

Step 1 – Identify your circumstances:

**HS-ZSL-CV001 Zeta Compliance Services Ltd  
Risk Assessment on COVID-19.**



Step 2: Follow the Risk Assessment:

**HS-ZSL-CV001 Zeta Compliance Services Ltd  
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Risk No.	Hazard:	Risk:	Those of potential harm:	Current Control Measures:	Risk Rating <i>Scores based on control measures being in place.</i>		
					Degree of Harm	Likelihood of Occurrence	Risk Score
1	Staff, relatives, visitors or colleagues could increase Exposure or potential transmission of COVID-19 both during work and outside of work that can result in contraction or spread of COVID-19.	<p>There is a risk that personnel maybe a carrier to the virus, or show symptoms of the virus, and this is unknown to the employee.</p> <p>This risk is amplified if those who are confirmed to have COVID-19 ignore Government guidelines and spread the virus. The risk of contracting COVID-19 is therefore:</p> <ul style="list-style-type: none"> <li>• Death.</li> <li>• Respiratory. related illness.</li> <li>• Fatigue resulting in misjudgement.</li> <li>• Stress.</li> </ul>	<ul style="list-style-type: none"> <li>• Zeta Compliance Services Ltd Employees.</li> <li>• Other personnel within your working environment.</li> <li>• Personnel outside of the working environment.</li> <li>• Family or those that you may live with or come in close contact with, if you or they contract the virus.</li> </ul>	<ol style="list-style-type: none"> <li>1. Zeta COVID 19 Policy in circulation providing guidance to all employees across the organisation and actions required, with signed acceptance of such policy being received via ProntoForms.</li> <li>2. We are following Government advice applicable to our workplace. GOV.UK: "Certain jobs require people to travel to their place of work – for instance if they operate machinery, work in construction or manufacturing, or are delivering front line services." – Guidance available here: <a href="https://www.gov.uk/government/publications/full-guidance-on-staying-at-home-and-away-from-others/full-guidance-on-staying-at-home-and-away-from-others">https://www.gov.uk/government/publications/full-guidance-on-staying-at-home-and-away-from-others/full-guidance-on-staying-at-home-and-away-from-others</a></li> <li>3. Employee Health Questionnaire completed every Monday and, on an ad-hoc basis to identify symptoms. Where symptoms are identified, the employee is removed from site immediately and asked to self-isolate to reduce harm.</li> </ol>	3	1	3

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				<ol style="list-style-type: none"> <li>4. Extra Handwashing and methods to reduce exposure have been distributed via the COVID-19 Policy.</li> <li>5. All employees informed through such policy to conduct social distancing.</li> <li>6. Supply of Personal Protective Equipment with requests for additional PPE received and actioned.</li> <li>7. Attendance to site is conducted to maintain the safety of the water system and is assessed weekly to ensure that where attendance is not necessary, exposure is reduced, and attendance is cancelled.</li> <li>8. Support in relation to stress and anxiety available from NHS Website. Concerns can be raised to Line Manager.</li> <li>9. Employees will only be allowed to work if they report on the Zeta Health Questionnaire that neither them nor any of their household are self-isolating.</li> </ol>			
2	The client site you are working on fails to implement any controls and allows	The client site disregards Government practice and they fail to control the risk to both their employees and visitors,	<ul style="list-style-type: none"> <li>• Zeta Compliance Services Ltd Employees.</li> </ul>	<ol style="list-style-type: none"> <li>1. We regularly request detailed information from our clients surrounding risk controls, including any</li> </ol>	3	1	3

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	those with Corona Virus (COVID-19) symptoms to enter the working environment.	resulting in potential harm to our employees.	<ul style="list-style-type: none"> <li>Other Personnel within your working environment.</li> <li>Personnel outside of the working environment.</li> <li>Family or those that you may live with or come in close contact with, if you or they contract the virus.</li> </ul>	<p>precautionary measures you need to follow when working on such client site.</p> <ol style="list-style-type: none"> <li>All employees are to complete the pre-start risk assessment on ProntoForms that also assesses the control measures for Corona Virus (COVID-19).</li> <li>All employees of Zeta Compliance Services Ltd must follow our COVID-19 Policy, including the requirements for social distancing, regular hand washing and the use of PPE where appropriate.</li> <li>If an employee is working on a site where they feel appropriate controls aren't in place, works should halt, and this should be discussed with your line manager until appropriate levels of assurance are provided to you.</li> </ol>			
3	Someone becomes ill within the workplace with suspected Corona Virus (COVID-19) Symptoms resulting in potential contamination.	If appropriate measures aren't implemented by the client then contamination can rapidly spread in the workplace on surfaces, through droplets, and through human contact. The client site you're working at may have local arrangements to deal with such situation, but	<ul style="list-style-type: none"> <li>Employees of that organisation.</li> <li>Visitors.</li> <li>Zeta Services Ltd Employees.</li> </ul>	<ul style="list-style-type: none"> <li>There are adequate facilities to wash hands and appropriate welfare provisions in line with the Health &amp; Safety at Work Act 1974 Section 2(2)(e) 'the provision and maintenance of a working environment for his employees that is, so far as is reasonably practicable, safe, without risks to health,</li> </ul>	2	2	4

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		this should not be relied upon by us and therefore please refer to our control measures.		<p>and adequate as regards facilities and arrangements for their welfare at work.'</p> <ul style="list-style-type: none"> <li>• All our employees must adhere to the Zeta Services COVID-19 Policy.</li> <li>• All our employees must ensure adequate hygiene with importance on hand hygiene using the facilities on site and hand sanitiser where appropriate.</li> <li>• Zeta Compliance Services Ltd supply and maintain adequate PPE to Staff on this project, including using PPE as a last resort, but where required, is appropriate for the task, duration and activity.</li> <li>• Zeta Compliance Services Ltd have heightened the PPE requirements where required. Employees have established processes to access further PPE and this is contained with the COVID-19 Policy.</li> <li>• Concerns regarding persons still at work who you believe to be showing signs of symptoms should be discussed with a representative on site, and your Line Manager.</li> </ul>			

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4	People ignore the requirements of a 2 Metre distancing requirement issued by Government.	Our employees and others contract Corona Virus (COVID-19) due to being in close proximity with an infected person.	<ul style="list-style-type: none"> <li>Zeta Compliance Services Ltd Employees.</li> <li>Client Employees.</li> <li>Visitors.</li> <li>Family or those that you may live with or come in close contact with, if you or they contract the virus.</li> </ul>	<ul style="list-style-type: none"> <li>Our employees have been advised through the COVID-19 Policy not to shake hands.</li> <li>Our employees have been advised to conduct meetings where possible remotely.</li> <li>Our employees have been advised that a 2 Metre distance should be maintained through the Government guidance on social distancing.</li> <li>This information has been distributed to our employees and signed acceptance of this is received.</li> </ul>	1	3	3
5	Exposure or potential transmission of Corona Virus (COVID-19) conducting works in restricted areas where occupancy only conducted by essential workers (Security, Zeta Services, Statutory Building Maintenance) is conducted.	There is a risk that multiple persons can be working within the same building to conduct duties, and therefore spread such virus. The risk of contracting Corona Virus (COVID-19) is therefore: <ul style="list-style-type: none"> <li>Death.</li> <li>Respiratory. related illness.</li> <li>Fatigue resulting in misjudgement.</li> <li>Stress.</li> </ul>	<ul style="list-style-type: none"> <li>Zeta Compliance Services Ltd Employees.</li> <li>Other Contractors and Key Workers.</li> </ul>	<ol style="list-style-type: none"> <li>All attendance into Buildings is planned with site representatives to prevent the risk of transmission and contamination.</li> <li>There is regular communication with the use of mobile devices between required personnel, including the ability to report near misses to Line Management.</li> <li>There are adequate facilities to wash hands and appropriate welfare provisions in line with the Health &amp; Safety at Work Act 1974 Section 2(2)(e) 'the provision and maintenance of a working environment for his employees</li> </ol>	3	1	3

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				<p>that is, so far as is reasonably practicable, safe, without risks to health, and adequate as regards facilities and arrangements for their welfare at work.'</p> <p>4. Zeta Compliance Services Ltd supply and maintain adequate PPE to Staff on this project, including using PPE as a last resort, but where required, is appropriate for the task, duration and activity.</p> <p>5. Zeta Compliance Services Ltd have heightened the PPE requirements where required on this project. Employees have established processes to access further PPE and this is contained with the COVID-19 Policy.</p> <p>6. Exposure to areas is limited and proportionate to the role required to maintain system health and prevent systemic contamination, giving rise to a further cause for concern for current and planned occupants.</p>			
6	There is an opportunity of contact with contaminated surfaces that may contain the	<ul style="list-style-type: none"> <li>There may or may not be adequate cleaning regimes in place at such site, but if such</li> </ul>	<ul style="list-style-type: none"> <li>Zeta Compliance Services Ltd Employees.</li> </ul>	<p>1. Regular hand washing is mandatory to minimise the risk of contamination between employees and other surfaces. Guidance is contained in the Zeta</p>	3	2	6

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	Corona virus, or any other substance hazardous to health. For example: door handles, worktops, sinks and the workplace are contaminated.	<p>cleaning regime and between such cleaning a contaminated person touches such surface, this can result in employees and others contracting Corona Virus (COVID-19).</p> <ul style="list-style-type: none"> <li>If risk controls are not adhered to, there is a risk of contact with the virus and substances hazardous to Health. The risk of contracting Corona Virus (COVID-19) is therefore:</li> <li>Death.</li> <li>Respiratory. related illness.</li> <li>Fatigue resulting in misjudgement.</li> <li>Stress.</li> </ul>		<p>Compliance Services Ltd COVID-19 Policy.</p> <ol style="list-style-type: none"> <li>The supply and use of PPE are available when accessing areas where there is a potential for other occupants to be within close proximity in conjunction with social distancing of 2 metres at all times.</li> <li>Further guidance is provided within the COVID-19 Policy which is sent to all employees and signed acceptance is received upon any changes to such policy.</li> <li>Guidance is contained on our company team's policy, our COVID-19 Policy (On our website and sent to employees) that advises on precautionary measures including not to touch the face, eyes or mouth and always maintain hand hygiene.</li> <li>Decontamination of phones, tablets, thermometers and laptops with the use of disinfectant wipes or cleaning products enforced through our policy to prevent contaminated equipment</li> </ol>			



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				spreading the virus to homes and other sites.			
7	During stages of heightened hand washing, there is a risk of damaging the epidermis, resulting in essential skin protein being reduced. This can result in contact dermatitis resulting in skin irritation and employees being more exposed to infection.	There is a risk of contact dermatitis, giving rise to skin irritation, inflammation and a higher risk of infection.	<ul style="list-style-type: none"> <li>Zeta Compliance Services Ltd Employees.</li> </ul>	<ol style="list-style-type: none"> <li>Use of PPE and gloves are embedded as a key process to prevent irritation when handling substances that may result in further harm under the assessment of the Control of Substances Hazardous to Health 2002.</li> <li>The use of barrier creams and hand creams should be utilised and purchased on expenses where required to ensure that the dermal layer is replenished with vital nutrients for skin health.</li> </ol>	1	1	1
8	Buildings are empty and therefore systems are not maintained, and water systems become stagnant, resulting in the opportunity of contraction of Legionnaires disease through contaminated droplets of water entering the lungs.	There is a risk of contraction of Legionnaires Disease resulting in similar symptoms to Corona Virus (COVID-19) if such controls are not maintained.	<ul style="list-style-type: none"> <li>Zeta Compliance Services Ltd Employees.</li> <li>Occupants in Residential buildings.</li> <li>All persons upon re-occupancy to the building.</li> </ul>	<ol style="list-style-type: none"> <li>Following on from clarification we have release our company statement identifying that are duties are considered that of a 'Key Worker'. This is considered as a key worker to prevent an outbreak of legionnaires disease to the current occupants, retained on site employees, and all personnel during re-occupancy of the building.</li> <li>FPP3 Face Masks supplied by Zeta Compliance Services Ltd to be used where concerns of both Corona Virus</li> </ol>	3	2	6

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				(COVID-19) and Legionella Bacteria are valid and where any employee faces uncertainty.			
9	Contraction of Legionella Bacteria showing symptoms similar to Corona Virus (COVID-19) and therefore self-isolation is conducted without further medical treatment.	There is a risk during buildings being unoccupied resulting in stagnation, during such pandemic, that an employee could assess symptoms to be Corona Virus (COVID-19) due to symptoms being extremely similar. This results in the risk of Legionnaires disease not being treated.	<ul style="list-style-type: none"> <li>Any personnel that utilise the water system.</li> </ul>	<ol style="list-style-type: none"> <li>FPP3 Masks are provided to be used to reduce the risk of legionella bacteria entering the lungs.</li> <li>NHS Guidance including 111 and referral to a GP is available during such pandemic, where such concerns can be expressed and if required, tests and medical treatment implemented.</li> <li>Near Miss and Accident at work notification form is available for employees to capture events that could have faced an increase risk to such bacteria which allows appropriate line managers to ensure the Health &amp; Safety of such employees.</li> </ol>	2	1	2

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10	Employees are not aware of the risks of Corona Virus (COVID-19) and therefore become infected due lack of awareness, control measures or training.	<ul style="list-style-type: none"> <li>• Death.</li> <li>• Respiratory. related illness.</li> <li>• Fatigue resulting in misjudgement.</li> <li>• Stress.</li> </ul>	<ul style="list-style-type: none"> <li>• Zeta Compliance Services Ltd Employees.</li> </ul>	<ol style="list-style-type: none"> <li>1. The Zeta Services COVID-19 Policy contains advise and information in relation to COVID-19.</li> <li>2. The NHS provides advice on what CV19 is, what the risks are, the symptoms, how CV19 is spread, and how to avoid catching or spreading germs (simple Do's and Don'ts): <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/">https://www.nhs.uk/conditions/coronavirus-covid-19/</a></li> <li>3. Advice from the NHS in relation to effective handwashing is available: <a href="https://www.nhs.uk/video/pages/how-to-wash-hands.aspx">https://www.nhs.uk/video/pages/how-to-wash-hands.aspx</a></li> <li>4. Our Office and Disease Management team screen all survey submissions in relation to employee Health in-line with our GDPR Policy, and, assess at risk individuals in conjunction with the NHS. Where concerns are noted through such disease management team, we consult with our employees and where required, ask that employee to not attend site.</li> </ol>	1	1	1

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11	Employees are not aware on how to self-isolate for the purposes of Corona Virus (COVID-19), should this become a requirement.	<ul style="list-style-type: none"> <li>Failed Isolation.</li> <li>Further harm from illness.</li> <li>Isolation period extended giving rise to higher stress levels.</li> </ul>	<ul style="list-style-type: none"> <li>Zeta Compliance Services Ltd Employees.</li> </ul>	<ol style="list-style-type: none"> <li>NHS 111 online provides advice on when to self-isolate and access to an online interactive and personal checklist: <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-advice/">https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-advice/</a></li> <li>Access to websites such as the NHS and World Health Organisation are contained within the Zeta COVID-19 Policy.</li> <li>NHS Support in relation to anxiety and stress available via NHS Website.</li> </ol>	1	1	1
12	Employee is exposed to the Corona Virus (COVID-19) virus or shows symptoms.	<ul style="list-style-type: none"> <li>Death.</li> <li>Respiratory. related illness.</li> <li>Fatigue resulting in misjudgement.</li> <li>Stress.</li> </ul>	<ul style="list-style-type: none"> <li>Zeta Compliance Services Ltd Employees.</li> </ul>	<ol style="list-style-type: none"> <li>Employees are removed from site and advised to go to home or a place of safety to self-isolate.</li> <li>The site is informed so contact can be monitored.</li> <li>The employee health questionnaire is updated to reflect this.</li> <li>Advice in relation to this is contained within the COVID-19 Policy.</li> </ol>	2	3	6
13	Failure to disseminate information in a timely manner, resulting in greater risk to the employee.	<ul style="list-style-type: none"> <li>Increased likelihood of exposure.</li> <li>Uncertainty.</li> </ul>	<ul style="list-style-type: none"> <li>Zeta Compliance Services Ltd Employees</li> </ul>	<ol style="list-style-type: none"> <li>Our Disease Management Team are designated to receive UK COV CP updates immediately upon a change on the COVID-19 Page.</li> </ol>	2	1	2

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				2. Microsoft Teams Channel for COVID-19 is available and immediate updates are sent on such system. 3. The business utilises our internal email system to communicate with all employees. 4. Our latest policy in relation to COVID-19 is published on our website: <a href="http://www.zetaservices.co.uk">www.zetaservices.co.uk</a> to allow access from anywhere without credentials to login.			
14	The employee may become infected at work resulting in transmission to dependants/Spouses/Family.	<ul style="list-style-type: none"> <li>If all the controls defined with this Risk Assessment are not adhered to, including hand hygiene, there is a risk that person to person exposure could put other members in contact with our employee at harm.</li> </ul>	<ul style="list-style-type: none"> <li>Zeta Compliance Services Ltd Employees.</li> <li>Family.</li> <li>Spouses.</li> <li>Children.</li> <li>Dependants.</li> </ul>	1. The control measures defined within this risk assessment should always be followed to minimise the risk of transmission or contraction of the disease. 2. The use of PPE should always be utilised to minimise the risk of exposure to the disease. 3. Regular hand washing should be conducted and eyes, the mouth and nose should not be touched. 4. Where the risk is high due to families having higher risk persons within the household that are required to 'Shield',	2	2	4

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				<p>this should be notified to your line manager.</p> <p>5. Where concerns regarding transmission remain high or the risk control measures in this Risk Assessment have not been adhered to, the individual should assess the requirement for social distancing within the home with guidance being obtained from NHS 111 on this. This could include sleeping in another room, for example – However, it is important to only assess this with NHS 111 Advice and if you develop symptoms.</p> <p>6. Should you show symptoms of CORONA VIRUS (COVID-19), you should discuss this with NHS 111, advise your Line Manager, and self-isolate away from your family for a minimum period of 7 days in-line with Government guidance and family/spouses/children and dependants should follow Government guidance.</p>			
15	Equipment used by an employee may become contaminated with	<ul style="list-style-type: none"> <li>If precautionary measures are not followed as contained with the COVID-19</li> </ul>	<ul style="list-style-type: none"> <li>Zeta Compliance Services Ltd Employees.</li> </ul>	<p>1. Guidance in the COVID-19 Policy is followed and subsequently signed as acceptance that such policy will be</p>	1	3	3

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	Corona Virus (COVID-19) on the surface.	Policy, equipment can be contaminated from contact with contaminated surfaces or people allowing subsequent re-contamination.	<ul style="list-style-type: none"> <li>Any person that is exposed to that employee.</li> <li>Personnel that may handle such equipment, including Security if such equipment is found lost.</li> </ul>	<p>followed. This contains guidance in relation to equipment.</p> <ol style="list-style-type: none"> <li>Disinfectant wipes or disinfectant solution is provided to employees to disinfect devices such as tablets and thermometers.</li> <li>Full PPE is provided to our employees to prevent transmission including disposal of single use PPE into appropriate waste management systems.</li> <li>Regular hand washing is conducted to prevent the spread of the virus.</li> <li>Guidance is provided on both the NHS Website and in our policy regarding the avoidance of touching the eyes, nose and mouth at all times to avoid such risk.</li> </ol>			
16	An employee travels abroad for work or leisure.	<ul style="list-style-type: none"> <li>There is a high risk of contraction of Corona Virus (COVID-19) due to COVID-19 being a worldwide pandemic. This therefore results in a high risk of the employee contracting</li> </ul>	<ul style="list-style-type: none"> <li>Zeta Compliance Services Ltd Employees.</li> <li>Any person that is exposed to that employee.</li> <li>Personnel that may handle such equipment,</li> </ul>	<ol style="list-style-type: none"> <li>Zeta Compliance Services Ltd have suspended all travel abroad.</li> <li>All travel has been suspended and the FCO provides advice for travellers: <a href="https://www.gov.uk/foreign-travel-advice">https://www.gov.uk/foreign-travel-advice</a>.</li> <li>Practical alternatives have been implemented across the company to eliminate such risk, such as conference</li> </ol>	2	1	2

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		Corona Virus (COVID-19).	including Security if such equipment is found lost.	calls and meetings through Microsoft Teams.			
17	An employee returns from travel abroad.	<ul style="list-style-type: none"> <li>If the employee has returned to the UK after travelling for either work (before travel restrictions were implemented) or leisure from an area that had a higher risk of Corona Virus (COVID-19), the employee is at heightened risk of Corona Virus (COVID-19) symptoms.</li> </ul>	<ul style="list-style-type: none"> <li>Zeta Compliance Services Ltd Employees.</li> <li>Family.</li> <li>Spouses.</li> <li>Children.</li> <li>Dependants.</li> <li>Any other person in close contact with the employee.</li> </ul>	<ol style="list-style-type: none"> <li>The CIPD has provided advice for travellers returning to work after travel here: <a href="https://www.hr-inform.co.uk/news-article/advice-on-managing-the-coronavirus-outbreak">https://www.hr-inform.co.uk/news-article/advice-on-managing-the-coronavirus-outbreak</a> (CIPD)</li> <li>This information has been distributed to our employees through this Risk Assessment.</li> <li>Zeta Compliance Services Ltd as part of our Disease Management team request all employees to conduct the Health Questionnaire every Monday and when circumstances may change. All travel is also captured in this response. This is checked daily by our Office and plans are implemented to minimise exposure or spread.</li> <li>Our employees are regularly encouraged to use the 111 Service if they are concerned or stressed about this risk.</li> </ol>	2	2	4



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18	Booked Annual Leave with the plan to travel abroad.	<ul style="list-style-type: none"> <li>The employee may have booked annual leave to travel to an area is now affected by Corona Virus (COVID-19). Travel has been restricted and this may result in anxiety regarding such travel.</li> </ul>	<ul style="list-style-type: none"> <li>Zeta Compliance Services Ltd Employees.</li> </ul>	<ol style="list-style-type: none"> <li>A request to cancel the Annual Leave should be made.</li> <li>Concerns should be discussed with your Line Manager.</li> <li>Travel has been restricted and therefore not possible and the annual leave can be booked for another time.</li> </ol>	1	1	1
19	A Zeta Compliance Services Ltd Employee contracts the Corona Virus (COVID-19).	<ul style="list-style-type: none"> <li>Corona Virus (COVID-19) can therefore be spread to other employees, general public, family or friends.</li> </ul>	<ul style="list-style-type: none"> <li>Zeta Compliance Services Ltd Employees.</li> <li>Family.</li> <li>Spouses.</li> <li>Children.</li> <li>Dependants.</li> <li>Any other person in close contact with the employee.</li> </ul>	<ol style="list-style-type: none"> <li>If NHS 111, a Hospital, a GP or NHS 111 Online advise that an employee has contracted COVID019 they should follow the NHS advice and our company sick policy will be enacted.</li> <li>If a member of Staff has helped or come in close contact with someone who was taken unwell with a new, continuous cough or a high temperature they do not need to go home unless symptoms also occur. Regular hand hygiene and PPE should be maintained, and concerns should also be discussed with NHS 111 regarding such exposure.</li> <li>If the criteria in point 1 has been met, in-line with Government guidelines, self-isolation for 7 days should be</li> </ol>	2	3	6

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					Degree of Harm	Likelihood of Occurrence	Risk Score
				implemented, or until that person recovers, and, any housemates, family or friends that live with that employee should self-isolate for 14 days.			
20	An employee is regarded as a key worker, considered of normal health and is conducting duties, but lives with someone who has considered Extremely Vulnerable assessed by the NHS.	<ul style="list-style-type: none"> <li>There is a risk that through the employee accessing sites where the contamination status is unknown.</li> <li>The risk to the individual at home is amplified if appropriate precautions are not maintained, resulting in harm to the employee and the Extremely Vulnerable person.</li> <li>The consequences of this is contraction of the Corona virus (COVID-19), which, to an Extremely Vulnerable person can result in</li> </ul>	<ul style="list-style-type: none"> <li>Zeta Compliance Services Ltd Employees.</li> <li>The Household where the employee lives (If they don't live alone).</li> <li>The person who lives with that employee who is considered 'Extremely Vulnerable' by the NHS.</li> </ul>	<ol style="list-style-type: none"> <li>The employee at work should maintain required social distancing.</li> <li>The employee at work should follow the COVID-19 Policy including required precautions.</li> <li>Upon receipt of information regarding someone <b>you live with</b> being regarded as 'Extremely Vulnerable' (Explained: <a href="https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19#background-and-scope-of-guidance">https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19#background-and-scope-of-guidance</a>), this should be discussed with your Line Manager.</li> <li>Where concerns are evident, your Line Manager may discuss to change your duties, encourage home working where possible, or reach a mutual decision to be furloughed, if the risk appetite of this</li> </ol>	4	3	12

**HS-ZSL-CV001 Zeta Compliance Services Ltd  
Risk Assessment on COVID-19.**

Risk No.	Hazard:	Risk:	Those of potential harm:	Current Control Measures:	Risk Rating <i>Scores based on control measures being in place.</i>		
					Degree of Harm	Likelihood of Occurrence	Risk Score
		<p>Hospitalisation, a severe reaction to COVID 19, or death.</p> <ul style="list-style-type: none"> <li>These circumstances may result in heightened stress and anxiety to both our employee and the family.</li> </ul>		<p>situation results in a risk to your Health, work conduct and your family.</p> <ol style="list-style-type: none"> <li>If the employee has assessed that continuing key worker status is an option, social distancing away from that 'Extremely Vulnerable' person should be implemented, including where possible, sleeping away from that individual.</li> <li>Employees should access NHS 111 for advice and be sure to discuss your concerns with someone you can Trust such as a friend regarding any anxiety or stress around such situation.</li> <li>Please be sure to communicate if this situation results in stress so we can work with you to try and reach a solution.</li> </ol>			
21	Contraction of the Corona Virus (COVID-19) whilst commuting to and from work.	<ul style="list-style-type: none"> <li>There is a risk that is heightened if an employee uses public transport to get to and work, which, at times, may not be possible to maintain social distancing due to lack</li> </ul>	<ul style="list-style-type: none"> <li>Zeta Compliance Services Ltd Employees.</li> <li>Family.</li> <li>Spouses.</li> <li>Children.</li> <li>Dependants.</li> </ul>	<ol style="list-style-type: none"> <li>During COVID-19 the use of public transport should be avoided where possible.</li> <li>Where public transport cannot be avoided the employee should ensure a rigorous programme of hygiene including regular washing of clothing, and regular washing of hands.</li> </ol>	2	2	4

**HS-ZSL-CV001 Zeta Compliance Services Ltd  
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					Degree of Harm	Likelihood of Occurrence	Risk Score
		<p>of infrastructure to the rail and bus industry.</p> <ul style="list-style-type: none"> <li>• There is a risk that is an employee doesn't maintain hygiene within his or her vehicle, the vehicle could be contaminated.</li> <li>• There is a risk that if the employee gets a taxi to work, the taxi surfaces could be contaminated.</li> <li>• There is a risk that if the employee must have a courtesy car for vehicle servicing, the internal surfaces maybe contaminated.</li> </ul>	<ul style="list-style-type: none"> <li>• Any other person in close contact with the employee.</li> </ul>	<ol style="list-style-type: none"> <li>3. Social distancing should always be maintained – Where this cannot be maintained the employee should ensure adequate hygiene after that contact to remove bacteria and viruses that may have been transmitted.</li> <li>4. The employee should always follow the Zeta COVID-19 Policy.</li> <li>5. The employee should always follow the guidance from NHS and central government.</li> <li>6. The employee should, in accordance with the company Driving Policy, ensure that the vehicle used is kept clean. The use of disinfectant wipes or anti-bacterial cleaner should be used to clean the internal surfaces of the car and door handles.</li> <li>7. Where a courtesy car is received, dealers have implemented heightened cleaning programmes. However, this should not be relied upon, therefore the use of disinfectant wipes or solutions should be used prior to the use of the vehicle.</li> </ol>			

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					Degree of Harm	Likelihood of Occurrence	Risk Score
				8. Where the use of a taxi is required, the employee should maintain adequate hygiene. Clothing should be washed regularly to prevent cross contamination between the family home and other sites.			
22	Employees attend work and conduct their duties but have concerns in relation to a new or expectant mother within the house they reside in.	<ul style="list-style-type: none"> <li>There is a risk of stress and anxiety with the employee.</li> <li>There is a risk of contraction of COVID-19 whilst at work as to which the risks are defined within this RA.</li> <li>There is a risk that COVID-19 could be transferred to the employee.</li> <li>There is a risk that the employee can subsequently expose the virus to the new or expectant mother which are regarded as high risk.</li> </ul>	<ul style="list-style-type: none"> <li>Zeta Compliance Services Ltd Employees.</li> <li>Expectant Mothers.</li> <li>New Mothers.</li> </ul>	<ol style="list-style-type: none"> <li>Employees follow all required precautionary measures outlined in our COVID-19 Policy, WHO, NHS and GOV.UK guidance.</li> <li>Employees are to practice persistent hand washing, supplemented with the use of dermal hand barrier creams to prevent irritation and infection.</li> <li>Zeta Compliance Services Ltd have assessed risk 22 in-line with Government guidance and the RCOG Guidance. RCOG and Government advise that whilst pregnant women are higher risk, RCOG state 'pregnant women do not appear to be more likely to be seriously unwell than other healthy adults if they develop the new coronavirus.'</li> <li>RCOG advise that Pregnant workers should: 'Pregnant women who can work</li> </ol>	4	2	8

**HS-ZSL-CV001 Zeta Compliance Services Ltd  
Risk Assessment on COVID-19.**

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					Degree of Harm	Likelihood of Occurrence	Risk Score
				<p>from home should do so. If you can't work from home, if you work in a public-facing role that can be modified appropriately to minimise your exposure, this should be considered and discussed with your occupational health team or employer.' For workers of ZSL that become pregnant, this should be followed. As this risk is specifically to those who are not the mother, this provides guidance that if all precautionary measures are followed, the risk to the child and mother remains low.</p> <p>5. Information should be read by employees meeting this criteria here that employers (Us) follow in relation to this: <a href="https://www.rcog.org.uk/globalassets/documents/guidelines/2020-03-26-covid19-occupational-health.pdf">https://www.rcog.org.uk/globalassets/documents/guidelines/2020-03-26-covid19-occupational-health.pdf</a></p> <p>6. If an employee of Zeta Compliance Services Ltd has a girlfriend, wife or someone in the family they live with who is pregnant, who is also shielding or lives with a heart condition or heart</p>			

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					Degree of Harm	Likelihood of Occurrence	Risk Score
				<p>disease, that employee should inform Jane Bailey and the line manager as soon as possible. This is because the risk is higher to those who have been asked to 'shield' by the NHS who are pregnant and/or regarded as highly vulnerable.</p> <p>7. If the Wife, Girlfriend or someone you live with is pregnant is greater than 28 weeks pregnant (3<sup>rd</sup> Trimester), please inform Jane Bailey and your Line Manager of this. This is because being &gt;28 Weeks in pregnancy places the expectant mother at higher risk of respiratory infections.</p> <p>8. Currently there is very limited evidence to demonstrate transmission from mother to baby, however, as is guidance for everyone, social distancing should be exercised.</p>			
23	Heightened risk and anxiety during COVID-19 surrounding Health, Social isolation and future.	<ul style="list-style-type: none"> <li>Heightened stress.</li> <li>Heightened anxiety.</li> <li>Work related accident due to such stress of anxiety resulting in</li> </ul>	<ul style="list-style-type: none"> <li>Zeta Compliance Services Ltd Employees.</li> <li>Friends of that employee.</li> </ul>	<p>1. Employees and Line Manager regularly communicate to discuss concerns. However, as part of this Risk Assessment and consideration of the impact of social distancing, this should be actively encouraged.</p>	2	5	10

**HS-ZSL-CV001 Zeta Compliance Services Ltd  
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					Degree of Harm	Likelihood of Occurrence	Risk Score
			<ul style="list-style-type: none"> <li>Family of that employee.</li> </ul>	<ol style="list-style-type: none"> <li>Employees should communicate that they feel stressed regarding such situation so we can ensure that we can support our employees.</li> <li>We invest in our Employee Assistance Programme, which provides free, confidential support &amp; counselling to all our employees regarding personal or work-related issues. Further information is on BreatheHR, however the contact number is: 0800 1116 394. This can be used to support our employees during the effects of COVID-19 in relation to anxiety and outcomes of social distancing.</li> <li>Guidance from NHS 111 and GOV contained in this document should be followed regarding mental Health.</li> </ol>			



## HS-ZSL-CV001 Zeta Compliance Services Ltd Risk Assessment on COVID-19.

1. Our COVID-19 Policy – Available from: <https://zetaservices.co.uk/>
2. Our Microsoft Teams ‘COVID-19 Business Update’ Channel.
3. Our Zeta Community Email Distribution List.
4. NHS COVID-19 Advice: <https://www.nhs.uk/conditions/coronavirus-covid-19/>
5. NHS 111 Online COVID-19 Symptom Assessment: <https://111.nhs.uk/covid-19/>
6. Government Requirements: <https://www.gov.uk/coronavirus>
7. WHO Worldwide Pandemic: <https://www.who.int/emergencies/diseases/novel-coronavirus-2019>
8. Pregnant Workers – RCOG Guidance: <https://www.rcog.org.uk/globalassets/documents/guidelines/2020-03-26-covid19-occupational-health.pdf>
9. High Risk Guidance - <https://www.nhs.uk/conditions/coronavirus-covid-19/advice-for-people-at-high-risk/>

**HS-ZSL-CV001 Zeta Compliance Services Ltd  
Risk Assessment on COVID-19.**

Figure 1 - CDC Guidance Poster



## HS-ZSL-CV001 Zeta Compliance Services Ltd Risk Assessment on COVID-19.

Figure 2 - Staying at Home Guidance & Timeline

Criteria and guidance applied as of 17/03/2020:

Incubation period = maximum 14 days

Day 1 is the first day of symptoms

The 14-day period starts from the day when the first person in the house became ill

If you live with others and you are the first in the household to have symptoms of coronavirus, then you must stay at home for 7 days

If anyone else in the household starts displaying symptoms, they stay at home for 7 days from when their symptoms appeared, regardless of what day they are on in the original 14-day isolation period.

Household members who remain well stay in self isolation for 14 days due to maximum incubation period, calculated from day 1 of first symptomatic person

**Household members do not need to restart the clock if other members become symptomatic during the 14 days self-isolation**

DAY		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
Person in household																						
Example household 1	A	X							✓													
	B				X							✓										
	C																✓					
	D																✓					
Example household 2	A	X							✓													
	B				X							✓										
	C													X								✓
	D																✓					

Key: X = when illness started - first day of symptoms  
✓ = allowed to go out again

Step 4 – Assess if you need to Isolate:

**HS-ZSL-CV001 Zeta Compliance Services Ltd  
Risk Assessment on COVID-19.**

**Normal Health**

- If you, your family and people you live with feel symptom free - You should continue your duties.
- You consider yourself healthy.
- You should continue to complete the ProntoForms Health Questionnaire.

**You're experiencing symptoms/Not feeling yourself:**

- You should use the NHS 111 Service to assess if you need to self-isolate for 7 days.
- If the services advises you to, you should obtain a self-isolation certificate from the NHS:  
<https://111.nhs.uk/isolation-note>.
- You should provide this to Jane Bailey or your line manager.
- You should complete the ProntoForm Health Questionnaire as your circumstances have changed.

**Someone I live with is experiencing symptoms/has confirmed COVID-19:**

- You should regularly assess your own symptoms and monitor your health with the support of NHS 111 and the guidance above.
- You should self isolate for 14 days in accordance with the timeline above.
- You should obtain a self-isolation certificate from the NHS:  
<https://111.nhs.uk/isolation-note>.
- You should provide this to Jane Bailey or your line manager.
- You should complete the ProntoForm Health Questionnaire as your circumstances have changed.

**Step 5 – Confirm you understand:**

**HS-ZSL-CV001 Zeta Compliance Services Ltd  
Risk Assessment on COVID-19.**

The below section 'Acceptance of this Risk Assessment' serves as an example – All Employees will be asked to sign acceptance of this Risk Assessment via ProntoForms. This saves paper and ensures the company can maintain compliance with GDPR Regulations. Please refer to ProntoForms to sign acceptance of this Risk Assessment.

**Acceptance of this Risk Assessment:**

By signing the below document, you agree to comply with the requirements of 'HS-ZSL-CV001 Zeta Compliance Services Ltd Risk Assessment on COVID-19.' You agree that you have read this risk assessment fully, and should you have any areas of concern in relation to the understanding, implementation or reporting of matters arising from this risk assessment, you will contact your Line Manager immediately.

Name:	Role:	Signed:	Date of Signature:

Step 6 – Management Actions:

**HS-ZSL-CV001 Zeta Compliance Services Ltd  
Risk Assessment on COVID-19.**

Actions Required:

Reference Number:	Action Required:	Action to be conducted by:	Date Completed:
CV1.0	Order Barrier Cream to prevent the risk of contact dermatitis.	Operations.	27/03/2020
CV1.1	Distribute Barrier Cream to required team members.	Operations.	
CV2.0	Distribute this Risk Assessment to all employees of the organisation.	Operations.	
CV2.1	Receive signed acceptance of this risk assessment from all employees of the organisation.	Operations.	