

Risk Assessment

WORK ACTIVITY ASSESSED: COVID-19
DATE: April 2020
ASSESSED BY: Paul Idzi
LOCATION: Russell House, Humphries House, IT Leslie 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 working in the garage

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
Deliveries & Dispatch of Goods	4	4			16

CONTROL MEASURES TO BE ADOPTED:

- 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 provided regularly by HR via email
- 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
- 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 them nor any of their household are self-isolating
- 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.
- Entrance restricted to people with entry code or keys
- Hygiene requirements (handwashing and using hand sanitizer etc.)
- Employee will be removed from his designated area which is at least 2 meters away from other people
- Employees are expected to observe to metre markers place on the floor to help keep the 2-metre distance when queuing i.e. Welfare facilities.
- Where Welfare facilities could impede on the 2 metre rules i.e. breaktimes. Employees may be asked to stagger break times
- The employee will be sent home and advised to follow NHS guidance online. If the person is a visitor, their organization will also be contacted
- 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>
- 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. 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
- 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
- All deliveries and collections will be left in designated areas, employees and drivers must observe the 2-meter rules when in contact

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	

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

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
 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):

Due to national shortage 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).	<input checked="" type="checkbox"/> PC	Hand Sanitizer with 60% + Alcohol	<input type="checkbox"/>
Goggles/visor	<input type="checkbox"/>	Overalls	<input type="checkbox"/>		
Ear defenders	<input type="checkbox"/>	Face masks (Disposable).	<input checked="" type="checkbox"/> PC		

PC = Personal Choice

SIGNATURE:	
POSITION:	
DATE FOR REVIEW:	