

# S.W.A.A.T

1 Owen Sivell Close, Liskeard Business Park,  
Liskeard, Cornwall, PL14 3US  
Tel: 01579 348544  
Web: <http://www.swaat.co.uk>  
Email: [info@swaat.co.uk](mailto:info@swaat.co.uk)

Risk matrix used in risk assessment below  
RR = residual risk

		Likelihood				
		Very Unlikely	Unlikely	Possible	Likely	Very Likely
		1	2	3	4	5
Negligible	1	1	2	3	4	5
Minor	2	2	4	6	8	10
Moderate	3	3	6	9	12	15
Major	4	4	8	12	16	20
Severity	Extreme	5	10	15	20	25

This risk assessment has been devised using guidance from World Health Organization and NHS to ensure the risk assessment is following the latest advice.

## Coronavirus (COVID-19) risk assessment

**Assessment date:** 12th May 2020

**Review date:** 6th November 2020

**Version:** 1.0

Hazard	Risk	Control measures	RR	Persons at risk
<p>Exposure from others due to:</p> <p>1) Living with someone with a confirmed case of COVID-19.</p> <p>2) Have come into close contact (within 2 metres for 15 minutes or more) with a confirmed case of COVID-19.</p> <p>3) Being advised by a public health agency that contact with a diagnosed case has occurred.</p>	<p>4 x 3 = <b>12</b></p>	<ul style="list-style-type: none"> <li><b>DO NOT COME TO THE CENTRE.</b></li> <li>To follow government action of self-isolation and stay at home - only to leave house on the following circumstances: for medical reason; to shop for necessary food supplies; for exercise once per day; and for essential works including those deemed 'key workers'</li> <li>Any existing individual risk assessments (disability, young persons or new / expectant mothers) to be reviewed</li> <li>Maintain contact with the centre – just let us know if you are not attending if booked in for a course by email – <a href="mailto:info@swaat.co.uk">info@swaat.co.uk</a>, we will book you in on the next possible date.</li> <li>Travel is only required for essential travel; do not use public transport and implement social distancing where possible (2m clearance from persons and not to travel in groups of more than 2 unless it is immediate family)</li> <li>To continue following ongoing government guidance</li> <li>Stay at home and only attend hospital in an emergency. Do not attend GP surgery and phone NHS line (111) if further advice is required</li> </ul>	<p>4 x 1 = <b>4</b></p>	<p>Individual workers Candidates</p>

		<ul style="list-style-type: none"> <li>Company to ensure extremely vulnerable persons (Solid organ transplant recipients; people with specific cancers: people with cancer who are undergoing active chemotherapy or radical radiotherapy for lung cancer; people with cancers of the blood or bone marrow such as leukemia, lymphoma or myeloma who are at any stage of treatment; people having immunotherapy or other continuing antibody treatments for cancer; people having other targeted cancer treatments which can affect the immune system, such as protein kinase inhibitors or PARP inhibitors; people who have had bone marrow or stem cell transplants in the last 6 months, or who are still taking immunosuppressive drugs; People with severe respiratory conditions including all cystic fibrosis, severe asthma and severe COPD; People with rare diseases and inborn errors of metabolism that significantly increase the risk of infections (such as SCID, homozygous sickle cell); People on immunosuppression therapies sufficient to significantly increase risk of infection; Women who are pregnant with significant heart disease, congenital or acquired.) are shielding themselves and following their specific medical advice issued to them no later than 29/3/2020</li> <li>Follow good NHS hygiene measures at all times</li> <li>Avoid all visitors to your home unless they are providing a medical requirement</li> <li>Do not approach delivery staff, allow packages to be left on the doorstep</li> <li>Do not take any antibiotics as they do not work against viruses.</li> </ul>		
Suspected case whilst working at centre	$4 \times 4 = 16$	<p>If anyone develops a high temperature or a persistent cough while at the centre, they should:</p> <ol style="list-style-type: none"> <li>Return home immediately</li> <li>Avoid touching anything</li> <li>Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow.</li> <li>They must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed.</li> </ol>	$4 \times 1 = 4$	Individual workers Candidates
General travel	$4 \times 4 = 16$	<ul style="list-style-type: none"> <li>Do not travel to the centre unless you have a course booked and confirmed and do not have any symptoms.</li> <li>Where an individual has recently visited a foreign country, they should not attend the centre but self / home isolate themselves for at least two weeks until further notice from the government (lockdown measures continue to apply)</li> <li>Please continue to follow any further national government advice provided</li> <li>All persons to limit their use of public transport. Where travel is essential, please use private single occupancy where possible</li> </ul>	$4 \times 1 = 4$	Individual workers

Access / egress to centre	4 x 4 = <b>16</b>	Where possible, please consider and implement the following practices: 1) Please do not enter the centre unless invited or instructed. 2) We have introduced staggered start and finish times to reduce congestion and contact at all times – please follow the instructions given. 3) We are monitoring centre access points to enable social distancing 4) Everyone is required to wash or clean their hands before entering or leaving the centre 5) Please allow plenty of space (two meters) between people waiting to enter centre or use any facilities. 6) We are regularly cleaning common contact surfaces in reception, office, access control and delivery areas e.g. scanners, turnstiles, screens, telephone handsets, desks, particularly during peak flow times 7) In an attempt to reduce the number of people in attendance at the centre we have reduced the number of attendees for courses. 8) Drivers should remain in their vehicles if the load will allow it and must wash or clean their hands before unloading goods and materials.	4 x 1 = <b>4</b>	Individual workers
Inclement weather – cold temperature allows disease to survive	2 x 2 = <b>4</b>	<ul style="list-style-type: none"> <li>All persons to dress appropriately for the weather</li> <li>Maintain good hygiene measures at all times</li> <li>Everyone in the centre to wear appropriate personal protective equipment (PPE).</li> </ul>	2 x 1 = <b>2</b>	Individual workers
Poor hygiene	4 x 4 = <b>16</b>	<ul style="list-style-type: none"> <li>Wash your hands thoroughly and regularly. Use soap and water for at least 20 seconds. Use alcohol-based hand sanitizer if soap and water is not available and hand washing technique to be adopted as directed by NHS</li> <li>Avoid touching your face/eyes/nose/mouth with unwashed hands and cover your cough or sneeze with a tissue then throw it in the bin.</li> <li>Regularly clean the hand washing facilities and check soap and sanitiser levels</li> <li>Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.</li> <li>Centre has extra supplies of soap, hand sanitiser and paper towels and these should be securely stored.</li> <li>Wash hands before and after using the facilities The centre have enhanced the cleaning regimes for toilet facilities particularly door handles, locks and the toilet</li> </ul>	4 x 1 = <b>4</b>	Individual workers
Waiting area - exposure from large numbers of persons	4 x 4 = <b>16</b>	<ol style="list-style-type: none"> <li>Everyone at the centre to stay on site once they have entered it and not use local shops.</li> <li>Dedicated eating is disinfected before and after use.</li> <li>Break times have been staggered to</li> </ol>	4 x 1 = <b>4</b>	Individual workers

		<p>reduce congestion and contact at all times</p> <ol style="list-style-type: none"> <li>4) Hand cleaning facilities or hand sanitiser is available at the entrance of any room where people eat and should be used by everyone when entering and leaving the area</li> <li>5) Everyone using the centre is asked to bring pre-prepared meals and refillable drinking bottles from home</li> <li>6) Whilst resting candidates are requested to sit 2 metres apart from each other whilst eating and avoid all contact</li> <li>7) Drinking water and hot drinks are provided from a drinks machine with disposable cups.</li> <li>8) Tables are cleaned between each use</li> <li>9) All rubbish should be put straight in the bin and not left for someone else to clear up</li> <li>10) All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles and drinks machine.</li> </ol>		
Working within 2 meters of each other	$4 \times 4 = 16$	<ol style="list-style-type: none"> <li>1) Always consider if the task can be performed differently without having to breach the 2m social distancing rule</li> <li>2) Everyone is to limit face to face working and work facing away from each other when possible</li> <li>3) Limit the frequency of working within 2m to an absolute minimum and ensure it is for strictly low intensity, sporadic work where exposure to this distance is less than 15 mins</li> <li>4) Provide additional supervision to monitor distancing and teams not to be rotated</li> <li>5) Continue to conduct dynamic risk assessments whilst completing the work and speak up if there is a safer way of completing the task</li> <li>6) All equipment to be thoroughly cleaned prior and after using it.</li> <li>7) Increased ventilation will be provided within enclosed spaces</li> <li>8) Masks and gloves to be worn in all teaching areas and workshops.</li> <li>9) Where possible PPE will be provided by centre, but, due to severe restriction to obtaining supplies we request that individuals provide their own masks and gloves.</li> <li>10) Reusable PPE should be thoroughly cleaned after use and not shared between workers. Single use PPE should be disposed of so that it cannot be reused and to control potential contamination is controlled.</li> </ol>	$4 \times 2 = 8$	Individual workers