

RISK ASSESSMENT				
Plant/Location:	Dept/Area:	Assessors:	Assessment of:	Date:
Kerstar	Trade counter, workshop, offices and training area	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		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 and persistent cough), then they should inform HR immediately and remain at home following Government guidelines. 2. Posters - Stay COVID19 safe; 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 workshop at every workbench. Wall mounted at entrance to trade counter and shop floor. 6. Cleaning - daily cleaning and disinfecting objects and surfaces that are touched regularly - toilet facilities, door handles, canteen work surfaces, tables, microwave and fridges.	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	1. All office staff are who able to work from home and have been provided with work equipment (laptops and phones). One member of office staff only to attend site. 2. The canteen use is staggered and managed by Site Coordinator with one person at each table during breaks. The lunch break is between 12 and 2pm and staggered. 3. Office staff are not permitted to attend the site unless permission has been granted by Jo Morris.	2	5	10				
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. Benches in the despatch area have been separated to maintain 2m distance. 2. Workstations at the bench are positioned at least 2m apart. 3. Mezzanine area racking to have one person only at any one time. 4. 2m gap behind workbench area marked as a walkway. There should be no stopping to talk to colleagues in this area as this will result in people waiting and causing a queue. 5. Clocking card has a 2m gap indicated on the floor to ensure 2m gap at all times. 6. Toilet facilities - only one person can use the facilities at any one time. 7. Work equipment and tools should not be shared. If this is not possible then these should be cleaned thoroughly between uses. 8. If close proximity working is unavoidable ie, for manual handling, then staff should work side by side or away from each other, rather than face to face if possible. Face coverings are available. 9. Where face to face contact is unavoidable, this should be kept to 15 minutes or less wherever possible	2	5	10	1. Staff to reminded on a daily basis of the importance of social distancing by managers/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-19		Deliveries to site	4	5	20	1. All deliveries to rear shutter door. One person uses the FLT to unload the vehicle. The delivery driver maintains a 2m distance at all times. 2. For smaller deliveries, the driver should leave the package at the entrance then step back before staff collect the package. 3. If delivery drivers require the use of the welfare facilities, then they will use the marked walkways to enter the building safely. 4. Hand sanitiser wall mounted at clock out area for drivers to use prior to entering the building.	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 customers using the trade counter		A person catches the virus due to either working closely or coming into contact with an infected person or surface	4	5	20	1. Signage at entrance to trade counter advising only 2 people at any one time. 2. Markers on the floor indicating 2m gap for waiting customers 3. Cleaning of counter work surface after every customer and also the areas the customer has touched in the shop 4. Staff to wear face mask and visor when customers are in the shop.	2	5	10				
Exposure and spread of COVID-19 by maintenance, service engineers or contractors.		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 Site Co-ordinator. 2. On arrival at site, all visitors to use the hand sanitiser at entrance to workshop or trade counter. 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.	2	5	10				

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

Date Revised.	Reason for Revision.	Name

		Severity				
Likelihood		1	2	3	4	5
	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

Risk Assessment Key

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Likelihood						Severity							
Extremely unlikely		1				Minor injury		1					
Unlikely		2				Moderate injury		2					
Likely		3				Lost time injury, illness, damage		3					
Extremely likely		4				Major injury, disabling illness, major damage		4					
Almost certain		5				Catastrophic injury (fatality)		5					