


Risk assessment name	Covid Secure Site Risk Assessment for Torch Farm & Equine Ltd Roundswell	Assessment type	 General
Assessor name	Fiona Tyson	Affected site(s)	Charter Vets (EX36 4EJ)
Assessment date	08/01/2021	Review period	Custom
Approved by	Heather Wraith	Review date	28/02/2021
Approved date	08/01/2021	Reference	Torch Roundswell








Description

This Risk Assessment is for Torch Farm & Equine Ltd Roundswell 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</p> <p>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>	 Appropriate Disinfectant Products Used In Line With COSHH Assessment.  Cleaning Of Premises Before Work Commences  Correct Guidance Will Be Followed For Cleaning Areas Of Higher Risk  Increased Cleaning Frequency of touch points to 3 times daily; 10:00, 13:00 & 16:00  Shared workstations/desks limited and cleaned before and after every use with sani-wipes to include keyboards, mouse and telephone	<p>2 x 5</p>  <p>High</p>

Risk assessment for : Charter Vets




















Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 <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; justify-content: space-between;"> <div style="width: 45%;">  Avoid face to face conversations without use of face coverings/visors where 2 meter social distancing not possible </div> <div style="width: 45%;">  Employees Advised To Wash Clothing After Work </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;">  Increased Hand Washing Facilities Provided. Where this is not possible sanitiser will be provided. </div> <div style="width: 45%;">  Increased Waste Management </div> </div> <div style="margin-top: 10px;">  Signs And Posters In Use To Remind To Practise Good Hygiene </div>	<p>2 x 5</p>  <p>10</p> <p>High</p>
 <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</p> <p>How? Being in close proximity may lead to increased risk of the spread of the Covid-19 virus.</p>	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">  1.Increased Cleaning frequency of touch points to 3 times daily; 10:00, 13:00 & 16:00 </div> <div style="width: 45%;">  2.Increased Handwashing Carried Out </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;">  3.Time Spent Within 2m To Be Kept To A Minimum </div> <div style="width: 45%;">  5.Employees To Avoid Face To Face Work without face coverings or visors. Perspex barriers installed where this is difficult to maintain. </div> </div> <div style="margin-top: 10px;">  6. Site teams will be kept fixed where possible. Colleagues limited to one site per day. </div> <div style="margin-top: 10px;">  8. Use of Personal Protective Equipment (PPE) specifically face coverings/visors to be worn at all times </div>	<p>5 x 5</p>  <p>25</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</p> <p>Visitors</p> <p>How? An individual could develop symptoms of high/raised temperature or new/continuous cough whilst at work.</p>	<p> All cases reported to HR Manager</p> <p> Employee Not To Return To Work Until Self-Isolating Completed</p> <p> Employee To Go Home Immediately</p> <p> Temperature checking at entry to site & hand sanitising</p> <p> Will Follow Government Advice On Testing https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</p> <p> Work Area to be deep cleaned 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> <p> Good Hand Washing/Hygiene Procedures Observed</p>	<p>4 x 5</p>  <p>High</p>

Risk assessment for : Charter Vets

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>	<p> Face covering/visor to be worn at all times on site</p> <p> Numbers Of People In Common Areas Managed. New accounts office 2, Directors office 1, Marketing office 1, HR office 1, Meeting room 2</p> <p> Regular Cleaning Of Common Area, Touch Points and Work Surfaces 3 times during working day</p>	<p> Keep work areas well ventilated - avoiding use of air conditioning</p> <p> Pens, pencils, staplers and selotape dispensers to be cleaned regularly if shared use.</p> <p> Staff Room/kitchen Facilities Restricted to Limited Numbers of 1</p>	<p>2 x 5</p>  <p>10</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>	<p> All Items To Be Cleaned Regularly</p> <p> Rotation Of Jobs And Equipment Reduced</p>	<p> Good Hand Washing/Hygiene Procedures Observed Before and After Use</p> <p> Vehicles Not Shared Where At All Possible</p>	<p>2 x 5</p>  <p>10</p> <p>High</p>

Risk assessment for : Charter Vets

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 <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</p> <p>Visitors</p> <p>How? Transmission of Covid-19 between visitors to site and employees.</p>	<div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;">  <p>Access To Welfare Facilities Controlled</p> </div> <div style="width: 50%;">  <p>Contractors By Appointment Only and to be temperature checked ahead of entry to site.</p> </div> <div style="width: 50%;">  <p>Good Hand Washing/Hygiene Procedures Observed By Employees</p> </div> <div style="width: 50%;">  <p>Increased Cleaning frequency of touch points to 3 times daily; 10:00, 13:00 & 16:00</p> </div> <div style="width: 50%;">  <p>Information Communicated To Visitors. Client visits to be risk assessed ahead of actual visit.</p> </div> <div style="width: 50%;">  <p>Managed Entry/Restrictions on Number of People Inside Premises</p> </div> <div style="width: 50%;">  <p>Protective Interface Established - social distancing, face coverings or visors to be worn</p> </div> <div style="width: 50%;">  <p>Remote Communication Encouraged</p> </div> <div style="width: 50%;">  <p>Revised Pick Up and Drop Off Procedures</p> </div> <div style="width: 50%;">  <p>Sanitiser Available At Visitor Interfaces And Controlled Access For Deliveries</p> </div> </div>	<p>3 x 5</p>  <p>15</p> <p>High</p>
 <p>8. Meetings People coming together in close proximity to attend meetings.</p>	<p>All staff, Contractors</p> <p>Visitors</p> <p>How? Increased risk of transmission of Covid 19</p>	<div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;">  <p>Meetings Carried Out Remotely Where Possible e.g. Virtual Zoom/Teams</p> </div> <div style="width: 50%;">  <p>Meetings To Be Held In Well Ventilated Locations</p> </div> <div style="width: 50%;">  <p>No Sharing Of Equipment Permitted</p> </div> <div style="width: 50%;">  <p>Sanitiser To Be Provided</p> </div> <div style="width: 50%;">  <p>Social Distancing To Be Maintained with face coverings/visors to be worn at all times</p> </div> </div>	<p>2 x 5</p>  <p>10</p> <p>High</p>

Further control measures

None required

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.

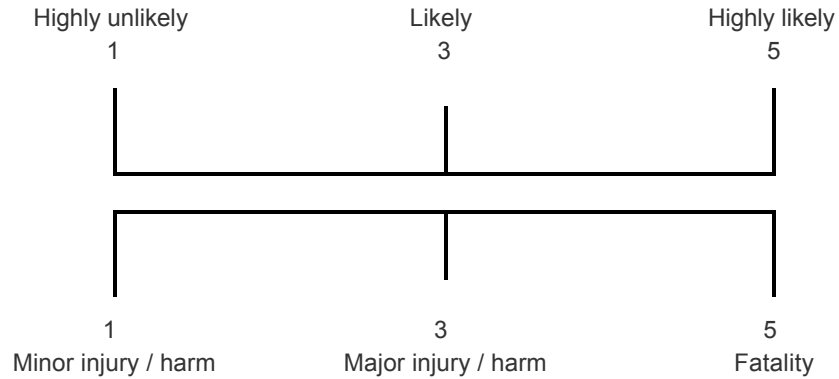
Further mitigating actions include:

- 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.
- Face coverings to be worn by clients entering the site

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
Probability	4	8	12	16	20
	3	6	9	12	15
	2	4	6	8	10
	1	2	3	4	5
	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: Fiona Tyson

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