

GENERAL RISK ASSESSMENTS										Ref: RA?
Title	Coronavirus	Assessed by			SW / BP / LD					
Location of Work	Site	Date			04/11/2020 ongoing					
Those Affected	Employees/Contractors / Visitors/Customers/Drivers	Time			Countermeasures that are currently in place at time of review.			This Risk Assessment is to be considered Dynamic and is not likely to cover all specific situations and scenarios. It is to be regarded as a work in progress and to be constantly reviewed in light of new information, ongoing expert advice and government guidance.		
What are the hazards? (e.g. falls/spillages)	What are the Risks? (How might people be harmed).	Risk Rating			Current Control Measures	Risk Rating			Additional Controls	Responsibility/ To be completed by
		L	C	R		L	C	R		
General exposure to infected persons in work place under 2 metres	Covid 19 is an illness that can affect lungs other internal organs and airways. Symptoms of Covid 19 caused by the Coronavirus can be mild, moderate, severe or become a Fatal condition.	3	5	15	Follow Government guidance on self isolation (communication with HR department)	1	5	5	Ongoing monitoring	H&S / HR / Management
Spread of Covid - 19 Coronavirus in the workplace.		3	5	15	Follow company guidance. Regular briefing and updates communicated on government guidance.	2	5	10	Ongoing monitoring	H&S / HR / Management
Getting or Spreading Coronavirus by not cleaning surfaces, equipment and workstations.		3	5	15	<ul style="list-style-type: none"> Disinfectants and hand sanitizers made available. Instructions added to the 'Safety Walk' requiring clean down of workstations and tools. Cleaning staff focusing on hard surface cleaning where contact may occur (improvement unknown). Hand sanitizer at all keyboard workstations. Pedal bins provided at amenities area (non-touch) 	2	5	10	Monitor for Review	HR - Complete
Getting or Spreading Coronavirus by not controlling Visitors to site. Including all suppliers, contractors, delivery drivers, customers and persons attending interviews.					<ul style="list-style-type: none"> Control measures in place to ensure drivers are segregated from goods in / out staff. Separate toilet facilities provided for external drivers. All site entry/exit locations have their own fixed hand sanitizing stations. Site visitor policy implemented. Includes hosting, body temperature monitoring, and COVID declaration. 	2	5	10	Communication with HR. Completed.	HR - Complete

Contracting or spreading the virus by not social distancing.				<ul style="list-style-type: none"> •Marker tape put on floor to help 2 mtr distancing. •Implement limited one-way system to address choke points for pedestrian traffic. •Work areas rearranged to help maintain 2 mtr distancing. •Signage to help re-enforce 2 mtr distancing. •All employees trained out against company COVID code of conduct. •Where an activity requires two persons to be within 2 mtr (e.g. 2 team manual handling) all persons involved will wear face coverings. 	2	5	10	<ul style="list-style-type: none"> •Rigorous checks to be carried out by supervisors and managers to ensure that the necessary procedures are being followed. •Constant reminders to staff daily of the importance of social distancing both in work and outside. •COVID Compliance Audits/SMS Audits to be implemented. 	H&S Complete Monitor
Getting or Spreading Coronavirus by not washing hands.				<ul style="list-style-type: none"> •Hand washing facilities and soap and water in place. Stringent handwashing taking place. •Hand washing guidance displayed. •Sanitizer stations implemented. •Provide Hand Sanitizer at all workstations. 	2	5	10	Monitor	Management Complete
Getting or Spreading Coronavirus in common areas and high traffic areas such as canteens, corridors, rest rooms, changing rooms, toilet facilities, entry/exit points and lifts.				<ul style="list-style-type: none"> •Visual guidance to re-enforce 2 mtr distancing on walkways and other pedestrian routes. Floor markings and signage. •Cleaning staff focusing on hard surface cleaning where contact may occur (improvement unknown). •Addition area and seating for canteen to ensure 2 mtr distancing. •Implement limited one-way system to address choke points for pedestrian traffic. •Maximum occupancy for offices and meeting rooms implemented. •External and internal doors are to be wedged open to reduce the hand to handle frequency. •Alternative communications network (Teams) to reduce the need for physical attendance at meetings. •Where 2 mtr distancing is marginal for workstations and offices Perspex barriers have been installed. •Kitchen areas have hand sanitizer and disinfectant. 	2	5	10	Monitor.	H&S Complete

Spreading coronavirus through poor workplace ventilation.					<ul style="list-style-type: none"> • Outside doors kept open. • Ventilation system kept on permanently during site occupation to ensure maximum ventilation in the work areas drawing in fresh air. 	2	5	10	Completed.	H&S complete
Getting or Spreading Coronavirus by using Hand Dryers.					<ul style="list-style-type: none"> • The use of Hand Dryers is to be replaced by using hand towels only for drying hands. 	2	5	10	Completed.	H&S complete
Getting or Spreading Coronavirus by using the company vehicles.					<ul style="list-style-type: none"> • All journeys must be approved by SMT before using a pool car. • Only one person is permitted to be in a pool car at any one time. • Wipes are provided and should be used to wipe down control surfaces such as Hand brake, Steering Wheel, Gear lever, door handles, indicator stalks, Seat belt buckles, mirrors if adjusted, radio/cd controls and other switches and buttons. • Hand sanitizer is provided in the pool cars and should be used before and after use. • Disposable gloves are provided and are to be used when refuelling and binned afterwards. • Pool cars are regularly cleaned by an external contractor. 	2	5	10	Monitor.	H&S complete
Getting or Spreading Coronavirus by living together or traveling to work together.					<ul style="list-style-type: none"> • Employees are to follow the guidelines set out in the employee COVID handbook. 	2	5	10	<ul style="list-style-type: none"> • Ongoing review of signage and posters to be located offering more detailed information on hand washing techniques. 	H&S complete
Getting or Spreading Coronavirus by administering first aid.					<ul style="list-style-type: none"> • First Aiders briefed out on how to administer First Aid under British Resuscitation Council Guidance and our COVID Code of Conduct. 	2	5	10	Completed.	Ongoing
Addition hazards from implementing control measures(Increased risk of occupational dermatitis through excessive hand washing regimes.					<ul style="list-style-type: none"> • Reintroduce Occupational Health Monitoring (to include dermatological inspection) which had been temporarily suspended under site visitor control conditions. 	2	5	10	Monitor.	H&S complete
Musculoskeletal disorders as a result of using DSE at home for a long period of time.					<ul style="list-style-type: none"> • Employees who where previously working from home have now been accommodated back into the workplace. • Office occupancy assessment have been completed. 	2	5	10	Complete.	HR, H&S complete

Mental health and wellbeing affected through isolation or anxiety about coronavirus.				<ul style="list-style-type: none"> Employee assistance programme in place for all employees. Wellbeing checks on home workers take place and consultations on return to work. Various training sessions on health and wellbeing and annual flu vaccination programme (Oct). Counselling services accessible. 	2	5	10	Monitor	HR
Getting or Spreading Coronavirus by a person being symptomatic with a fever and gaining access to our site.				<ul style="list-style-type: none"> Body Temperature monitoring set up for all arrivals on site. Procedure in place to record and follow up for monitoring. 	2	5	10	Monitor	SMT / IT / HR
Getting or Spreading Coronavirus by a person being asymptomatic and gaining access to our site because of a lack of information about other potential infections.				<ul style="list-style-type: none"> Any persons displaying symptoms Covid-19 such as a new continuous cough or a high temperature are sent home and advised to follow stay at home guidance. HR and immediate managers maintain regular contact with the staff members during this time. Employees, Supervisors, Managers, HR and H&S actively communicate all confirmed cases of Corvid 19 within the workforce to facilitate investigating whether there is 'reasonable evidence' that the transmission has occurred at work. This is to ensure we can act quickly to limit potential exposure and meet our legal reporting requirements under RIDDOR. A procedure is in place to identify and record staff who have tested positive for COVID-19 and determine through contact tracing who they have come into contact with at work. Communication lines have been set up to ensure staff are kept informed about test results and information about positive test and active cases. 	2	5	10	Monitor	H&S and HR
Allowing the spread of Coronavirus through a lack of decisive action in informing PHE about the details of infections on site.				<ul style="list-style-type: none"> A COVID 19 Outbreak Plan has been developed, documented and a Single point of Contact identified. 	2	5	10	Monitor	H&S / HR

					Risk assessment to be posted and communicated.			0	Monitor	
Remedial Actions.									Completed	
Review Date		Name and Signature of Reviewer								
August 2020 ongoing		S.Wilson / B.Powell								