| APPENDIX 5 : Risk assessment | | | | | | | | | | | | | | | |
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| Part 1: Risk assessment for coronavirus (COVID-19) | | | | | | | | | | | | | | | |
| Risk assess each hazard and implement the necessary controls as appropriate. Provide awareness briefings to all affected workers and contractors, use the briefing record to capture their names.*.* | | | | | | | | | | | | | | | |
| Description | | Offices, Warehouses and Workshops | | | | | | | | | | | | | |
| Prepared by *(print)* | | G.GRIFFITHS | | Prepared by *(sign)* | | G.GRIFFITHS | | | Position | | CROWNFORD | | Date | 20th Jan 2021 | |
| Authorised by *(print)* | |  | | Authorised by *(sign)* | |  | | | Position | |  | | Date |  | |
|  | | | | | | | | | | | | | | | |
| Risk  No. | Hazard | | Who might be affected and how? | | Enter either, or/and  *1 - Details of recommended NHS / UK Government / FCO / WHO / etc. / General health and safety risk management controls (zoonosis)*  *2 - What we are currently doing* | | Evaluate current control measures.  Do we need to implement additional controls? | | | | Enter either, or/and  *1 - New control measures recommended*  *2 - Why the recommended control measures are not implemented*  *3 - General comments* | By who | | | By when |
| **YES** | **NO** | | **N/A** |
| **R1** | Undertaking Office or warehousing activities with either suspected or confirmed COVID-19 case. | | Employees may contract virus COVID-19 which is an illness that can affect your lungs and airways often resulting in a fever and persistent cough. Some severe symptoms or death may occur in extreme cases. | | 1 - Those who are required to socially distance (e.g. those over 70, pregnant or with underlying health conditions) will not be permitted to enter the site or come in close contact with occupants (Maintain 2m Distance).  2 - Employees will maintain a social distance of 2m at all times.  3 - Staff to ensure good hygiene arrangements, handwashing regularly  4 - Disinfecting areas prior to touching them using a disposable cloth  5 - Use of PPE –face mask, disposable gloves, overalls where required  6 - Decontamination of equipment/ items or PPE where required  7 - Further increasing the frequency of hand washing and surface cleaning as well as tools and equipment.  8 - Keeping the activity time involved as short as possible.  9 - Using screens or barriers to separate people from each other.  10 - Using back-to-back or side-to-side working (rather than face to-face) whenever possible.  11 - Reducing the number of people each person has contact with by using ‘fixed teams or partnering’ (so each person works with only a few others).  12 - Clearing workspaces and removing waste and belongings from the work area at the end of a shift.  13 - Using signs and posters to build awareness of good hand washing technique, the need to increase hand washing frequency, avoid touching your face and the need to cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available.  14 - Providing regular reminders and signage to maintain hygiene standards.  15 - Providing hand sanitiser in multiple locations in addition to washrooms.  16 - Setting clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved as much as possible. | | Yes |  | |  | Discuss this Risk Assessment with Employees  . | Operatives/Foremen | | |  |
| **R2** | Coronavirus  (COVID-19) (CV19)  ***Someone entering the workplace with CV19*** | | **Employees**  A visitor enters the workplace with CV19 and passes the virus on to employees. | | 1 - An information poster/email is sent to regular visitors which highlights the risks of CV19 and states that symptomatic individuals will not be allowed entry or will be requested to leave.  2 - An information poster highlighting the symptoms of CV19 is placed on the entry/sign in point. The poster will state that symptomatic individuals will not be allowed entry.  3 - Hygiene requirements (handwashing etc.) and symptoms of CV19 will be included within Induction.  4 - CV19 Information posters are placed in designated locations within the workplace (toilets, notice boards, vehicles etc).  5 - Staggering arrival and departure times at work to reduce crowding into and out of the workplace, taking account of the impact on those with protected characteristics.  6 - Providing additional parking or facilities such as bike-racks to help people walk, run, or cycle to work where possible.  7 - Limiting passengers in corporate vehicles, for example, work minibuses. This could include leaving seats empty.  8 - Reducing congestion, for example, by having more entry points to the workplace.  9 - Using markings and introducing one-way flow at entry and exit points.  10 - Providing handwashing facilities, or hand sanitiser where not possible, at entry and exit points.  11 - Providing alternatives to touch-based security devices such as keypads.  12 - Defining process alternatives for entry/exit points where appropriate, for example, deactivating pass readers at turnstiles in favour of showing a pass to security personnel at a distance.  13 - Encouraging visitors visits via remote connection or remote working for visitors where this is an option.  14 - Limiting the number of visitors at any one time.  15 - Determining if schedules for essential services and contractor visits can be revised to reduce interaction and overlap between people, for example, carrying out services at night.  16 - Maintaining a record of all visitors.  17 - This information has been passed onto employees. | | Yes |  | |  | 1. Ensure toolbox talks are conducted to remind employees | Operatives/Foremen | | | Daily or weekly |
| **R3** | Coronavirus  (COVID-19) (CV19)  ***Someone becomes ill within the workplace*** | | **Employees, visitors**  Contracted CV19 by any means. | | 1 - Person will be removed to a designated area which is at least 2 metres away from other people.  2 - The individual will be sent home and advised to follow NHS guidance online, and obtain a test. If the person is a visitor, their organisation will also be contacted.  3 - The workplace will be decontaminated following Governmental guidance:  <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>  4 - This information has been passed onto employees. | |  |  | |  | 1. We will to have identified a designated room or area where they can be isolated | Supervisor | | |  |
| **R4** | Coronavirus  (COVID-19) (CV19)  ***Contaminated workplace*** | | **Employees, visitors**  A person catches CV19 due to contaminated surfaces. | | 1 - An increased formal cleaning regime is underway. Employees are cleaning equipment more often (keyboards, work surfaces, tools, equipment etc.).  2 - Hand sanitisers have been placed in the workplace/Vehicles.  3 - Extra hygiene requirements (handwashing etc.) are enforced.  4 - Multi-use handtowels are not used to dry hands.  5 – PPE in the form of gloves, glasses, face visors etc have been provided.  6 - This information has been passed onto employees. | |  | No | |  | None |  | | |  |
| **R5** | Coronavirus  (COVID-19) (CV19)  ***Proximity, workplace gatherings*** | | **Employees**  A person catches CV19 due to working closely with an infected person. | | 1 - A *Social Distancing* policy has been implemented. All work areas and activities have been evaluated to implement social distancing 2m from another employee (include canteens, clocking areas, deferring large meetings etc.)  <https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing-after-4-july>  2 – Where activities when employees are closer than 2m are required then additional controls have been implemented.  3 - Further increasing the frequency of hand washing and surface cleaning.  4 - Keeping the activity time involved as short as possible.  5 - Using screens or barriers to separate people from each other.  6 - Using back-to-back or side-to-side working (rather than face­ to-face) whenever possible.  7 - Reducing the number of people each person has contact with by using ‘fixed teams or partnering’ (so each person works with only a few others).  8 - Reducing movement by discouraging non-essential trips within buildings and sites. For example, restricting access to some areas, encouraging use of telephones where permitted, and cleaning them between use.  9 - Reducing job rotation and equipment rotation, for example, single tasks for the day.  10 - Implementing one-way systems where possible on walkways around the workplace.  11 - Using signage to mark out 2m to show controlled flows of people moving throughout the site, corridors etc  12 - Reducing occupancy of vehicles used for onsite travel, for example, shuttle buses, and when needed social distancing measures are followed within the vehicles.  13 - Reviewing layouts, line set-ups or processes to allow people to work further apart from each other.  14 - Using floor tape or paint to mark areas to help workers keep to a 2m distance.  15 - Only where it is not possible to move workstations further apart, we’ve arranged people to work side by side or facing away from each other rather than face-to-face.  16 - Only where it is not possible to move workstations further apart, we’re installing screens to separate people from one another.  17 - Using a consistent pairing system if people have to work in close proximity, for example, during two-person working, lifting or maintenance activities that cannot be redesigned.  18 - Staggering break times to reduce pressure on breakrooms or places to eat.  19 - Using safe outside areas for breaks.  20 - Creating additional space by using other parts of the worksite or building that have been freed up by remote working.  21 - Using protective screening for staff in receptions or similar areas.  22 - Providing packaged meals or similar to avoid opening staff canteens, where possible.  23 - Reconfiguring seating and tables to maintain spacing and reduce face-to-face interactions.  24 - Encouraging staff to stay on-site during working hours.  25 – introducing use of social distance marking for other common areas such as toilets, showers, lockers and changing rooms and in any other areas where queues typically form.  24- This information has been passed onto employees.  25 – All these measures are still applicable to anyone who has received the vaccine. | |  | No | |  | None | Supervisor | | |  |
| **R6** | Coronavirus  (COVID-19) (CV19)  ***General*** | | **Employees *(including those considered at increased risk)***  Employees are not aware of the risks from CV19 and become infected due to lack of awareness of control measures. | | 1 – 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):  <https://www.nhs.uk/conditions/coronavirus-covid-19/>  2 – The WHO (World Health Organisation) provides information and a free 5-minute video on which has been provided to our employees CV19:  <https://openwho.org/courses/introduction-to-ncov>  3 – Government guidance on hand washing is provided in line with the 20 second rule:  <https://www.nhs.uk/video/pages/how-to-wash-hands.aspx>  4 – Additional consideration will be given to those employees who may be deemed to be at increased risk.  5 – Advice on risks, symptoms and control measures has been passed onto employees. A formal training program has been implemented which considers this RA.. | |  | No | |  | None | Manager | | |  |
| **R7** | Coronavirus  (COVID-19) (CV19)  ***Self-isolation*** | | **Employees**  Employees are not aware of the need to self-isolate or how to self-isolate. | | 1 – NHS 111 online provides advice on when to self-isolate and access to an online interactive and personal checklist:  <https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/> Advice on how to self-isolate has been passed onto employees. | |  | No | |  | None | Manager | | |  |
| **R8** | Coronavirus  (COVID-19) (CV19)  ***Symptomatic or exposed employee(s)***  ***Presenteeism*** | | **Employees, general public, family members**  Employee(s) is/are symptomatic of CV19 or has been in close contact with someone with CV19.  A person catches CV19 due to another employee continuing to work despite being unwell. | | 1 – Employee(s) is/are advised to follow NHS online guidance and get a test:  <https://www.nhs.uk/conditions/coronavirus-covid-19/>  2 – If a test result shows that the employee is positive and certifies them unfit for work, they will be treated as off sick as per normal policy.  3 – Symptomatic employees will be sent home and advised to have a test. <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-an-antigen-test-to-check-if-you-have-coronavirus/> .  4 – Colleagues who have had contact with a symptomatic employee will be made aware of the symptoms and advised to have a test  5 – Working from home will be considered.  6 – As a last resort, if we decide to suspend an employee as a precaution this will be on full pay unless the employees specific contract provides us a right to suspend without full pay for this reason. Such a suspension will not be considered a ‘medical suspension’.  7 – This advice or how to access it is passed onto employees. | |  |  | |  |  |  | | |  |
| **R9** | Coronavirus  (COVID-19) (CV19)  ***Employee(s) who have contracted CV19*** | | **Employees, general public, family members**  Contracted CV19 by any means. | | 1 – When a test determines an employee has contracted CV19 they will be treated as off sick as per normal policy.  2 – Colleagues who have had contact with a symptomatic employee will be made aware of the symptoms and advised to follow NHS online guidance.  3 – The workplace will be decontaminated following Governmental guidance:  <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>  4 – Personal Protective Equipment has been provided relative to activities.  5 – This information has been passed onto employees. | |  |  | | N/A | None | Manager | | |  |
| **R10** | Coronavirus  (COVID-19) (CV19)  ***Lack of accurate information / a failure to disseminate information*** | | **Employees *(including those considered at increased risk)***  Employees are not aware of the risks from CV19 and become infected due to lack of awareness of control measures. | | 1 - Monitoring. We have designated a CV19 Appointed Person. Responsibilities include:   1. Signing up to relevant websites to receive timely updates. 2. Monitoring relevant Websites and News outlets.   2 - Reporting. An internal and external risk communication plan has been developed to ensure timely updating/ sharing of information with all stakeholders (meetings, circulars, emails etc.). | |  |  | | N/A | None | Manager | | |  |

**Part 2. Health & safety risk assessment - Briefing record**

If the risk assessment is updated the briefing of the changes must be recorded.

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| By signing below, I acknowledge that I have received a health and safety briefing on the topic(s) covered by the above risk assessment | | | | | | | | | |
| **Name** | **Signature** | **Time** | **Date** |  | **Name** | | **Signature** | **Time** | **Date** |
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**Guidance Note** – IMPORTANT: If you feel your health, safety or security is at risk at any time, you must stop work immediately and seek advice.