

Task: General Operations.

Work Activity: Work with COVID-19 exposure risk.

Date of Risk Assessment: 05th June 2020



Stage Event Security

Service delivery in outbreak period.

Information about the virus

A coronavirus is a type of virus (not bacteria). The incubation period of COVID-19 is between 2 to 14 days. This means that if a person remains well 14 days after contact with someone with confirmed coronavirus, they have not been infected.

Signs and symptoms of COVID-19

The following symptoms may develop in the 14 days after exposure to someone who has COVID-19 infection:

The most common symptoms of coronavirus (COVID-19) are a new, continuous cough or a high temperature.

For most people, coronavirus (COVID-19) will be a mild infection.

Generally, these infections can cause more severe symptoms in people with weakened immune systems, older people, and those with long-term conditions like diabetes, cancer and chronic lung disease.

How COVID-19 is spread

The risk of infection with COVID-19 is understood to be determined by a number of factors including:

- Routes of transmission (exposure to droplets/contact/airborne),
- Work with symptomatic persons (infectivity when asymptomatic is currently unconfirmed),
- All secretions (except sweat) and excretions are regarded as infectious,
- Virus survival in environment is believed to be variable with material/temperature/chemicals/sunlight – guidance advises reduced infectivity is achieved in 72 hours,
- Air borne aerosols are cleared by ventilation proportionate to the number of air changes per hour,
- Availability of hand washing facilities/materials,
- Degree of personal separation achievable,
- Disinfection regime,
- Availability of PPE

There are 2 routes people could become infected:

1. Secretions can be directly transferred into the mouths or noses of people who are nearby (within 2m) or possibly could be inhaled into the lungs.
2. It is also possible that someone may become infected by touching a surface or object that has been contaminated with respiratory secretions and then touching their own mouth, nose, or eyes (such as touching door handles or shaking hands then touching own face). There is currently little evidence that people who are without symptoms are infectious to others.

How long the virus can survive

How long any respiratory virus survives will depend on a number of factors, for example:

- what surface the virus is on
- whether it is exposed to sunlight
- differences in temperature and humidity
- exposure to cleaning products

Under most circumstances, the amount of infectious virus on any contaminated surfaces is likely to have decreased significantly by 72 hours.

Regular hand hygiene and cleaning of frequently touched surfaces will help to reduce the risk of infection

What to do if someone develops symptoms of coronavirus (COVID-19) on site

If anyone becomes unwell with a new, continuous cough or a high temperature in the workplace they should be sent home and advised to follow the [stay at home guidance](#).

If they need clinical advice, they should go online to [NHS 111](#) or call 111 if they don't have internet access. In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.

If a member of staff has helped someone who was taken unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell with symptoms consistent with coronavirus infection. It is not necessary to close the workplace or send any staff home, unless government policy changes. Keep monitoring the [government response page](#) for the latest details.

Guidance on facemasks

The need for facemasks should be determined by risk assessment in accordance with up to date Public Health England guidance (broadly this will be for close personal contact with symptomatic persons, contact with body fluids or work in a contaminated environment).

Universal Precautions

Everyone can help reduce the spread of coronavirus (COVID-19) by reminding everyone of the public health advice. [Posters, leaflets and other materials](#) are available. Employees and customers should be reminded to wash their hands for 20 seconds more frequently than normal and maintain social distance from other people where practicable. Frequently clean and disinfect objects and surfaces that are touched regularly, using your standard cleaning products.

Where working from home is possible this has been enabled. Other work has been adapted to comply with the social distancing or PPE guidelines set out by the government.

A communication strategy has been adopted to ensure staff are fully briefed and appropriately supported. Stay at home guidance has been communicated to managers to ensure isolation procedures are followed.

Task	Risk	Who might be harmed?	Reasonably Practicable Control Measures identified.	What further action is necessary?	Action by who?	Action by when?
Exposure to COVID-19 virus.	Infection with COVID-19.	Employees Contacts of employees Control Staff, Office Staff	Handling post, packages or food from affected areas Employees should continue to follow existing risk assessments and safe systems of work. There is no perceived increase in risk for good or deliveries as Stage Security have no involvement in handling such items.	Monitor and maintain service area risk assessment controls.	Control, Control Room Supervisor, Service Manger	Throughout outbreak period.
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Exposure to COVID-19 virus.	Infection with COVID-19.	Employees Contacts of employees Control Staff, Office Staff	Shift handovers from one Security Officer to another Employees should continue to follow social distancing rules. When it comes to shift handover time (one officers shift ending, and another is starting) this should be completed at distance in an outside open area to avoid the risk. Employees are also required to clean and wipe down all work surface areas and remove any personal waste and belonging from their shift to ensure a clean and safe environment for the next employee. As always, the employees' book on and off via control which also ensure this takes place correctly and in line with the current risk assessment.	Monitor and maintain service area risk assessment controls.	Control, Control Room Supervisor, Service Manger	Throughout outbreak period.

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Exposure to COVID-19 virus.	Infection with COVID-19.	<p>Employees</p> <p>Contacts of employees</p> <p>Control Staff, Office Staff</p>	<p>The use of equipment</p> <p>Employees where possible and practical have been provided their own equipment (pens, pencils, PPE gloves, Masks, overalls, sanitiser) this is to reduce the risk of infection and keep the contact from one staff member to another at a minimum.</p> <p>Where not possible (Stage operates a 24 Hour control room) within this control room only 1 employee works at any given time. The equipment within this control room is shared by 4 people. As stated previously under Shift Handovers the same applies. All equipment is to be wiped and cleaned down including all work surfaces and points of touch.</p>	Monitor and maintain service area risk assessment controls.	Control, Control Room Supervisor, Service Manger	Throughout outbreak period.

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Exposure to COVID-19 virus.	Infection with COVID-19.	Employees Contacts of employees	<p>Social Distancing The following principles should be applied in service area risk assessments:</p> <ul style="list-style-type: none"> • reminders to follow social distancing advice and wash hands regularly should be given • digital and remote transfers of material where possible are preferable to paper format, forms, emails and SMS Messages. • additional handwashing facilities are beneficial if possible, soap and water where available is preferred. Hand sanitiser to be used when not available • where it is possible to Maintain social distancing, use floor markings to mark the distance, particularly in the most crowded areas (for example, where queues form) • where it is not possible to maintain social distancing, staff should work side by side, or facing away from each other, rather than face to face if possible • where face-to-face contact is essential, this should be kept to 15 minutes or less wherever possible • as much as possible, keep teams of workers together (cohorting), and keep teams as small as possible <p>Additionally, for customer-facing businesses:</p> <ul style="list-style-type: none"> • use signage to direct movement into lanes, if feasible, while maintaining social distancing. • regulate entry so that the premises do not become overcrowded • use additional signage to ask customers not to enter the premises if they have symptoms <p>if feasible, place screen barriers at points of regular interaction as an additional element of protection for workers and customers (where customers might touch or lean against these, ensure they are cleaned and disinfected as often as is feasible in line with standard cleaning procedures)</p>	Monitor and maintain service area risk assessment controls.	Control, Control Room Supervisor, Service Manger	Throughout outbreak period.

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Exposure to COVID-19 virus.	Infection with COVID-19.	Employees Contacts of employees	<p>Employees carrying out enforcement duties (Ipserv)</p> <p>Employees when carrying out enforcement duties on behalf of Ipserv should continue to follow existing risk assessments and safe systems of work.</p> <p>To reduce the chance of infection all equipment used by both enforcement officers should remain separate. (printers, ticket roll, handhelds, ticket envelopes etc)</p> <p>While completing enforcement wherever possible enforcement officers should maintain social distancing at all times and adhere to social distancing rules. This also applies to when dealing with members of the public.</p> <p>PPE must be worn when necessary and applicable. Hands should be washed regularly. Where hand washing facilities are not available hand sanitiser and wipes are provided.</p>	Monitor and maintain service area risk assessment controls.	Service Manger	Throughout outbreak period.

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Exposure to COVID-19 virus.	Infection with COVID-19.	Employees Contacts of employees	<p>Employees carrying out C.V.I.T duties (IBC & Ipswich Buses)</p> <p>Employees when carrying out cash collection duties on behalf of IBC & Ipswich Buses should continue to follow existing risk assessments and safe systems of work.</p> <p>To reduce the chance of infection all equipment used by both C.V.I.T officers should remain separate.</p> <p>While completing C.V.I.T wherever possible Cash Collection officers should maintain social distancing at all times and adhere to social distancing rules. This also applies to when dealing with members of the public.</p> <p>PPE must be worn when necessary and applicable. Hands should be washed regularly. Where hand washing facilities are not available hand sanitiser and wipes are provided.</p>	Monitor and maintain service area risk assessment controls.	Service Manger	Throughout outbreak period.

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Exposure to COVID-19 virus.	Infection with COVID-19.	Employees Contacts of employees	<p>Staff canteens and rest areas Where possible, staff should be encouraged to bring their own food, and arrangements made for social distancing during breaks. The following principles should be applied:</p> <ul style="list-style-type: none"> - staff should be reminded to wash their hands regularly using soap and water for 20 seconds and before and after eating. If possible, increase the number of hand washing stations available - social distancing should be maintained between users, wherever possible - staff can continue to use rest areas if they apply the same social distancing measures - notices promoting hand hygiene and social distancing should be placed visibly in these areas - frequently clean and disinfect surfaces that are touched regularly, using your standard cleaning products - consider extending and staggering meal times to avoid crowding 	Monitor and maintain service area risk assessment controls.	All managers.	Throughout outbreak period.

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Exposure to COVID-19 virus.	Infection with COVID-19.	Employees Contacts of employees	<p>General use of face masks</p> <p>Public health England advise that there is very little evidence of widespread benefit from the use of face masks outside of the clinical or care settings, where they play a very important role. To be effective, face masks must be worn correctly, changed frequently, removed properly, disposed of safely and used in combination with good universal hygiene behaviour.</p> <p>Research shows that compliance with these recommended behaviours reduces over time when wearing face masks for prolonged periods, such as in the community. Therefore, PHE does not advise masks in public places and for those working in supermarkets, waste collection, schools and similar settings.</p> <p>PHE recommends that employers should ensure that:</p> <ul style="list-style-type: none"> • spaces in the workplace are optimised to allow social distancing to occur, wherever possible • signs are visible in the workplace reminding employees not to attend work if they have a fever or cough and to avoid touching their eyes, nose and mouth with unwashed hands • employees are provided with hand sanitiser for frequent use and regular breaks to allow them to wash their hands for 20 seconds <p>The UK does not currently advise use of face masks outside of care settings, in line with PPE guidance.</p> <p>Protocols have been established to identify roles and tasks where face masks are necessary as indicated by this guidance.</p>	Monitor and maintain service area risk assessment controls.	All managers.	Throughout outbreak period.

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Exposure to COVID-19 virus.	Infection with COVID-19.	Employees Contacts of employees	<p>Laundry Wash items in accordance with the manufacturer's instructions. Use the warmest water setting and dry items completely. Dirty laundry that has been in contact with an unwell person can be washed with other people's items.</p> <p>Do not shake dirty laundry, this minimises the possibility of dispersing virus through the air.</p> <p>Clean and disinfect anything used for transporting laundry with your usual products, in line with the cleaning guidance above.</p>	Monitor and maintain service area risk assessment controls.	All managers.	Throughout outbreak period.