

NM GROUP

Risk Assessment

WORK ACTIVITY ASSESSED: COVID-19
DATE: June 2020
ASSESSED BY: Alexander Kelly
LOCATION: Essex House

IDENTIFY WHO MAY BE HARMED (tick as appropriate):

Person(s)	Yes	No	Person(s)	Yes	No
Employees	✓		Subcontractors	✓	
Official visitors	✓		General public		

NUMBER OF PERSONS AT RISK: All employees

RISK RATING CALCULATOR:

Probability of an occurrence should be assessed on a scale of 1 - 4 as follows:	
1	Unlikely. If control measures do not break down.
2	Possible. If the control measures depend on an individual using/adjusting them.
3	Probable. Exposure to the hazard is continuous
4	Certain/Imminent. Exposure to the hazard is continuous and uncontrolled
Severity of occurrence should be assessed on a scale of 1 - 4 as follows:	
1	Only damage likely to occur treatable by minor first aid
2	Can cause illness or injury but not to a serious degree
3	Danger of causing serious illness or severe injury
4	Imminent danger exists, causing fatality or major illness
Calculation of risk: Probability (P) x Severity (S) = Risk rating (1 to 3 = Low Risk / 4 to 8 = Moderate Risk / 9 to 16 = High Risk)	

HAZARDS (without any existing control measures)	Risk Rating				
	P	S	1-3	4-8	9-16
COVID -19	4	4			16
Persons at the work symptomatic of COVID-19	4	4			16
Persons at work who have contracted COVID-19	4	4			16
Workplace Contamination	4	4			16
Workplace Gatherings	4	4			16
Keeping the workplace clean	4	4			16
Deliveries & Dispatch, Handling of Goods	4	4			16
Pedestrian Access Egress	4	4			16
PPE (Personal Protective Equipment)	3	4			12
Training Staff	4	4			16

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CONTROL MEASURES TO BE ADOPTED:

Persons at the work symptomatic of COVID-19

- Regular Management team meetings to ensure timely updating and sharing of information with all teams.
- All staff briefed about risk of severe disease associated with COVID-19 and its risk of transmission, company updates will be provided regularly to staff via local managers.
- All staff briefed on how and how long to self-isolate according to government guidance.
- Additional consideration given to those employees who may be deemed to be at increased risk.
- Advice on risks, symptoms and control measures has been passed onto employees.

Persons at work who have contracted COVID-19

- Symptomatic employees will be sent home.
- Employees are advised to follow NHS online guidance.
- If NHS 111 determines the employee is symptomatic and unfit for work, they will be sent home.
- Employees will only be allowed to work if they are well and neither they nor any of their household are self-isolating. Where a household is self-isolating and the employee fit and well if able they can work from home.
- Placement of an information poster on all entrances which highlights the risks of CV19 and states that symptomatic individuals will not be allowed entry or will be requested to leave.

Workplace Contamination

- Visitors must use the hand sanitiser immediately inside the door after using the fingerprint entry system.
- Hygiene requirements (handwashing and using hand sanitizer etc.).
- Employee will be removed from their designated area which is at least 2 meters away from other people.
- Employees are expected to observe 2 metre markers place on the floor to help keep the 2-metre distance when queuing i.e. Welfare facilities' Exit and Entry doors.
- Document change to be kept to minimum. Use electronic means as a primary means of sending or transferring documents.
- Doors will be propped open where possible to reduce the need for contact
- Hand sanitizers will be in place in high traffic areas. i.e., Entry and exit points toilets, etc.

Workplace Gatherings

- Where Welfare facilities could impede on the 2 metre rules i.e. breaktimes. Employees may be asked to stagger break times.
- There are designated workstations for staff to sit and these are a minimum of 2 meters apart to maintain the 2-meter rule. Revised measures will be put in place as more staff return to work along with government and HSE guidance.
- Hot desking will not be allowed under any circumstances.

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- Where possible one way systems are introduced to guide staff members along with floor 2 meter markers where this cannot be achieved signage and social distancing markers have been implemented for employees information on where they should wait until a colleague has passed through. All staff have been communicated with to ensure compliance.

Keeping the workplace clean (Hygiene)

- The workplace will be decontaminated following Governmental guidance should an outbreak of Corona Virus materialise at our premises.
- <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>
- This information has been passed onto employees.
- An increased formal cleaning regime is underway. Employees are cleaning equipment and surfaces more often (keyboards, work surfaces, door handle, tables, desks, telephones, etc.).
- Employees advised to wash hands with soap and water often for at least 20 seconds and sanitize their hands. Displayed posters promoting hand washing and how to wash it properly.
- Paper towels or hand dryers are used to dry hands.
- Hand sanitizers have been placed in the workplace employees must use these to reduce the spread of Corona Virus.
- All staff briefed to cover mouth and nose with a tissue or elbow sleeve (not with hands) when coughing or sneezing and any used tissues to be put in the bin immediately and wash your hands afterwards. Also displayed posters in departments with information.
- Shared tools and equipment wiped prior and after usage.
- At the end of the day employees must use the sanitizing spray and wipe down their work station.
- Sanitisation stations are provided for all sanitisation needs.

Deliveries and collections (Work Related Travel)

- All deliveries and collections will be left in designated areas, employees and drivers must observe the 2-meter rules when in contact with delivery/collection personnel and members of the public.
- Traveling will be minimised to essentials journey's only i.e. maintenance task to and from your normal place of work. Driving teams will be maintained so far as reasonably practicable to ensure consistency of personnel when carrying out NM Group tasks.
- Document change to be kept to minimum. Use electronic means as a primary means of sending or transferring documents.
- Maintenance teams to carry out dynamic Risk Assessment when carrying out maintenance tasks NM Group premises.

Personal Protective Equipment (PPE)

- PPE will always be used as a last resort. However, PPE is readily available and distributed to all parts of the business for use by Staff.
- Where Corona Virus cannot be controlled by means of the control measure above. i.e. maintaining the 2-meter rule within the workplace it is recommended to wear a face mask to protect staff and others from corona virus or other airborne viruses.

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- Where staff are required to encounter the public for work purposes or cannot maintain the 2-meter rule. PPE will consist of Surgical FFP2 Disposable masks or reusable washable masks.
- Disposable gloves will be worn during cleaning operations within the premises i.e. cleaning desks phones or company vehicles etc. or while working in the field cleaning, repairs, or installation of ATMs.
- Washable masks will be washed daily this will be the responsibility of the staff member. NM Group will ensure an adequate supply of masks to its staff.
- Hand sanitizer will be available throughout the group of companies in all locations.

HAZARDS (with control measures in place)	Risk Rating				
	P	S	1-3	4-8	9-16
COVID -19	2	4		8	
Persons at the work symptomatic of COVID-19	2	4		8	
Persons at work who have contracted COVID-19	2	4		8	
Workplace Contamination	2	4		8	
Workplace Gatherings	2	4		8	
Deliveries & Dispatch of Goods	2	4		8	
Pedestrian access Egress	2	4		8	
PPE (Personal Protective Equipment)	2	4		8	
Training of Staff	2	4		8	

Any activities given a hazard ranking of between 9 and 16 should cease immediately until control measures can be put in place to reduce risk.

ARE FURTHER CONTROL MEASURES NEEDED? YES ☒ NO

Always consider new control measures in the following order of precedence: -

Elimination - Substitution - Isolation - Engineering - Personal Protective Equipment.

Please refer to the company Risk Assessment Manual for further guidance.

IF YES PLEASE STATE REQUIRED CONTROL MEASURES:

Under health and safety law, the primary responsibility for this is down to employers

However, Employees have a duty to take care of their own health and safety and that of others who may be affected by their actions at work.

Employees must co-operate with employers and co-workers to help everyone meet their legal requirements specifically in this case the spread of the COVID-19 Virus

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INFORMATION, INSTRUCTION SUPERVISION AND TRAINING:

All Employees have been instructed on in house requirements and Government guidelines with regards to COVID-19 Virus. Regular updates will be given as the situation evolves. Employees will undergo training with the NM Group Aspire training tool

Constant supervision is required to ensure that employees are conforming to this risk assessment and any other advice given

PERSONAL PROTECTIVE EQUIPMENT (tick as appropriate):

PPE will be issued where available and on the request of the employee.

Safety helmet	<input type="checkbox"/>	Safety Footwear	<input type="checkbox"/>	Other (please specify below)	<input type="checkbox"/>
Hi-vis garment	<input type="checkbox"/>	Gloves (Disposable).	✓ PC	Hand Sanitizer with 60% + Alcohol	✓
Goggles/visor	<input type="checkbox"/>	Overalls	<input type="checkbox"/>		
Ear defenders	<input type="checkbox"/>	Face masks (Disposable).	✓ PC		

PC = Personal Choice or instructed by local managers.

SIGNATURE:	<i>Alexander Kelly</i>
POSITION:	Customer Experience Manager
DATE FOR REVIEW:	Ongoing