


COVID – Home Working





Project: All projects		Date:		Contract No: All contracts		Assessor:		Review date	
Hazards	Risk Before			Who might be harmed	Control measures	Risk After			
	L	S	R			L	S	R	
Coronavirus <ul style="list-style-type: none"> COVID 19 Exposure to others due to: <ol style="list-style-type: none"> Living with someone with a confirmed case of COVID-19 Having come into close contact (within 2 metres for 15 minutes or more) with a confirmed case of COVID-19 Being advised by a public health agency that contact with a diagnosed case has occurred. 	4	4	16	Stonbury Employees Vulnerable employees who fall into the at risk groups identified by GOV.UK Anyone else who physically comes into contact with you Young Workers	We must comply with the latest Government advice on COVID-19 (Coronavirus) at all times. Health and safety requirements must not be compromised. Employers have a duty to reduce risk to the lowest reasonably practicable level by taking preventative measures and work with any other employers or contractors sharing the workplace so that everyone’s health and safety is protected. This risk assessment should be shared with all office based individuals and results made public along with copies of the following notice which should also be displayed in all workplaces. <div style="text-align: center;">  </div> <p>Managing risk</p> To reduce risk to the lowest reasonably practicable level by taking preventative measures in order of priority, <ul style="list-style-type: none"> Employees should remain working from home where possible Clinically vulnerable individuals who are advised to stay at home under existing government guidance should not physically come to work 	2	4	8	

20 Second Rule – Before starting a task look around your place of work and consider any potential risks. If any identified take immediate corrective action. Don’t take chances with the Health and Safety of you or others.



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					<p><u>Procedure if someone becomes ill</u> COVID Symptoms:</p> <ul style="list-style-type: none"> • a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature) • a new continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough it may be worse than usual) • a loss of change to your sense of smell or taste – this means you have noticed you cannot smell or taste anything or things smell or taste different to normal <p>Anyone who develops any of the above symptoms while working from home should:</p> <ul style="list-style-type: none"> • get a test to check if you have coronavirus as soon as possible • you and anyone you live with should stay at home and not have visitors until you get your test result – only leave your home to have a test • anyone in your support bubble should also stay at home if you have been in close contact with them since your symptoms started or during the 48 hours before they started. <p>Use the NHS 111 online coronavirus service if:</p> <ul style="list-style-type: none"> • you're worried about your symptoms • you're not sure what to do <p><u>Social Distancing</u> Social distancing measures are steps that you must take to reduce social interaction between people. This will help reduce the transmission of COVID-19. Everyone should follow these measures as much as is practicable.</p> <p>You must:</p> <ul style="list-style-type: none"> • Maintain social distancing if you need to leave home or have permitted visitors • Avoid contact with another individual displaying symptoms of COVID-19 <p><u>Personal health & hygiene including hand washing</u> There are general principles to follow that will help prevent the spread of COVID-19 including:</p> <ul style="list-style-type: none"> • Washing your hands more often with soap and water for at least 20 seconds • Avoid touching your eyes, nose and mouth with unwashed hands • Avoid close contact with people who have symptoms • Cover your cough or sneeze with a tissue, then throw the tissue in a bin and wash your hands or use hand sanitiser • Clean and disinfect frequently touched objects and surfaces 			
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					<p>Cleaning your workspace There are general principles to follow that will help prevent the spread of COVID-19 including:</p> <ul style="list-style-type: none"> • Frequent cleaning of workspaces and equipment between uses, using normal household cleaning products • Frequent cleaning of objects and surfaces that are touched regularly, such as door handles and keyboards 						
Coronavirus <ul style="list-style-type: none"> • COVID 19 <p>Meetings</p>	4	4	16	Stonbury Employees Sub-contractors Client	<p>Meetings</p> <ul style="list-style-type: none"> • It is currently not permitted to physically hold work meetings inside people’s homes • All work meetings to be held via digital platforms (or in suitable work locations if unavoidable. This must be sanctioned by your Line Manager) • Planned team meetings should be held as normal via digital platforms 	1	4	4			
Coronavirus <ul style="list-style-type: none"> • COVID 19 <p>Workplace Health & Wellbeing (including Metal Health)</p>	2	4	8	Stonbury Employees	<p>Health and Wellbeing When working from home the lines between work and home life can become blurred so you need to set some rules and stick to them</p> <ul style="list-style-type: none"> • Undertake a DSE Assessment and report any issues raised to your Line Manager • Workplace health and wellbeing (including mental health) will be managed through regular surveys followed by the implementation of support packages provided by Stonbury’s Wellbeing and Mental Health delivery partner, Arthur Ellis. • Provision of an Employee Assistance Programme and healthcare benefits through Stonbury Benefits package • Line Managers to maintain regular contact with team members working from home • Take regular breaks away from your workstation (you should aim for a five minute break every hour) • Maintain regular online and phone contact with colleagues • Stick to regular working hours that match those you would normally work in the workplace • Wherever possible, take your permitted daily exercise • When the working day ends, try to switch off and avoid checking work emails, work texts, work social media platforms etc 	1	4	4			
Coronavirus <ul style="list-style-type: none"> • COVID 19 <p>Emergency assistance Illness or Injury to personnel while working from home</p>	3	4	12	Stonbury Employees	<p>Provision of emergency assistance Time taken for the emergency services to get to your home in an emergency situation may make all the difference. Emergency services maybe stretched due to the COVID-19 situation.</p> <ul style="list-style-type: none"> • Ensure the emergency services can be promptly contacted in the event of illness or injury • Record and report any incidents directly related to working from home 	1	4	4			

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Stonbury's Risk Assessment and Risk Evaluation Matrix

The Risk is scored against the following system:-

Likelihood: 5 = Certain 4 = Probable 3 = Likely to Occur 2 = May Occur 1 = Unlikely
Consequence: 5 = Multi Fatality 4 = Fatality 3 = Major Injury 2 = RIDDOR 7 Day Injury 1 = Non reportable Accident

Likelihood	Risk				
1	5	4	3	2	1
2	10	8	6	4	2
3	15	12	9	6	3
4	20	16	12	8	4
5	25	20	15	10	5
	5	4	3	2	1

Risk Score	User Friendly Score
17-25	Very High
10-16	High
4-9	Medium
2-3	Low
1	Non

Risk Score = Likelihood x Consequence

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