



## UNISON Covid 19 General Risk Assessment

<b>Area of Risk:</b>	Covid – 19 Global Outbreak	<b>Region / Location:</b>	<b>UNISON</b> General Risk Assessment – Risks and control measures might not apply equally to all offices and this will depend on local arrangements, office layouts, etc.	<b>Version:</b>	22
<b>Risk Assessment Conducted by:</b>	Sonia Seoane - Staff Health & Safety Officer	<b>Date:</b>	03/03/2022	<b>Next Suggested review date:</b>	As major changes take place

This Risk Assessment is specifically focussed on the risk of Covid – 19. The aim is to identify the appropriate control measures to continue to:

1. ensure the health and safety of all Staff, Contractors and Visitors to UNISON.
2. reduce the spread of the virus.

The following set out control measures will remain in place to ensure a safe return to the workplace of staff, visitors and contractors whilst conducting duties or works whilst at UNISON, these include:

- adequate ventilation
- frequent cleaning regimes for daily, monthly and emergency cleaning (not disinfectant mist or fogging)
- improved hygiene measures with sanitisation points
- protective Perspex screens at reception desks and deli bar service points where these have been provided
- maintain our cleaning regime in the event of staff demonstrating Covid symptoms at work
- Staff, visitors and contractors with symptoms who test positive for Covid to remain isolated, until they receive a negative test result

This document aims to include the robust protocols which UNISON is implementing, based on information issued by the government and will be regularly reviewed, as guidance evolves, any further government update and advice to living with Covid – 19 will be used to review this risk assessment accordingly, as major changes take place.

This document sets out our assessment of the health and safety risks as a result of Covid-19, the controls we have in place and any further action we plan to take. We will consult with staff and union representatives regarding this assessment.

In line with Government expectations, we will publish this overarching risk assessment on our website, linked to TUC's website.

KEY
Low - Tolerable
Medium - Moderate
High - Intolerable

What are the Hazards	Who might be harmed / how	Risk Before Controls			What are you already doing to control risk?	Additional control measures required	Risk After Controls			Responsibility	When is the action needed by?	Done
		Potential Consequence 1-5	Probability 1-5	Risk Rating 1-25			Potential Consequence 1-5	Probability 1-5	Risk Rating 1-25			
Infection / Spread / Cross contamination within UNISON premises.	Staff, visitors and contractors in the building using shared spaces (lifts, rooms, kitchens, toilets, etc.), touching surfaces (including equipment), getting too close to people they are visiting or working with.	4	2	8	<ul style="list-style-type: none"> <li>Provide hand sanitiser and hand washing facilities throughout the premises.</li> <li>Maintain virtual ways (online/teleconferencing) of conducting meetings where possible</li> <li>Maintain enhanced frequency of cleaning of and monthly deep cleaning schedules.</li> <li>Staff are encouraged to continue to wear face coverings in the office when moving away from their desk / around the building, in crowded and enclosed spaces where they may come into contact with people they do not normally meet, such as when using the lifts, kitchens, printer rooms, etc.</li> <li>PPE is provided for all outward facing staff (cleaners, caretakers, security, post, and engineering teams) as required</li> <li>Enhanced cleaning protocol for our premises if a member of staff with symptoms has been in the workplace.</li> <li>Staff to clear all items from desks, top of cabinets, disposing of their own rubbish in bins provided at the end of the day</li> </ul>	<ul style="list-style-type: none"> <li>Staff, visitors and contractors with symptoms who test positive for Covid to remain isolated, until they receive a negative test result</li> </ul>	4	1	4	Facilities & Property teams / HR / H&S management	Ongoing	ongoing
	Vulnerable groups - anyone disability or underlying health condition could suffer severe effects from the virus.	4	2	8	<ul style="list-style-type: none"> <li>Most people who were clinically extremely vulnerable, are no longer at substantially greater risk than the general population if they have received their vaccination doses, and are advised to follow the same guidance as everyone else</li> </ul>	<ul style="list-style-type: none"> <li>Managers to continue to use framework conversations with members of staff that in spite of vaccination, may be at higher risk of serious illness from Covid 19, due to medical conditions and who would have received notification from their GP</li> </ul>	4	1	4	Line managers / HR	Before staff returns to buildings	w/c 29/07/2020
	Staff living with elderly or other high-risk dependants who could be affected.	4	2	8	<ul style="list-style-type: none"> <li>Most people who were clinically extremely vulnerable, are no longer at substantially greater risk than the general population if they have received their vaccination doses, and are advised to follow the same guidance as everyone else</li> </ul>	<ul style="list-style-type: none"> <li>Managers to continue to use framework conversations with members of staff that in spite of vaccination, may be at higher risk of serious illness from Covid 19, due to medical conditions and who would have received notification from their GP</li> </ul>	4	1	4	Line managers / HR	Before staff returns to buildings	w/c 29/07/2020
	Visitors and contractors who might contract the virus whilst attending our buildings and interact with our staff.	4	2	8	<ul style="list-style-type: none"> <li>Provide sanitising facilities for contractors if they need to enter our premises.</li> </ul>		4	1	4	Facilities & Property	Ongoing	Ongoing

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Use of staff eating areas (restaurant, cafes, canteens, kitchens)	All staff and visitors getting too close to people they are visiting or working with, e.g. attending meetings, cleaning personnel cleaning the areas.	4	2	8	<ul style="list-style-type: none"> <li>Provide hand sanitiser and hand washing facilities.</li> <li>Enhanced frequency of cleaning and regular deep cleaning and sanitising schedules.</li> </ul>		4	1	4	Facilities & Office managers	Before staff returns to buildings	10/07/2020
Lone working	Staff could suffer injury or ill health while out of the office or when in the office working alone.	3	2	6	<ul style="list-style-type: none"> <li>Security staff to carry out floor walks during the day and just before locking up the building where available.</li> <li>Managers to ensure lone working is avoided where possible.</li> <li>Diaries to be kept up to date with whereabouts of field staff (if visiting client's sites) or lone workers.</li> <li>Regular communication maintained between staff and their line managers or team members.</li> </ul>		3	1	3	Line Managers / Security.	Before staff returns to buildings	10/07/2020
Travel	All staff that might come into contact with the virus during travel times.	4	2	8	<ul style="list-style-type: none"> <li>Use own method of transport where possible and aim to walk or cycle instead to attend the workplace.</li> <li>Staff encouraged to use face coverings and maintain hand hygiene, when using public transport</li> </ul>		3	2	6	Facilities team/ Office managers	Before staff returns to buildings	10/07/2020
Changing facilities, showers and drying rooms.	All staff including cleaning personnel using and cleaning the premises.	2	2	4	<ul style="list-style-type: none"> <li>Regular cleaning of all facilities</li> <li>Provide hand sanitiser in the shower areas</li> <li>Make staff aware they are using the showers at their own risk, as they cannot be cleaned between each use</li> </ul>	<ul style="list-style-type: none"> <li>Regular touched surfaces to be cleaned by users where sanitizing wet wipes are provided, and waste discarded in provided non-recycling bins.</li> </ul>	2	1	2	Facilities team/ Office managers	Before staff returns to buildings	10/07/2020
Cleaning tasks	Cleaning personnel could become infected and pass on the virus to others if the correct safety procedures are not followed.	3	3	9	<ul style="list-style-type: none"> <li>Training provided in safe systems of work, including use of PPE, cleaning techniques, COSHH training, safe disposal of waste and reporting of dangerous incidents and ill health.</li> <li>Reusable PPE to be thoroughly cleaned after use and not shared between workers. Single PPE should be disposed of so that it cannot be reused.</li> <li>Toilets cleaned regularly, staff can use wipes where provided to clean surfaces (all touch points including toilet seat, handles, push plates) prior to and after use.</li> <li>Staff to remove all items from desks and top of cabinets to allow cleaners to work efficiently and to reduce contamination.</li> <li>External cleaning contractors to carry out cleaning if in house teams are not available</li> </ul>	<ul style="list-style-type: none"> <li>Regular touched surfaces to be cleaned by users where sanitizing wet wipes are provided, and waste discarded in provided non-recycling bins.</li> </ul>	3	2	6	Facilities team/ Office managers	Before staff returns to buildings	10/07/2020

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Unplanned evacuations	All staff, visitors, contractors who will struggle to exit buildings observing social distancing.	4	1	4	<ul style="list-style-type: none"> <li>Fire and Emergency evacuation plans as per pre Covid-19 arrangements</li> </ul>		4	1	4	Facilities / office Managers	Before staff returns to buildings	10/07/2020
First Aid provision	First Aiders and ill persons during first aid emergencies	4	3	12	<ul style="list-style-type: none"> <li>First Aiders and people involved in the provision of assistance to others should use available PPE and pay particular attention to sanitation measures immediately afterwards including washing hands.</li> <li>Rescue breaths or mouth-to-mouth ventilation should not be performed in adults, perform chest compressions until help arrives using a defibrillator where available.</li> <li>Review numbers of first aiders and arrange training to suit needs.</li> </ul>	<ul style="list-style-type: none"> <li>If a decision is made to perform mouth-to-mouth ventilation in asphyxial arrest, resuscitation face shield should be used.</li> </ul>	4	2	8	Facilities / office Managers	Before staff returns to buildings	w/c 13/07/2020
Working environment	All staff, visitors, contractors using the facilities in the building	4	2	8	<ul style="list-style-type: none"> <li>All plant and equipment including the Air handling units and Air conditioning units are maintained regularly under a Pre-Planned Maintenance schedule to the highest industry standards.</li> <li>Maintaining a clean workplace with a reasonable working temperature, good ventilation, suitable lighting and the right amount of space and seating.</li> <li>Portable fans and portable A/C units should only be used in well ventilated areas and limited to vulnerable staff with medical conditions that require it.</li> </ul>	<ul style="list-style-type: none"> <li>Report any issues to facilities as soon as possible so these can be rectified to avoid issues affecting anyone in the building.</li> <li>Continue to review status of premises with A/C units that do not bring fresh air supply from outside.</li> </ul>	4	1	4	Facilities / Staff/ Staff/ Visitors	Before staff returns to buildings	Ongoing
Mental Health of employees	Mental health and wellbeing of staff affected due to isolation and anxiety about coronavirus	4	1	4	<ul style="list-style-type: none"> <li>Mental ill Health Risk Assessment to be carried out for staff that need additional help and support.</li> <li>Confidential professional support available from our Employee Assistance Programme (EAP).</li> </ul>		3	1	3	Staff / Line managers/ DHSM's/ HR officers/ Staff H&S Officer	Before staff returns to buildings	Ongoing
Musculoskeletal disorders	Staff working from home might experience issues due to lack of appropriate workstation equipment	3	3	9	<ul style="list-style-type: none"> <li>Online Display Screen Equipment assessments available via Cardinus. High risk assessments are followed via virtual assessments.</li> <li>Line managers to maintain the conversation with staff, to identify if additional support is required.</li> </ul>		3	1	3	Line managers / Procurement	Ongoing	27/05/2020

**Definition of risk levels**

Risk Level	Actions - must be documented on RA, with date for completion.
<b>LOW</b>	Acceptable risk where hazards are not required to be actively managed but must be documented. If the risk can be resolved quickly and efficiently, control measures should be implemented and recorded.
<b>MEDIUM</b>	Risk requires a planned regular monitoring regime, to control hazards and avoid an increased level of risk. To be discussed at Local and National H&S committees.
<b>HIGH</b>	Unacceptable risk. Immediate attention is required to control the hazards. Tracking and monitoring required. To be discussed at Local and National H&S committees.

Probability →	1 - Improbable This will probably never happen	2 - Unlikely Do not expect it to happen/recur, but may do so	3 - Possible Might happen/recur occasionally	4 - Likely Will probably happen/recur, but not persisting issue	5 - Highly Likely Will undoubtedly happen/recur, possibly frequently
Consequence ↓					
<b>1 - Very minor</b> No injury / minimal financial loss	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>2 - Minor</b> Minor injury or first aid treatment / medium financial loss	<b>2</b>	<b>4</b>	<b>6</b>	<b>8</b>	<b>10</b>
<b>3 - Moderate</b> Lost time injury <7 day / high financial loss	<b>3</b>	<b>6</b>	<b>9</b>	<b>12</b>	<b>15</b>
<b>4 - Major</b> Serious injury >7 day/ large financial loss	<b>4</b>	<b>8</b>	<b>12</b>	<b>16</b>	<b>20</b>
<b>5 - Extreme</b> Potential fatality / economic loss cannot be restored	<b>5</b>	<b>10</b>	<b>15</b>	<b>20</b>	<b>25</b>

**Definition of likelihood (with level of probability)**

1 - Improbable	This will probably never happen / recur. Not expected to occur for years. <0.1% probability
2 - Unlikely	Do not expect it to happen / recur, but it is possible it may do so at least annually. 0.1 - 1% probability
3 - Possible	Might happen or recur occasionally, probably monthly. 1 - 10% probability
4 - Likely	Will probably happen/recur at least weekly. 10 - 50% probability
5 - Highly likely	Will undoubtedly happen/recur frequently, possibly daily. >50%

**Definition of consequences**

<b>1 - Very minor</b>	No impact on health. Negligible economic loss, which can be restored. Might cause small reduction of reputation in the short run. No violation of law. No significant impact at team level and no noticeable effect on the level of service as an organisation.
<b>2 - Minor</b>	No direct impact on health or minor temporary impact. Minor economic loss which can be restored. No violation of law. Would have impact on performance but unlikely to make the difference between hitting or missing a commitment or deadline. Some attention from some of our members, but unlikely to have an impact on reputation.
<b>3 - Moderate</b>	Minor or temporary impact on health, with less than 7 days absence from work. Minor violation of regulation resulting in warning without a fine. Economic loss that can be restored. Impact could make a difference between meeting or missing deadlines. Could attract some attention from large number of member affecting their perception of the organisation.
<b>4 - Major</b>	Serious injury with over 7 days absence from work (RIDDOR). Violation of law which results in minor penalty or fine. Likely to have a significant impact on our ability to meet our commitments. Potential to change the perspective of the organisation amongst members considerably.
<b>5 - Extreme</b>	Death or permanent reduction of health (life changing injury). Considerable economic loss which cannot be restored. Serious loss of reputation which causes significant loss of affiliated members. Serious violation of law resulting in fine causing devastating impact on organisation.

## Version control

Date Completed	Version	Assessment Update
11/03/2020	1	Initial Coronavirus Risk Assessment, including reference to branch staff, activists, members and work as it was before the National Lockdown was implemented. - sent to all regions to use as a Template
17/06/2020	2	Covid General Risk Assessment collated with information from regional offices' individual risk assessments, to prepare for a return to the offices. - Draft
07/07/2020	3	Updated assessment for a return to the workplace to include: 1. First Aid Provision under hazards; 2. risk scoring calculated; 3. Updated under "region/location" the assessment covers all offices and not everything will apply everywhere.
09/07/2020	4	Updated to include "Staff able to work from home continue working remotely"
14/07/2020	5	Updated with review of hazard risk rating for Travel
15/07/2020	6	Updated to add an intro page with statement
16/07/2020	7	Updated to add "Risk After Controls" section, showing the residual risk after controls are in place. Uploaded to UNISON web page for the first time and shared with TUC.
04/08/2020	8	Updated to include risk assessment version control page and updated "next suggested review date" in header- No further amendments made.
04/09/2020	9	Updated information regarding use of meeting rooms and sections added to cover Mental Health; Use of showers; DSE (Musculoskeletal issues); Working environment and updated travel to reflect extending opening hours to help with staggered hours of work.
05/10/2020	10	Updated wording on use of face coverings in the office.
04/11/2020	11	Updated in light of second National lockdown from 5 <sup>th</sup> Nov 2020: Note on cover page around the mitigation of some risks in light of new restrictions; Changes to staff eating areas; Travel section refers to reduced opening hours for our offices; Working environment and Mental Health sections are reflecting buildings to remain open 2 days per week from Nov,
14/12/2020	12	Changes made during 2 <sup>nd</sup> National lockdown in Nov removed. Travel between Tier 1/2 & 3 to be avoided where possible and alternatives considered within the Conversation Framework and Risk Assessment process. Renamed document to match title.
21/12/2020	13	Update in light of latest Gov announcement, all offices closed from 20 <sup>th</sup> Dec.
13/01/2021	14	Update in light of new National lockdown effective from 4 <sup>th</sup> Jan 2021.
07/04/2021	15	"Additional control measures" that are in place have been moved into the "what are we already doing" column, i.e. signage in place, sanitation points etc. Reference to Tiers removed. Planned preventative maintenance is ongoing, reference to Jan plan to continue with these removed. Replaced specific time between users of showers to manage volume of users. Review of all documentation created to support staff mental health during pandemic.
13/05/2021	16	Front page update "Visitors allowed only for visitors are allowed for essential business meetings only". Minor updates as above, moving info from "additional control measure required" to "what are we doing to control risk" column, such as staff to occupy own desk with no hotdesking; Display signs advising staff of limited numbers allowed in shared spaces; Emergency sanitising of areas if member of staff with symptoms has been in the workplace, etc. Reference to face coverings provided or reimbursed by staff removed.
15/07/2021	17	Minor updates to reflect despite the lifting of legal restrictions, UNISON maintains a cautious approach in leaving safety measures in place. Visitors allowed back in.
28/07/2021	18	Included advice on ventilation, regarding portable A/C units and fans under working environment section to reflect HSE guidance.
15/11/2021	19	Updated date for next review in December 2021. No further changes.
23/12/2021	20	Front page updated reflecting guidance to work from home where possible for England, as per Gov announcement on 13 Dec 2021. This will be reviewed at the end of January 2022.
17/01/2022	21	Updated to include new self-isolation rules for the devolved nations.
25/02/2022	22	Updated to remove safety measures but, continue to maintain hand sanitation and enhanced cleaning, adequate ventilation, encouragement to continue to wear face coverings, remain at home if positive for Covid. Risk ratings amended for previously considered clinically extremely vulnerable and travel.