

## RISK ASSESSMENT

Plant/Location:	Dept/Area	Assessors:	Assessment of:	Date:
Dewsbury	Workshop and Offices	G Lees	COVID-19 in the workplace	12/05/2020



Hazard	Persons Affected	Risk	Current Risk Rating (L x S = Total)			Control Measures	Revised Risk Rating (L x S = Total)			Further controls required	By When	By Whom	Completed
			L	S	T		L	S	T				
Spread of COVID-19	E	A person catches the virus due to either working closely or coming into contact with an infected person or surface	4	5	20	1. If any member of staff has been in contact with a person who has the virus or is displaying symptoms (fever, new continuous cough and loss or changed sense of normal smell or taste), then they should inform HR immediately and remain at home in isolation for 14 days. 2. Posters - Stay Alert; Hand washing guidance; Catch it, bin it, kill posters in kitchens, canteen, toilets and corridors 3. Any member of staff who uses public transport to travel to work must ensure that they wash their hands immediately on arrival at work. 4. Hand washing facilities with soap and water in place 5. Hand sanitisers in place where washing facilities not readily accessible - in the entrance hallway and first floor lobby. 6. Cleaning - Frequently cleaning and disinfecting of objects and surfaces that are touched regularly - toilet facilities, door handles, canteen work surfaces, tables, microwave and fridges. 7. Toilets to be used by one person at a time only.	2	5	10	1. Ensure sufficient stocks of hand sanitisers and cleaning materials/products			
COVID-19 exposure due to proximity with work colleagues in the offices	E	A person catches the virus due to either working closely or coming into contact with an infected person	4	5	20	Reducing the number of persons in any work area to comply with the 2m gap recommended by Public Health England (PHE). 1. Majority of office staff are able to work from home and have been provided with work equipment (laptops and phones). Four people attend site regularly. 2. The canteen use is staggered and managed by the Site Co-ordinator with two people only allowed in the kitchen at one time. The lunch break is between 12 and 2pm and again staggered by team. 3. Office staff (other than the four already identified) are not permitted to attend the site unless permission has been granted by Jo Morris.	2	5	10				

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COVID-19 exposure due to proximity with work colleagues in the workshop	E	A person catches the virus due to either working closely or coming into contact with an infected person	4	5	20	Reducing the number of persons in any work area to comply with the 2m gap recommended by Public Health England (PHE). 1. A limit of two people in the workshop area to allow social distancing. 2. The canteen use is staggered and managed by the Site Co-ordinator with two people only allowed in the kitchen at one time. The lunch break is between 12 and 2pm and staggered by team. 3. Start and finish times are staggered to reduce the number of workers arriving and leaving at any one time. 4. Toilet facilities - only one person can use the facilities at any one time. 5. Work equipment and tools should not be shared. If this is not possible then these should be cleaned thoroughly between uses. 6. If maintaining a 2m distance is not possible due to close proximity of a task ie helping a colleague with manual handling of goods, then a face covering must be worn. These activities should be planned in advance and take place for the shortest time possible.	2	5	10	1. Staff to reminded on a daily basis of the importance of social distancing by managers or team leaders 2. Establish minimum PPE stock levels and ensure these are maintained 3. Daily cleaning checklist to be visible to all staff 4. Managers/team leaders daily check of control measures to be recorded			

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Spread of COVID-20	E, V	Deliveries/collections	4	5	20	1. All delivery drivers to ring the outside bell and remain out of the premises during unloading. Boxes should be placed inside the door and the driver to step back. Paperwork to be placed on the goods by the driver. 2. For goods leaving the premises, the collection company driver must remain outside the premises. The goods will be placed inside the roller shutter door for collection or the vehicle loaded using the FLT, as required. Paperwork should be passed by placing it on the goods, signing and then retrieving whilst maintaining a 2m gap. 4. Delivery drivers who wish to use the welfare facilities, must use the hand sanitiser at the roller shutter door prior to entering the workshop. They must follow the one way system to the workshop toilets, maintaining a 2m gap at all times, comply with the use of toilet rule and to exit continue.	2	5	10				
Exposure and spread of COVID-19 by returning furloughed and new members of staff.		A person catches the virus due to either working closely or coming into contact with an infected person or surface	3	5	15	1. All returning furloughed staff to receive a H&S induction which includes the controls for managing the risk of COVID-19	2	5	10	1. Update the current H&S Induction to include new working practices for COVID-19			
Exposure and spread of COVID-19 by maintenance/service engineer and contractors	E, V	A person catches the virus due to either working closely or coming into contact with an infected person or surface	4	5	20	1. All maintenance and service calls should be pre-booked with the Site Coordinator. 2. On arrival at site, all visitors to use the hand sanitiser at reception. They must be given a copy of the workplace risk assessment and monitored whilst on site. 3. All equipment that has been touched (if it is easily accessible) must be cleaned after the visit.	2	5	10				

**Persons affected:** E - Employee; V - Visitors; C - Contractors; Cu - Customers; T - Temps; P - Public

Date Revised.	Reason for Revision.	Name
18/05/2020	Government updated symptoms for detecting COVID-19	G Lees

		Severity				
		1	2	3	4	5
Likelihood	1	1	2	3	4	5
	2	2	4	6	8	10
	3	3	6	9	12	15
	4	4	8	12	16	20
	5	5	10	15	20	25

Likelihood	
Extremely unlikely	1
Unlikely	2
Likely	3
Extremely likely	4
Almost certain	5

Severity	
Minor injury	1
Moderate injury	2
Lost time injury, illness, damage	3
Major injury, disabling illness, major damage	4
Catastrophic injury (fatality)	5







