

Risk Assessment



Date:	15 th May 2020
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Assessors Name:	Nichola Knight	Reference Number:	Version 2	Review Date:	Ongoing in line with government updates
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Signature:		Position:	HR Manager	Date:	15 th May 2020 – reviewed Oct 20
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Description of assessment	Coronavirus (COVID-19)
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Location Details	AEO
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Identified Hazards	Who may be affected	Risk Level before control measures S x L = R				Existing control measures	Additional Control measures required	Further action required:	Final Risk level S x L = R			
		S	L	R	RR				S	L	R	RR
Spread of Covid-19 Coronavirus By not washing hands or not washing them adequately.	Staff Visitors Contractors Drivers Pregnant workers, those with existing underlying health conditions Anyone else who physically comes in contact with you in relation to the business	5	3	15	H	<u>Hand Washing</u> <ul style="list-style-type: none"> Hand washing facilities with soap and water in place. Stringent hand washing taking place. See hand washing guidance <ul style="list-style-type: none"> Drying of hands with dryers not towels Gel sanitisers in any area where washing facilities not readily available 	Employees to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and ensuring their hands are dry by using the dryers only. Also reminded to catch coughs and sneezes in tissues - Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands.	Nichola Knight -On start up meeting, Copy of this RA to be displayed on notice board and on website. Regular reminders during team briefs	5	1	5	M

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Spread of Covid-19 Coronavirus By not washing hands or not washing them adequately.	Staff, Visitors Contractors Drivers, Pregnant workers, those with existing underlying health conditions Anyone else who physically comes in contact with you in relation to the business	5	3	15	H	<ul style="list-style-type: none"> Cleaning Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods. 	<p>Encourage staff to report any problems and to carry out skin checks as part of a skin surveillance programme.</p> <p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice. Posters, leaflets and other materials are available for display.</p> <p>Rigorous checks will be carried out by selected managers to ensure that the necessary procedures are being followed.</p>	<p>Cleaner in daily to ensure areas are clean.</p> <p>Management team to check daily.</p>	5	1	5	M

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Spread of Covid 19 – Coronavirus due to people being in close proximity . not following social distancing rules		5	3	15	H	<p>Social Distancing Reducing the number of persons in any work area to comply with the 2-metre (6.5 ft) gap recommended by the Public Health Agency</p> <p>Masks are provided for those who wish to wear them.</p> <p>Taking steps to review work schedules including start & finish times/shift patterns, working from home etc. to reduce number of workers on site at any one time. Also relocating workers to other tasks.</p> <p>Conference calls to be used instead of face to face meetings where possible.</p> <p>Social distancing also to be adhered to in canteen area and smoking area.</p>	<p>Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it. Management checks to ensure this is adhered to.</p> <p>Different start times where possible, staggered breaks</p> <p>Visitors to follow social distancing rules and display posters for guidance.</p>	<p>During daily team briefs. Posters displayed</p> <p>Nichola Knight - Starting times communicated in Newsletter. Also communicated in start-up meeting.</p> <p>Relevant Manager - when possible.</p> <p>Nichola Knight – Communicate at start up meeting / induction posters displayed.</p>	5	1	5	M

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		S	L	R	RR				S	L	R	RR
<p>Spread of Covid 19 – Coronavirus by incorrect disposal of gloves</p> <p>Spread of Covid 19 – Coronavirus due to anyone feeling ill on site.</p>	<p>Workers</p> <p>Staff Visitors Contractors Drivers Pregnant workers, those with existing underlying health conditions Anyone else who physically comes in contact with you in relation to the business</p>					<p>Wearing of Gloves Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.</p> <p>Symptoms of Covid-19 If anyone becomes unwell with a new continuous cough or a high temperature in the work place they will be sent home and advised to follow the stay at home guidance. Line managers will maintain regular contact with staff members during this time.</p>	<p>Staff to be reminded that wearing of gloves is not a substitute for good hand washing.</p> <p>Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a fast-changing situation.</p> <p>All staff to complete Covid questionnaire and agree to notify us of any change.</p>	<p>Nichola Knight – start up meeting / induction</p> <p>Nichola Knight – Start-up meeting Regular support from all managers Covid questionnaires given to all staff before returning to work.</p>	5	1	5	M

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<p>Contracting or spreading virus by Drivers not following procedures when on site.</p> <p>Mental Health and wellbeing affected through isolation or anxiety about coronavirus.</p>	Workers	5	3	15	H	<p>Drivers Adequate welfare facilities are available at all times for drivers.</p> <p>Mental Health Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help</p>	<p>Communicate with companies we deliver to/from to ensure welfare facilities will be available to our drivers. Allowing delivery drivers adequate breaks to avail of proper welfare facilities. Gel Hand sanitiser available on despatch for drivers use.</p> <p>Regular communication of mental health information and open-door policy for those who need additional support.</p>	<p>Linda Hartles to contact suppliers / customers to establish facilities.</p> <p>Nichola Knight – Start up meeting. Ongoing support from management team.</p>	5	1	5	M



Guidance Notes

SEVERITY	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
	LIKELIHOOD					

LIKELIHOOD	
5	Almost Certain – Very High Risk
4	Probable – High Risk
3	50/50 – Medium Risk
2	Improbable – Low Risk
1	Almost impossible – Low Risk

SEVERITY	
5	Fatality – Very High Risk
4	Severe incapacity – High Risk
3	Absent 3 weeks – Medium Risk
2	Absent less than 1 day – Low Risk
1	Insignificant – Low Risk

1–4 LOW	5–9 MEDIUM	10–15 HIGH	16–25 VERY HIGH
Continue with existing control, however, monitor for changes. Implement any additional control measures required, within the timescales given in the risk assessment.	Requires attention to reduce the rating as well as regular ongoing monitoring. Implement any additional control measures required, within the timescales given in the risk assessment.	Requires immediate attention to bring the risk down to an acceptable level. Implement the control measures required, within the timescales given in the risk assessment and continue to review working practices to reduce the probability of an accident to the lowest possible level.	Stop immediately – the risk is too high. Take immediate action to reduce the risk to the lowest level possible.

