

Site Address:	SHOW YOUR BUMP, 136 GIDLOW LANE, WIGAN, WN6 7EA		
Date:	05-03-2020	Ref No:	COVID-19

1: Checklist of aspects which are relevant to this assessment:

Tasks / activities being assessed and location
Risk of being infected with COVID-19 between Show Your Bump staff and others whilst in the workplace.

2: Assess the risk/ impacts (refer to risk level analysis):

What is the hazard/aspect? Coronavirus What is the risk / impact? Risk to anyone on site of contracting COVID-19,Risk to business continuity & productivity, Risk of bad publicity, Wider risk of contributing to the epidemic, Commercial exposure, Breach of statutory law, Financial losses associated with the above.				
Ref letter	Scenario	What are the current controls? (i.e. Training, procedures, spill kits, PPE)	Risk level	Further Action necessary? (What and by when)
A	Personal protective equipment	<ul style="list-style-type: none"> • Maintain social distancing of 2m (6.5ft) in accordance with PHE guidance • Wearing a face mask, according to HM Government is that the evidence suggests that wearing a face covering does not protect you, but it may protect others if you are infected but have not developed symptoms. Face coverings must be worn by anyone entering the scan centre.. This includes both staff and customers Yes Require staff to wear aprons at all times whilst in the scan centre Following the advice of BMU • All clients and visitors required to sanitise hands when entering the building. Clients are reminded of good hygiene practises regularly and to avoid touching their face. • Clients and visitors are required to wear face mask provided by themselves < if the client has forgotten the mask then Show your bump will provide one. • All Show your bump staff are required to wear full personal protective equipment when starting their shift. The full PPE required is disposable gown, face mask, full face visor, gloves. • In addition - Sonographer's are required to wear the above PPE as well as disposable sleeves and a N95 face mask as social distancing is not possible in their roles. • Through our existing infection control measures the ultrasound machine, probe and cables are already cleaned following each scan using clinical anti-bacterial wipes. Hygiene roll is already used on the bed covering the bed entirely, and this is disposed of after every scan ensuring no contact with the bed surface. All equipment is cleaned and the sonographer will wash hands after each client and place new protective equipment on after each client. 	5	
B	Managing customers and visitors	<ul style="list-style-type: none"> • Clients are unable to go to reception until invited< we have stickers on the floor to show clients were to stand on arrival, once the receptionist is ready she will ask the client to walk to the reception to have a temperature checked. • In line with BMUS and RcoG guidance, prevent entry to anyone showing COVID19 symptoms by: Checking if signs of persistent cough Check temperature for a fever 	10	

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		<ul style="list-style-type: none"> Visitor numbers at any one time are limited and visitors only permitted during specific times. Each client will be given a 20-minute slot. When a time slot runs over the next client is advised to wait in their vehicle until called. Restricted access to required clients and visitors only. Visitors limited to the client and one visiting partner Records maintained of all visitors. Visitor arrangements revised to ensure social distancing and hygiene. Pens used for signing declarations are sanitised by Show your bump staff after each use. Maintain social distancing of 2m (6.5ft) in accordance with PHE guidance Clear guidance on social distancing and hygiene provided to people on arrival, for example, signage or visual aids and before arrival, for example, by phone, on the website or by email. All clients and visitors are required to wash their hands as soon as entering the building. Temperatures taken of every person entering the shop using a contact free thermometer. When a temperature reading is greater than 38 degrees the appointment will need to be rescheduled after a two week period. 		
C	Cleaning the workplace	<ul style="list-style-type: none"> Work areas and equipment cleaned frequently between uses, using usual cleaning products. Workspaces are cleared, waste and belongings are removed from the work area at the end of the workday / a shift. Signs and posters are displayed to build awareness of good handwashing technique, the need to increase handwashing frequency, avoid touching your face and to cough or sneeze into a tissue which is binned safely. Regular reminders and signage about maintaining personal hygiene standards are provided. Hand sanitiser is provided in multiple locations in addition to washrooms Enhanced cleaning regime of all facilities during the day and at the end of the day. 	10	Regular discussions held with all staff around the importance of good hygiene and maintaining a high standard of cleaning.
D	Workforce management	<ul style="list-style-type: none"> Paired receptionists wherever possible. To maintain social distancing however, This is so that one receptionist is cleaning all the areas that clients have been present To reduce the risk of infection between members of the public and staff, screens have been installed on top of reception desks and also in the scanning room. Clear, consistent and regular communication provided to improve understanding and consistency of ways of working as well as the risk associated with COVID-19. Awareness and focus on the importance of mental health at times of uncertainty. The government has published; guidance on the mental health and wellbeing aspects of coronavirus (COVID-19). All members of staff have completed a COVID-19 Staff Support course provided by Blue Stream 	5	Regular discussions around mental health to be had with staff. This is ongoing.

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		Training Academy.			
E	Inbound and outbound goods	<ul style="list-style-type: none"> To maintain social distancing and avoid surface transmission, pick-up and drop off collection points, procedures (<i>Delivery of goods to shop will be left outside the front door and taken inside by a member of staff</i>) Large quantities of goods / stock ordered each time to reduce the frequency of deliveries. Single person loading / unloading in place where possible and safe. Non-business deliveries to the workplace have been restricted (personal deliveries to staff). 		5	

Assessment completed by (print name):	Wendy Williams	Sign		Date	23-3-2020
Manager acceptance (print name):	Wendy Williams	Sign		Date	23-3-2020
Review acceptance no change (year 1)	Wendy Williams	Sign		Date	25-3-2021

- A review of risk assessment is required annually and following incidents or significant process change. Where change to the risk assessment is required a new document must be started, otherwise please confirm acceptance for the year as indicated above.

3: Risk Level Analysis

Calculate score 1-5 for likelihood (L) & 1-5 for severity (S). Multiply these to get the risk level rating (RL)

	LIKELIHOOD	X	SEVERITY
1	<u>Low</u> - Controls are in place to ensure the task/activity is safe and the environment is protected.	1	<u>Low risk/no impact</u> - Minor discomfort/impact or insignificant consequence.
2	<u>Low/Medium</u> - Some additional measures may be required to make the task/activity safe and protect the environment.	2	<u>Low/Medium risk/impact</u> - First aid /Hospital day case or minimal environmental consequence.
3	<u>Medium</u> - Additional controls are necessary to make the task/activity safe and protect the environment.	3	<u>Medium risk/impact</u> - Badly harmed (incapacitated for 3 day +, WRULD etc.) or moderate environmental consequence. Moderate 3rd party interest / enforceable standard.
4	<u>Medium/High</u> - Formal and documented controls are required to protect individuals and the environment.	4	<u>Medium/High risk/impact</u> - Severely harmed/Maimed (Paralysis/Blinded/Badly burned/Loss of limbs etc) Uncontrolled environmental release/significant 3rd party interest/risk of prosecution.
5	<u>High/imminent</u> - Formal and documented controls are required to protect individuals and the environment. Further action is necessary to mitigate unacceptable risk/impact.	5	<u>Unacceptable high risk/impact</u> - Death or chronic illness (i.e. Electrocution / Asbestos related illness/Dangerous Occurrence) Severe/Chronic/large quantity environmental release/ 3rd party instruction/ High risk of prosecution.

(Guide Only)
Risk Level Rating

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

SEVERITY

LIKELIHOOD

Key to risk level:

HIGH = 20-25 – Unacceptable / High RISK / IMPACT
 MEDIUM = 8 – 16 Medium to High RISK / IMPACT
 LOW = 1- 6 Low to Medium RISK/IMPACT

Do not attempt this work: seek advice from Manager
 Additional control measures should be sought to reduce the risk before proceeding.
 Adequate control measures may be in place: proceed with caution.