

Risk Assessment

Number:		Document prepared by: Marcus Sayce
Area / Department / Activity to be assessed: COVID-19 Safe Working Risk Assessment		Assessor: Marcus Sayce
		Date: 13/05/20
		Next Review Date: 13/05/21

Hazard Identification and Initial and Risk Assessment
 Review how the task is, or is going to be, undertaken. Consider each step in the task. If possible, observe how the task is undertaken. When conducting this review, ensure you consult personnel who are involved and consider any existing documentation that may have a bearing on your assessment (e.g. documented procedures and policies, equipment used for task, chemicals, substances employed, services used (electricity, gas, compressed air etc.) or maintenance procedures.

Additional Risk Control Measures
 For each hazard identified as requiring an additional risk control measure, review the hazard and decide what additional controls can be introduced to sufficiently reduce the risk to an acceptable level. Re-calculate the revised risk rating taking into account the proposed additional controls.

Hazard	Persons at Risk	Potential Harm	Existing Risk Control Measures	Level of Risk			Additional Control Measures
				Likelihood	Severity	Risk Source	
Who should go to work	Staff, agency workers and contractors	COVID-19 illness, Hospital, death	<ul style="list-style-type: none"> •A number of office staff are working from home •Critical workers are on site following social distancing rules •Monitoring well-being of home workers with regular check in calls •Providing equipment for remote access •Contractors are advised on social distancing rules and monitored on site. Workers are to be moved from location the contractor is working in if social distancing rules cannot be followed 	2	5	10	Continue to monitor the situation and adjust as required

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<p>Protecting people who are at higher risk</p> <p>To protect clinically vulnerable and clinically extremely vulnerable individuals</p>	Staff and agency workers	COVID-19 illness, Hospital, death	<ul style="list-style-type: none"> Clinically extremely vulnerable individuals advised to work from home Clinically vulnerable individuals, who are at higher risk of severe illness, eg people with pre-existing conditions have been asked to take extra care in observing social distancing and we have provided options for them to work in safer locations Workers with the above family members have also been offered working from home options 	2	5	10			
<p>People who need to self isolate</p> <p>To make sure individuals who are advised to stay at home under existing government guidelines do not physically come to work</p>	Staff, agency workers and contractors	COVID-19 illness, Hospital, death	People are to inform the company as soon as they have symptoms and not come into work, and should follow the Government self isolation and testing advice which has been relayed to staff. This includes those who live in a household with someone who has symptoms.	2	5	10			
<p>Social Distancing at work</p> <p>You must follow social distancing wherever possible.</p>	Staff, agency workers and contractors	COVID-19 illness, Hospital, death	<ul style="list-style-type: none"> To maintain 2m social distancing wherever possible, including while arriving at and departing from work, while at work and when travelling between work sites. Machines are 2m apart Office desks people sitting 2 m apart 	2	5	10	Warehouse reviewed for additional distancing of workstations Work benches are side by side and 2 m apart A face covering can be worn (not PPE) if 2m distance cannot be achieved, when carrying out 2 man lifts, using the same 2 people to minimise transmission risk		
				2	5	10			

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<p>Meetings</p> <p>To reduce transmission due to face-to-face meetings and maintain social distancing in meetings</p>	Staff and agency workers	COVID-19 illness, Hospital, death	<ul style="list-style-type: none"> Use remote working tools to avoid in-person meetings Only absolutely necessary participants should attend meetings and should maintain 2m separation throughout Do not share pens and other objects Hold meetings outdoors if possible 	2	5	10	<p>Instruction placed on meeting room table to show 2m seating positions and determine maximum people in meeting</p> <p>Provide hand sanitizer in meeting rooms</p>						
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<p>Common area</p> <p>To maintain social distancing while using common areas</p>	Staff, agency workers and contractors	COVID-19 illness, Hospital, death	<ul style="list-style-type: none"> Seating advice cards placed on tables to maintain spacing and reduce face-to-face interactions Use safe outside areas, maintaining 2m social distancing Take breaks in own cars if possible 	2	5	10	<p>Use other free areas of the site to place chairs and tables for breaks maintaining social distancing</p> <p>Toilet entrance doors left open to identify if someone is using the toilet, to avoid close contact.</p> <p>People can sit in their own cars for breaks</p>						
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<p>Customers, visitors and contractors</p> <p>To minimize the number of unnecessary visits to site and to make sure people understand what they need to do to maintain safety</p>	Staff and agency workers	COVID-19 illness, Hospital, death	<ul style="list-style-type: none"> Encourage remote working for visitors where possible Limit the number of visitors at any one time Determine if essential services can be provided by contractors to reduce contact with people by working between shifts, weekends etc Maintain a record of all visitors, contractors attending site Visitor COVID-19 rules on table in reception Site host is to take responsibility for explaining the COVID-19 requirements for social distancing and hygiene while on site to their visitors 	2	5	10							
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<p>Cleaning the workplace</p> <p>To keep the workplace clean</p>	Staff and agency workers	COVID-19 illness, Hospital, death	<ul style="list-style-type: none"> Frequent cleaning of work areas and equipment between uses, instructions given Frequent cleaning of high touch areas, such as door handles, pallet truck handles, forklift truck controls and printers 	2	5	10							
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and prevent transmission by touching contaminated surfaces			<ul style="list-style-type: none"> Clear workstations and remove waste and belongings from the work area at the end of shift If you are cleaning after a known or suspected case of COVID-19 then refer to the specific guidelines, see Health and Safety manager 						
<p>Handling goods, merchandise and other materials</p> <p>To reduce transmission through contact with objects that come into the workplace</p>	Staff and agency workers	COVID-19 illness, Hospital, death	<ul style="list-style-type: none"> Gloves to be worn when handing materials delivered into warehouse, gloves to be replaced regularly Encourage increased handwashing and provide hand sanitizer in these areas 	2	5	10		Hand sanitiser to be available at all times	
<p>Work related travel</p> <p>To avoid unnecessary work related travel and keep people safe when they do need to travel between locations</p> <p>Including (Delivery and collection)</p>	Staff, agency workers and contractors	COVID-19 illness, Hospital, death	<ul style="list-style-type: none"> Minimise non-essential travel and consider remote options first Minimise the number of people travelling together in any one vehicle, using fixed travel partners, increasing ventilation and when possible avoid sitting face-to-face Clean shared vehicles between shifts and handovers When delivering or collecting parts the operator should not go into the premises, and should phone the supplier/customer when they arrive on site for them to organise offload or load The operator should stay in the vehicle and only get out if paperwork needs to be exchanged which must be done with 2m distance, for example accessing the paperwork from an area away from other people (to be discussed with supplier) 	2	5	10			
<p>Communications and training</p> <p>To make sure all workers understand COVID-19 related safety procedures</p>	Staff and agency workers	COVID-19 illness, Hospital, death	<ul style="list-style-type: none"> Provide clear, consistent and regular communications to improve understanding and consistency of ways of working through safety updates in small groups socially distanced Visual communications through signs displayed around site Communications sent out to employees with updates on requirements 	2	5	10		Update signs with latest COVID-19 information	

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							Review ongoing government information and update as it changes		
Working off site Preventative maintenance and breakdown of system, at customer, roadside or workshop	Staff and agency workers	COVID-19 illness, Hospital, death	Engineer to keep 2m distance from customer and other third parties, to ensure the area is safe to work following standard procedure for breakdown and maintenance. Set out a barrier of 2m around the work area so people to do come within social distancing rules (cones and tape). Before entering the vehicle the engineer is to wear gloves which should be disposed of before entering or touching anything including their company work vehicle. The engineer should hand sanitise before and after completing the job.2 Job specific risk assessments have been created for these tasks	2	5	10	Reviewed Level of Risk	Person Responsible	Target Completion date
Working off site System demonstrations	Staff and agency workers	COVID-19 illness, Hospital, death	The demonstrator is to go through the risk assessment requirements with the customers, advising them of the social distancing of 2m. The demonstrator should should wear gloves when carrying out demonstration with customers watching from behind a barrier minimum 2m. If customers need to try out the system in the vehicle they should wear gloves and only they can be in the vehicle, the demonstrator must stand at rear doors with customer at side door providing 2m distance from customer in vehicle and any other people around. Controls are to be wiped down with antiviral wipe and gloves disposed of. Job specific risk assessments have been created for these tasks						
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Review Date:	13/05/21	Reviewed By:	Name	Marcus Sayce	Department Manager	Name	
			Signature	<i>Marcus Sayce</i>		Signature	

Likelihood		
Very likely	5	Almost certain to happen
Likely	4	Likely to happen frequently
Possible	3	Evens chance of happening
Unlikely	2	May happen from time to time
Improbable	1	Very unlikely to happen

Severity		
Fatal	5	Loss of life
Major Harm	4	Major injury or ill-health as detailed under RIDDOR
7-day Harm	3	Over seven-days incapacity (RIDDOR)
1-day Harm	2	Incapacity between one and seven days
Minor Harm	1	First aid injury – no incapacity

Likelihood	Severity					
		Minor Harm	1-day Harm	7-day Harm	Major Harm	Fatal
	Very likely	5	10	15	20	25
	Likely	4	8	12	16	20
	Possible	3	6	9	12	15
	Unlikely	2	4	6	8	10
	Improbable	1	2	3	4	5

Level of risk	Action and timescale
High	You should not start work until the risk has been reduced (See control hierarchy below). You may have to set aside considerable resources to reduce the risk. If the risk involves work in progress, you should take urgent action and stop the job until the risk has been reduced.
Medium	You should use measures to reduce the risk within a defined time period (See control hierarchy below). If the medium risk is associated with extremely harmful consequences, you may need to carry out another assessment to identify more precisely the likelihood of harm. This will help you decide whether you need to use improved control measures.
Low	You should manage the risk – so far as reasonably practicable (See control hierarchy below). You must try to reduce the risk, but should carefully measure the cost of prevention. Monitoring is necessary to make sure that the controls remain effective.

Control hierarchy	You should use the control hierarchy to determine the best method protecting your employees and others from harm. In applying the hierarchy consideration should be given to the relative costs, risk reduction benefits, and reliability of the available options.
Elimination	Modify a design to eliminate the hazard, e.g. introduce mechanical lifting devices to eliminate the manual handling hazard, etc.
Substitution	Substitute a less hazardous material or reduce the system energy (e.g. lower the force, amperage, pressure, temperature, etc.)
Engineering controls	Install ventilation systems, machine guarding, interlocks, sound enclosures, etc.
Signage, warnings, and/or administrative controls	Safety signs, hazardous area marking, photo-luminescent signs, markings for pedestrian walkways, warning sirens/lights, alarms, safety procedures, equipment inspections, access controls, safe systems of working, tagging and work permits, etc.
Personal protective equipment (PPE)	Safety glasses, hearing protection, face shields, safety harnesses and lanyards, respirators and gloves, etc.