

Coronavirus Risk Assessment



Location/Dept:	Date Assessed:	Assessed by:
Task/Activity:	Review Date:	Reference Number:

Activity/ Task	Hazard/Risk	Persons at Risk	Controls in Place	Severity (1-5)	Likelihood (1-5)	Risk/ Priority	Additional Controls Required
Working in the office/ warehouse/ manufacturing area	Contact with persons suffering from coronavirus	Employees Contractors Visitors	<p>Employees are instructed to work from home if their work allows them.</p> <p>If an employee or known visitor tests positive for coronavirus, all staff who have been in contact with that person or who work in the relevant areas will be instructed to quarantine themselves while further advice is sought from the Public Health England local Health Protection Team. They will take over the risk assessment process from that point.</p> <p>Once symptomatic, all surfaces that the person has come into contact with must be cleaned, including:</p> <ul style="list-style-type: none"> • All surfaces and objects which are visibly contaminated with body fluids; and • All potentially contaminated high-contact areas such as toilets, door handles, telephones, etc. <p>Social distancing to be implemented in all environments. Members of staff instructed to keep two metres away from each other at all times.</p> <p>Public areas where a symptomatic individual has passed through and spent minimal time in (such as corridors) but which are not visibly contaminated with bodily fluids do not need to be specially cleaned and disinfected.</p> <p>If a person becomes ill in a shared space, these should be cleaned using disposable cloths and household detergents, according to current recommended workplace legislation and practice.</p>	2	3	6	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p>
Working in the office/ warehouse/ manufacturing area	Contact with persons who may have been exposed to coronavirus	Employees Contractors Visitors	<p>Employees are instructed to work from home if their work allows them.</p> <p>Employees who are suspected to have coronavirus are to quarantine themselves in accordance with the government guidance.</p> <p>Other persons who may have been exposed to the coronavirus have been instructed by the government guidance to quarantine themselves.</p>	2	3	6	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p>

PLEASE SEE DAILY MONITORING CHECKLIST

Working in the office/ warehouse/ manufacturing area	Contact with packages or items handled by persons who may have been exposed to coronavirus	Employees Contractors Visitors	All existing risk assessments will be maintained and followed. There is currently no perceived increase in risk for handling post or freight from specified areas.	1	1	1	Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible. Control measures will be revised and updated daily at 2pm when the latest government guidance is released.
Working in the office/ warehouse/ manufacturing area	Disposal of waste that may be contaminated by a coronavirus sufferer	Employees Contractors Visitors	All waste that has been in contact with the relevant person, including used tissues, and masks if used, should be put in a plastic rubbish bag and tied when full. The plastic bag should then be placed in a second bin bag and tied. It should be put in a safe place and marked for storage until the result is available. If the individual tests negative, this can be put in the normal waste. Should the person test positive, the Health Protection Team will provide instructions about what to do with the waste. Removing of waste and belongings at the end of the shift.	2	3	6	Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible. Control measures will be revised and updated daily at 2pm when the latest government guidance is released.
Working in the office/ warehouse/ manufacturing area	Contracting and spreading of infection	Employees Contractors Visitors	Basic infection controls should be followed as recommended by the government. REFER TO NEXT PAGE OF THIS DOCUMENT	2	3	6	Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible. Control measures will be revised and updated daily at 2pm when the latest government guidance is released. www.nhs.uk/conditions/coronavirus-covid-19/
Working in the office/ warehouse/ manufacturing area	Contact with visitors/ contractors to site	Employees Contractors Visitors	All contractors expected to complete the Contractor Checklist. Contractors only allowed on site if the work cannot be completed at another time. Contractors instructed to keep two metres away from all other persons at all times. Contractors provided with handwashing facilities. Contractors supervised at all times.	2	3	6	Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible. Control measures will be revised and updated daily at 2pm when the latest government guidance is released. www.nhs.uk/conditions/coronavirus-covid-19/

PLEASE SEE DAILY MONITORING CHECKLIST

Public Health England Recommendations



- Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze.
 - Put used tissues in the bin straight away.
 - Wash your hands with soap and water often – use hand sanitiser gel if soap and water are not available.
 - Hand sanitiser available at entry and exit points and washrooms.
 - Hand towels provided as a replacement for hand driers.
 - Try to avoid close contact with people who are unwell.
 - Increased cleaning and disinfecting of frequently-touched objects and surfaces (door handles, pumps handles, printers, control panels, etc.).
 - Increased cleaning frequency – interrupt production in order to wipe down/clean busy areas, washrooms. Cleaning of shared equipment after usage – pallet trucks, forklift trucks, manual handling aides, etc.
 - Regular cleaning of work vehicles taken home.
 - Start and end of shift cleaning conducted.
 - Staff advised to bring their own food to work.
 - Staff canteen follows guidance of social distancing. Providing packaged meals/similar to avoid the opening of canteens (where possible).
 - Do not touch your eyes, nose or mouth if your hands are not clean.
 - Only where it is not possible to maintain a two-metre social distance, working side-by-side or facing away rather than face-to-face working (where possible). Where not possible, staff work face-to-face for 15 minutes or less and work together in cohorts (fixed teams or partnering) which are as small as possible.
 - Review conducted of line set-ups and processes.
 - Staff maintained to same shift patterns (days and nights, and continental shifts ceased).
 - Staff informed to wash hands at the beginning and end of every break and on arrival/leaving the premises.
 - Staff allocated separated/staggered breaks. Reconfiguration of staff canteen seating.
 - Use outdoor areas during good weather for staff breaks.
 - Areas of the premises not normally used have been turned into makeshift rest areas (where they are deemed suitable for this activity/where possible).
 - Social distancing/floor markings in toilets, shower areas, locker areas/changing rooms.
 - Clear guidance on the cleaning of shower, locker rooms and changing rooms.
 - Staggered arrival/departure times.
 - Additional bike racks provided for those who cycle to work.
 - Limited number of employees travelling in company vehicles.
 - Entrances reviewed to determine whether one-way systems/increased entry points will ease congestion.
 - Floor markings in place to direct persons and to maintain two-metre distances.
 - Alternative security/entry provisions made rather than usage of keycodes/turnstiles.
 - Increased usage/encouragement of usage of radios and telephones rather than physical contact. Devices cleaned after use.
 - Remote meetings (where possible) for staff and visitors. Limited number of visitors on site at any one time. Usual records maintained for all visitors. Where meetings are required in person, two-metre social distancing must be maintained. Hand sanitiser provided in meeting rooms. Meetings held outdoors (where possible).
 - Shift briefings conducted using good social distancing measures.
 - Reduced job and equipment rotation.
 - Reduction in lift maximum capacities, hand sanitiser provided at entrances and the encouragement to use the stairs (where practicable). Lifts have floor markings to demonstrate safe usage, i.e. facing away from other persons.
 - Use of pop-up handwashing stations (where possible/installed).
 - Undertake COVID-19 Daily Management Checklist.
 - Undertake COVID-19 Daily Cleaning Checklist.
 - Undertake COVID-19 Re-occupation Checklists.
 - Poster/guidance for employers (business & guidance) displayed. Signs and posters displayed to encourage and promote good hand hygiene, avoiding touching your face and using the upper arm of your sleeve where tissues are no available.
 - Employees working from home as a first option.
 - Management regularly monitor activity time to ensure that this is as short as possible.
 - Only where it is not possible to move work areas further apart are screens and barriers used to separate people working.
 - Completion of the Vulnerable Persons Risk Assessment form and consideration of whether a person is 'extremely vulnerable'.
 - Following of trade association and union guidance (where applicable).
 - Staying COVID-19 Secure in 2020 poster displayed at the main entrance.
 - This assessment is shared with all employees and published on our website (if more than 50 employees).
 - New and expectant mothers risk assessment completed (where necessary).
 - Health and wellbeing (including mental health) support available for employees.
 - Reasonable adjustments made for those staff with protected characteristics.
 - Review and amendment of emergency procedures to include the disapplication of the two-metre social distancing rule to evacuations.
 - Clear arrangements set out for delivery drivers for social distancing.
 - Drop-off zones and transfer points used. Drop-off and pick-up points, procedures, signs and markings reviewed.
 - Co-operation and co-ordination with occupiers in shared buildings.
 - Local review of the need for PPE for normal operations and COVID-19.
 - No compulsory requirement for face coverings. Where staff choose to wear face coverings, they will be encouraged to regularly wash their hands before putting them on/taking them off and to wash the face covering regularly.
 - Ongoing engagement with trade unions/employee representatives.
 - Usage of visual communications (whiteboards) for production schedules.
- Persons worried about symptoms should call NHS 111, and NOT go to their GP or other healthcare centre.
- Where eligible, employees are strongly recommended to take part in the government's testing programme for COVID-19 and ensure that the results are communicated to senior management. If the test results reveal that the individual has contracted COVID-19, action will be taken as prescribed in the Emergency Action Plan and a decision will be made on when they can return to work.

Risk/Priority Indicator Key



Severity (Consequence)
1. Negligible (delay only)
2. Slight (minor injury/damage/interruption)
3. Moderate (lost time injury, illness, damage, lost business)
4. High (major injury/damage, lost time business interruption, disablement)
5. Very High (fatality/business closure)

Likelihood
1. Improbable/very unlikely
2. Unlikely
3. Even chance/may happen
4. Likely
5. Almost certain/imminent

RISK/PRIORITY INDICATOR MATRIX						
LIKELIHOOD	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
		SEVERITY (CONSEQUENCE)				

Summary		Suggested Timeframe
12-25	High	As soon as possible
6-11	Medium	Within the next three to six months
1-5	Low	Whenever viable to do so

Action	Yes	Confirmed by	Comments
Reviewed the updated guidance from the government		Natasha McCormick	
Reviewed and updated the risk assessment to incorporate any changes to the guidance		Allan Roberts	
Ensured sufficient stocks of soap, hand sanitiser and disinfectant are available		Allan Roberts	
Identified and implemented the (new) recommended control measures		Allan Roberts/Natasha McCormick	