



Coronavirus (COVID-19) Risk Assessment

(To be implemented in all Cotswold Archaeology Offices)

This risk assessment is designed to identify and devise control measures for hazards and the risks posed to CA staff, visitors and the general public by Coronavirus (COVID-19). **It is the duty of all employees to notify the management of any deficiencies in this risk assessment, so that it can be revised accordingly.**

All risks have been given a risk rating of either high, medium or low. Once the controls have been implemented these risk rating will have been reduced down to an acceptable level.

Where additional hazards are that fall outside the controls in this risk assessment, the risk assessment can be revised and amended as necessary.

Any queries should, in the first instance, be notified to the, H+S Coordinator, H+S Officer, Head of Office or Head of HR who will endeavour to resolve any immediate concerns. Please refer to the CA Safety, Health and Environment Management System (2020) for guidance on general policy and CA Health and Safety Safe Systems of Work (2020).

Further to this Risk Assessment you may need to refer to addition Risk Assessments that can be found in CASHE MANAGEMENT SYSTEM FEB 2014- SECTION FIELDWORK and /or OFFICE Section 3.1

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The following information and matrix should be used to judge the levels of risk. The risk control measures when implemented must reduce the residual risk down to an acceptable level. Where this cannot be achieved a Point of Work risk assessment must be carried out where further controls can be introduced i.e. permit to work, safe system of work to ensure all risks are suitably managed.

RISK MATRIX

RISK RATING **H = HIGH** **M = MEDIUM** **L = LOW**

HAZARD = Potential to cause harm

RISK = Probability of that harm occurring

The risk rating criteria is detailed below:

HIGH: A hazard that has the potential to cause a fatal or major injury

MEDIUM: A hazard resulting in a lost time injury

LOW: A hazard resulting in first aid but not lost time

When control measures are applied the resultant residual risk must be at an acceptable level.

Hazard	Hazardous event and expected consequence	Assessment of Risk			People at Risk	Controls/Action	Residual (Remaining) Risk		
		H	M	L			H	M	L
Potential Spread of viral infection (COVID19) in restricted spaces - office	Illness, possibly severe.	X			CA staff, Other operatives, general public	<p>High risk groups (as identified by HM government) to self-isolate and not attend the office. Operatives that exhibit symptoms (new, continuous cough, fever) or have had close contact with someone is exhibiting symptoms to self-isolate. Operatives living with someone in self-isolation not to attend the office</p> <p>Practice social distancing i.e. limit number of staff in given space, staggered breaks, hold meetings.</p> <p>All staff must ensure their workstation is at least 2m from their nearest co-worker. Should the number of staff in the office exceed this the Appointed Person must instruct staff to leave until the number of staff can be safely accommodated.</p> <p>Use of shared facilities such as toilets and canteens must be minimised with the number of staff allowed to access them limited dependent on the size and layout of the space in each office.</p>		X	
Potential Spread of viral infection (COVID19) – shared objects, door handles, utensils, tools etc.	Illness, possibly severe.	X			CA staff, Other operatives, general public	<p>High risk groups (as identified by HM government) to self-isolate and not attend the office. Operatives that exhibit symptoms (new, continuous cough, fever) or have had close contact with someone is exhibiting symptoms to self-isolate. Operatives living with someone in self-isolation not to attend the office.</p> <p>Do not share items. Clean all equipment and shared areas/items such as canteen equipment, door handles, photocopies etc. before and after each use. Supplies of suitable</p>			X

						cleaning materials must be readily available and to hand.			
Potential Spread of viral infection (COVID19) in restricted spaces – Office access	Illness, possibly severe.	X			CA staff, Other operatives, general public	Access points to be regularly cleaned and staff must stagger their arrival/ leaving times or queue while observing social distancing measures. On entering the office all staff must wash their hands and/or use wipes provided.			X
Potential Spread of viral infection (COVID19) – number of staff present in office	Illness, possibly severe.	X			CA staff, Other operatives, general public	Where possible staff must work from home. When staff need to attend the office, each Office Head must implement a system that shows who is planning to be in the office, who the appointed office lead is for each day and at what time/ duration (e.g. shared Google Sheets app as used for fieldwork). Office Heads will be responsible for updating and monitoring said system, to ensure that safe levels of staffing are not exceeded. If safe levels of staffing are exceeded, then the appointed office lead for that day will send staff home until staffing levels are considered safe.			
Potential Spread of viral infection (COVID19) in restricted spaces – Insufficient items such as cleaning materials/products or PPE available	Illness, possibly severe.	X			CA staff, Other operatives, general public	If insufficient PPE, cleaning materials (wipes), etc. are not available then the office must close until it can be resupplied.			X
Potential Spread of viral infection (COVID19) by sharing food.	Illness, possibly severe.	X			CA staff, Other operatives, general public	High risk groups (as identified by HM government) to self-isolate and not attend the office. Operatives that exhibit symptoms (new, continuous cough, fever) or have had close contact with someone is exhibiting symptoms to self-isolate. Operatives living with someone in self-isolation not to attend site			X

						Do not share food. All staff to provide their own food. Utensils such as cups etc. must not be shared and should be cleaned thoroughly before and after use. Plan your visit to avoid the need to visit shops and other public conveniences where possible.			
Potential Spread of viral infection (COVID19) by not social distancing	Illness, possibly severe.	X			CA staff, Other operatives, general public	All persons to remain minimum of 2m apart.			X
Potential for incidents occurring as a result of insufficient staffing levels due to illness or self-isolation	Incidents which could result in injury		X		CA staff, Other operatives, general public	Staff to ensure there is sufficient office/managerial support available before working in CA office.			X
Potential Spread of viral infection (COVID19) – visitors	Illness, possibly severe.		X		CA staff, Other operatives, general public	Only essential visitors to be admitted. All visitors to wash hands on entry/exit and to observe all Coronavirus protocols CA has put in place.			X
Potential Spread of viral infection (COVID19) – if an operative becomes unwell with suspected Coronavirus	Illness, possibly severe.	X			CA staff, Other operatives, general public	If a member of staff becomes unwell in the office, they must isolate themselves from the rest of the staff; i.e. in a separate room. Management/Human Resources must be contacted, and steps will be taken to evacuate the member of staff if required. In addition to self-isolating the member of staff must ensure they do not touch anything, cough or sneeze into a tissue or the crook of their arm and dispose of all soiled tissues in a bin. If possible, the member of staff should leave the office and return home. Staff who present symptoms or fear they may have been exposed to Coronavirus must not attend the office and must comply with the current medical advice issued by the Government/Public Health England.			X

Potential Spread of viral infection (COVID19) – exposure during first aid	Illness, possibly severe.	X			CA staff, Other operatives, general public	All first aid kits to contain emergency face coverings for first aiders and the person they are assisting. Where possible first aid should be conducted while maintaining 2m social distance. See <i>CA First Aid Guidance Note</i> for further details.			X
Lack of First-Aid due to lack of staff	Illness or injury, possibly severe.		X		CA staff	Each office must assess the access and availability of First-Aid staff particularly when staff are conducting activities such as finds processing. Cover may include an Appointed Person as defined by first aid regulations. The appointed person or first-aider must be identified in each office and must be aware of their duties.			X
Finds operations – reduced staffing	Illness or injury, possibly severe.		X		CA staff	Where finds activities, such as processing or other activities that carry a higher level of risk, are conducted adequate monitoring of the staff involved must be in place. For example, two staff being present while still able to socially distance.			X

The below blank spaces have been provided for additional hazards and their control measures to be noted should they be identified.

When control measures are applied the resultant residual risk must be at an acceptable level.