedures. • Assess the best entry point onsite to avoid or minimise contact with other persons. Wait if necessary, until the entry point is clear of others. • Use your own pen to sign in and out of site and where possible one operative should sign in and out on behalf of the group attending site. • Hands should be washed or sanitised after touching any door handles or code lock. • Follow the coronavirus working procedures and adhere to the rules. • Reduce any unnecessary face to face meetings and site visits where possible. Encourage visits via remote connection/working where this is an option. • Documents should be signed and exchanged electronically where possible minimising contact. • Do not come to work if you have a persistent cough, have difficulty breathing, have a high temperature or loss of taste or smell. • Consider the security implications of any changes you intend to make to your operations and practices in response to COVID-19, as any revisions may present new or altered security risks which may need mitigations. 				
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		L	S	RR1		L	S	RR2	
6	Working in the office or static construction site.	10	10	100	<ul style="list-style-type: none"> Managed occupancy, using markings for safe distances, desk/seating spaces and one-way flow at corridors, entry and exit points. Within the main Apex office, employees are split into two groups. The groups will work alternate and consecutive two weeks periods in the office and then at home. This is to allow for automatic quarantine of 14 days between the two groups. Enhanced cleaning procedures are in place particularly in communal areas and at touch points. Workplace divided into working zones to keep workers separate. Signage put up to raise awareness of COVID-19 secure workplace, hygiene and COVID-19 requirements. Hand sanitiser positioned in multiple locations in addition to washrooms. 	6	10	60	
Ref	Hazard	Risk Evaluation			Control Measures	Risk Evaluation			Comments
		L	S	RR1		L	S	RR2	
7	The work task requires employees or others to be within 2m of each other or using communal areas.	10	10	100	<ul style="list-style-type: none"> Most tasks will require working in close proximity of each other however distancing of over 2m should be practised wherever possible. Stairs should be used in preference to lifts or hoists and consider one ways systems. The use of shared corridors and should be avoided wherever possible. If a shared corridor or stairs must be used it must be checked to see that no other person is using the corridor or staircase before travelling. Wait if necessary, for the area to become empty. Check transit routes, door handles etc. are being cleaned by onsite cleaners. The use of shared lifts should be avoided and should not be entered if other persons are in the lifts. Hands should be cleaned before and after using lift controls to prevent contamination. Where possible barriers should be used to segregate the public at a 2m distance. Liaison and dialogue with customers in the building must be kept to a minimum. Please be courteous to all. 	7	10	70	

				<p>Where the social distancing measures (2 metres) cannot be applied 1m + risk mitigation measures are acceptable. Further mitigation actions include:</p> <ul style="list-style-type: none"> • Further increasing the frequency of hand washing and surface cleaning. • Keeping the activity time involved as short as possible. • Using screens or barriers to separate workers from each other. • 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. • Assessments should have particular regard to whether the people doing the work are especially vulnerable to COVID-19. <p>Other measures may include:</p> <ul style="list-style-type: none"> • Lower the worker capacity of lifts and hoists to reduce congestion and contact at all times. • Regularly clean common touchpoints, doors, buttons, handles, vehicle cabs, tools, equipment etc. • Increase ventilation in enclosed spaces • Workers should wash their hands before and after using any equipment. • Your manager can provide you with a portable water container if required. • Use hand sanitiser gel (minimum 70% alcohol content) or wipes if soap and water are not available • Do not change workers within teams. • Keep groups of workers as small as possible and keep away from other workers where possible. 			
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Ref	Hazard	Risk Evaluation			Control Measures	Risk Evaluation			Comments
		L	S	RR1		L	S	RR2	
					<ul style="list-style-type: none"> Sites should not use RPE for Coronavirus (Covid-19) where the two metre social distancing guidelines are met. Coronavirus (COVID-19) needs to be managed through social distancing, hygiene and the hierarchy of control and not through the use of PPE Workplaces should not encourage the precautionary use of extra PPE to protect against Coronavirus (COVID-19). 				
8	Welfare facilities and rest breaks	10	10	100	<ul style="list-style-type: none"> Minimise time within shared welfare or rest facilities. Where possible bring your own food and bottled soft drinks to the workplace to avoid touching taps, kettles etc. Staff should stay onsite where possible. Where it is not possible to remain onsite social distancing and group sizes must be maintained while off-site. Tidy your own waste up after eating or drinking. Staggered breaks to reduce congestion within welfare or rest facilities. Use larger toilets/handwashing facilities in the building to minimise contact with others. Avoid congestion and queues at WC's Check it is possible to maintain a 2m radius from other workers at all times to reduce the risk of contamination before entering. Wait if necessary to use any welfare or rest facilities. Use outdoor areas where possible. Check onsite cleaners are cleaning welfare areas. 	6	10	60	
9	Managing Contacts and visitors	10	10	80	<ul style="list-style-type: none"> Encourage visits via remote connection/working where this is an option. Where site visits are required, site guidance on social distancing and hygiene should be explained to visitors on or before arrival. Limit the number of visitors at any one time. Limit visitor times to a specific time window and restricting access to required visitors only. Determining if schedules for essential services and contractor visits can be revised to reduce interaction and overlap between people, for example, carrying out services at night. 	6	10	60	

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		L	S	RR1		L	S	RR2	
					<ul style="list-style-type: none"> All visitors must sign into the visitors book – this is for track and trace. Visitors should sign in with their own pen or be signed in by a member of Apex staff. All visitors must sanitise when entering the building and regularly throughout their visit. Temperatures of visitors must be taken on arrival and noted in the visitors book (Apex office), anyone with a temperature or showing symptoms must be asked to leave. No engineers are to come onto the first floor, all parts must be left in the lobby downstairs for collection Employees are not allowed into the office if it is not their time in the office, anything that you need from the office should be left in the lobby downstairs. Please do not mix with any members of the opposite bubble All employees and visitors are to keep 2 meters apart. All engineers to call prior to collecting. Any meetings to be held in the office or workshop training rooms must be notified first. All visitors must wear a face covering. 				
10	Providing and explaining guidance	8	10	80	<ul style="list-style-type: none"> Provide guidance on social distancing and hygiene to people on arrival, for example, signage or visual aids and before arrival, for example, by phone, on the website or by email. All personnel are to be provided with this COVID-19 risk assessment. Hosts have responsibilities relating to COVID-19 and providing any necessary information for people who act as hosts for visitors. Review entry and exit routes for visitors and contractors to minimise contact with other people. Coordinating and working collaboratively with tenant Hilditch and Key regarding shared areas. Consider the security implications of the measures that are put in place. 	6	10	60	

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11	Face coverings	8	10	80	<ul style="list-style-type: none"> Wearing a face covering is optional and is not required by law, including in the workplace. If you choose to wear one, it is important to use face coverings properly and wash your hands before putting them on and taking them off. Apex Lifts will support workers in using face coverings safely if they choose to wear one. Face coverings are required by law when using public transport. <p>This means advising workers:</p> <ul style="list-style-type: none"> Wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after removing it. Your manager can provide you with a portable water container if required. Use hand sanitiser gel (minimum 70% alcohol content) or wipes if soap and water are not available When wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands. Change your face covering if it becomes damp or if you have touched it. Continue to wash your hands regularly. Your manager can provide you with a portable water container if required. Use hand sanitiser gel (minimum 70% alcohol content) or wipes if soap and water are not available Change and wash your face covering daily. If the material is washable, wash in line with manufacturer's instructions. If it is not washable, dispose of it carefully in your usual waste. Practise social distancing wherever possible. 	6	10	60	
Ref	Hazard	Risk Evaluation			Control Measures	Risk Evaluation			Comments
		L	S	RR1		L	S	RR2	
12	Wellbeing / mental health	8	2	16	<ul style="list-style-type: none"> Monitor the wellbeing of people who are working from home and helping them stay connected to the rest of the workforce, especially if the majority of their colleagues are on-site. 	4	2	8	

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					<ul style="list-style-type: none"> Keep in touch and provide support for off-site workers on their working arrangements including their welfare, mental and physical health and personal security. Follow Government guidance on the mental health and wellbeing aspects of coronavirus (COVID-19). 				
13	Equality	4	2	8	<ul style="list-style-type: none"> Understand and take into account the particular circumstances of those with different protected characteristics. Involve and communicate appropriately with workers whose protected characteristics might either expose them to a different degree of risk or might make any steps inappropriate or challenging for them. Consider whether any measures or adjustments take account of duties required under the equalities legislation. Make reasonable adjustments to avoid disabled workers being put at a disadvantage and assessing the health and safety risks for new or expectant mothers. Make sure that the steps do not have an unjustifiable negative impact on some groups compared to others, for example, those with caring responsibilities or those with religious commitments. 	2	2	4	
Ref	Hazard	Risk Evaluation			Control Measures	Risk Evaluation			Comments
		L	S	RR1		L	S	RR2	
14	Employees have expressed concerns regarding attending a workplace	6	2	12	<ul style="list-style-type: none"> Controls in place to reduce the risk of contracting the virus and to maintain good hygiene controls. Employees can remain at home as unpaid absence. Contact your employee representative in the first instance – Jim Johnson. Contact your trade union if you have one. Use the HSE form available at https://www.hse.gov.uk/contact/concerns.htm Contact HSE by phone on 0300 003 1647. 	4	2	8	

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15	Quarantine/self-isolation, positive tests and travel to foreign countries				<ul style="list-style-type: none"> • You have to self-isolate when you arrive in England, if you are travelling from one of the countries or territories that is not on the travel corridor list. These are to be checked regularly along with detail of employees' holiday plans. • You need to self-isolate and inform Apex Lifts if you are in or plan to visit or make a transit stop to a country that is not on the travel corridor list. Example: You will still need to self-isolate if you have visited or made a 'transit stop' in the previous 14 days in any country that is not on the list. A 'transit stop' is a stop where passengers can get on or off a coach, ferry, train or plane. Your ticket should say if a stop is a transit stop. • Any positive tests, holidays and absences taken requiring quarantine are to be recorded on the company diary and the employee must not return to work until the appropriate quarantine/self-isolation period has been completed. • Where requested, customers must be informed of any staff who fall into the above group. 				
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