



Risk Assessment COVID-19 in the working environment

Date	29/04/2020	Assessor	R. North	Locations	Workshops Site Locations	Ref:	RSS-RA-COV-002
Reviewed	06/08/2020	Signed		Reviewed and Approved	Managing director		

Control of Risks

Task.	Hazard Description	Consequence	Those at Risk			Initial Rating				Risk Control Measure	Residual Rating		
			Emp	Con	Pub	V/s	S	L	R		S	L	R
Attending Work	Transmission of COVID-19	Contracting virus leading to ill health and possible death to individuals and others	Y	Y	Y	Y	5	4	20	<p>Anyone who meets one of the following criteria should not come to work or travel to site:</p> <ul style="list-style-type: none"> ➤ Has a high temperature or a new persistent cough - follow the guidance on self-isolation ➤ Is a vulnerable person (by virtue of their age, underlying health condition, clinical condition or are pregnant) ➤ Is living with someone in self-isolation or a vulnerable person. 	5	1	5
Traveling to and from work	Transmission of COVID-19	Contracting virus leading to ill health and possible death to individuals and others	Y	Y	Y	Y	5	4	20	<ul style="list-style-type: none"> ➤ Where possible travel to and from work on foot or cycle if parking is available local to site the use of personal transport may be possible ➤ Car sharing should be avoided unless you are able to maintain separation (Back Front Seats) only car share if this can be maintained with the same people ➤ Avoid using public transport, if you have to use public transport only do so where you feel social distancing can be maintained and try not to touch handrails or door handles etc 	5	1	5
COVID-19 General	Transmission of COVID-19	Contracting virus leading to ill health and possible death to individuals and others	Y	Y	Y	Y	5	4	20	<ul style="list-style-type: none"> ➤ If you are living with someone in self-isolation or a vulnerable person DO NOT attend work / site ➤ Avoid close contact and maintain social distancing at all times if this cannot be maintained works should stop and be assessed to establish if additional measures are required. ➤ If you sneeze or cough us a tissue or the crook of your arm, dispose of any tissues in bins provided ➤ Clean welfare facilities with particular attention to handles, handrails, taps etc with warm soapy water and disinfectant as you use them ➤ Wash hand regularly and thoroughly 	5	1	5
Inbound and outbound goods	Transmission of COVID-19	Contracting virus leading to ill health and possible death to individuals and others	Y	Y	Y	Y	5	4	20	<ul style="list-style-type: none"> ➤ Revising pick-up and drop-off collection points, procedures, signage and markings. ➤ Considering methods to reduce frequency of deliveries, for example by ordering larger quantities less often. ➤ Where possible and safe, having single workers load or unload vehicles. ➤ Where possible, using the same pairs of people for loads where more than one is needed. ➤ Enabling drivers to access welfare facilities when required, consistent with other guidance. ➤ Encouraging drivers to stay in their vehicles where this does not compromise their safety and existing safe working practice, such as preventing drive-always. 	5	1	5
Office base works	Transmission of COVID-19	Contracting virus leading to ill health and possible death to individuals and others	Y	N	Y	Y	5	4	20	<p>Where you can't work from home:</p> <ul style="list-style-type: none"> ➤ Maintain social distancing: at least one metres (3ft) apart from others; the preferred distance remains at 2 metres (6ft), ➤ Restrict the number of employees working in the same office, ➤ Ban, or restrict visitors and other contractors coming into the office, and maintain a Track & Trace Log for these people, ➤ Where possible, do not share or lend office equipment, ➤ Keep personal equipment clean, including wiping down with disinfectant wipes prior to use, ➤ Shared work equipment must be clean down and sterilize prior to each use, e.g. power and light switches, photocopy machines, printers, cabinet and door handles, handrails, food prep areas, kettles, microwaves etc ➤ Frequently use hand washing or sterilisation facilities provided; before, during and after each shift. ➤ For cleaning common areas and surfaces, employees to use disposable or other safety gloves, face masks and/or face shields, disposable overalls or washable work wear. ➤ Coat racks and lobbies not to be used. Coats, other clothing and bags to be kept at the person's workspace. 	5	1	5

