

# RISK ASSESSMENT



Activity: Working safely during COVID-19

<b>Likelihood:</b> 1. Unlikely 2. Possible 3. Likely 4. Very likely 5. Certain	<b>Severity:</b> 1. Trivial or no injury 2. First aid treatment 3. Over 7 day injury 4. Major injury 5. Death	<b>Risk score = Likelihood x Severity</b> 1 – 5 <b>LOW</b> – No further action required 6 - 9 <b>MEDIUM</b> – List actions to reduce the risk to a tolerable level 10-25 <b>HIGH</b> - List actions to reduce the risk as far as is reasonably practicable
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Issue	Date	Details	Produced by	Reviewed by
1	15 <sup>th</sup> May 2020	First issue	Tony Adcock	Steve Bethell
2	21 <sup>ST</sup> May 2020	Second Issue	Stephen Bethell	
3	19 <sup>th</sup> June 2020	Third Issue	Stephen Bethell	Tony Adcock

**Employees can be infected with COVID-19 from the breath of infected people, or by touching surfaces and subsequently putting their hands to their mouth or nose - the virus can survive out of the body on smooth surfaces for up to 72 hours. This Risk Assessment sets out the control measures that the Company is adopting to address these risks through social distancing, (two-metre separation between employees), and by implementing high standards of personal hygiene and cleanliness.**

Working safely in order to reduce the risk of infection from COVID-19

Hazard	L1	S1	R1	Control measures	L2	S2	R2
Despite control measures at work, there is still a possibility that employees could be infected.	2	5	10	Where possible, employees should work from home. (See separate Risk Assessment for home working).	1	5	5
Vulnerable employees, such as those with underlying health conditions or pregnant employees, may be at greater risk.	3	5	15	Vulnerable employees, and employees who live with vulnerable people should work at home if possible. Otherwise, special arrangements should be made to keep them safe in the workplace, (for instance by locating them in a separate office or meeting room away from other employees). Where they are dependent on public transport, the Company will support home working.	1	5	5

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Employees may be living with vulnerable people who they could infect if they were infected at work.				Note: Pregnant employees who cannot be given suitable work which they can do safely and cannot work at home are entitled to suspension on full pay.			
Employees may be infected travelling to and from work on public transport	3	5	15	<p>Employees should avoid travel to and from work on public transport, and should travel by car, cycle or walk.</p> <p>Employees should avoid car sharing, if this is unavoidable, employees must work from home.</p> <p>The Company will plan the use of car parking facilities to mitigate risk of not adhering to social distancing requirements</p>	1	5	5
Employees may be in close proximity when arriving at work.	2	5	10	<p>Starting times will be staggered so that all employees do not arrive at the same time.</p> <p>Alternative entrance and exit doors will be designated for different groups of employees where possible.</p> <p>Hand sanitising stations will be provided by all entrances and exits and signs will be posted to instruct employees to use them.</p> <p>Signs will be posted at all entrances reminding employees and visitors of the need for social distancing and regular hand washing or sanitising</p>	1	5	5
Employees may be in close proximity when moving around the building.	2	5	10	<p>One-way systems will be introduced where possible, and where two staircases exist one will be designated as up and one down.</p> <p>Signage will be attached to walls and floors to assist employees and visitors.</p> <p>Employees must keep to the left in corridors and on stairs and must not stop to speak to other employees.</p>	1	5	5

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				<p>Doors, other than fire doors, that are regularly used will be wedged open to reduce hand contact.</p> <p>All door handles, door plates and banisters will be cleaned at least once a day.</p>			
Employees may be in close proximity while working in offices.	3	5	15	<p>Desks will be rearranged so that there is a two-metre separation between them. If this is not possible, and based on some employees working from home employees will be re-located so that every other desk is unoccupied.</p> <p>Where the above is not possible, screens will be installed between desks.</p> <p>A clean desk policy will be enforced, and all personal possessions must be removed so that desk tops can be thoroughly cleaned each day.</p> <p>The use of hot desks will be avoided.</p> <p>Desks and desk equipment such as screens, keyboards and phones will be cleaned at least once a day.</p>	1	5	5
Toilet facilities may be a source of infection, and employees may be in close proximity.	3	5	15	<p>Where there are multiple cubicles, washbasins or urinals in a toilet, only one employee must use the facility at a time, (to avoid employees standing side-by-side at washbasins or urinals). Where possible, toilet doors will be wedged open to reduce hand contact, and suitable signs will be posted stating only one employee at a time to enter.</p> <p>Hot water will be available and adequate supplies of soap and/or hand sanitiser will be provided. Where paper towels are provided there will be a lidded pedal bin for their disposal.</p> <p>Signs will be posted to advise employees to wash their hands thoroughly after using toilets.</p> <p>Toilets will be cleaned at least once a day.</p>	1	5	5

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				The Company will ensure that extraction fans are working in toilets, where present and that they are left on continuously to achieve a negative pressure.			
Shared kitchen or rest room facilities may be a source of infection.	3	5	15	<p>Only one employee is allowed in the kitchen at any one time.</p> <p>Employees should bring their own food and drink to work, and should keep it on their desks, in their cars.</p> <p>Employees should avoid cooking food and bring pre-cooked food where possible.</p> <p>Employees must not make drinks for others to avoid the risk of cross contamination.</p> <p>Any crockery and cutlery must be washed according to hygiene procedures and not left on desks or work surfaces.</p> <p>Tables and chairs in rest areas will be re-positioned to achieve social distancing, and if there is inadequate capacity, breaks will be staggered to limit the number of employees using the facility at one time.</p> <p>If vacant meeting rooms or offices are available these will be converted into rest areas.</p> <p>Subject to weather, employees may be able to eat and drink outside, but social distancing must be maintained.</p> <p>All food containers and drink containers must be taken home for disposal.</p> <p>Only one smoker should use the smoking area at any one time.</p> <p>Hand sanitising stations will be provided by eating and drinking areas and must be used before eating and drinking.</p>	1	5	5

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Employees may not be able to maintain social distancing in meetings.	2	5	10	<p>Where meetings cannot be avoided the number of attendees should be kept to a minimum so that social distancing can be maintained.</p> <p>Meeting room windows should be opened half an hour before a meeting to provide good ventilation and air movement.</p> <p>Where the weather permits, meetings should be held outside.</p>	1	5	5
First aiders may be at risk if attending to an injured or ill colleague.	3	5	15	<p>First aiders must follow special instructions in order to reduce their risk of infection. (See St John Ambulance document).</p>	1	5	5
Contractors and visitors attending site may increase the risk of infection to employees.	3	5	15	<p>Only essential work will be carried out by Contractors.</p> <p>Statutory inspection dates for equipment may be extended to reduce the risk to contractors and employees.</p> <p>Where possible, work will be carried out over-night or at weekends.</p> <p>Contractors who need to attend site will be given a COVID-19 induction and will be supervised to ensure that they follow site rules.</p> <p>Where possible working areas will be cordoned off to prevent contact between the contractor and employees.</p> <p>Only essential visitors will be allowed to visit site and virtual meetings using Skype or Teams will be used as an alternative.</p> <p>Any contractor or visitor arriving on site will be signed in by a company employee and must not touch the visitors' book or use a Company pen.</p> <p>Employees must not sign contractors' documents.</p>	1	5	5

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<p>Employees may be infected by handling mail and other deliveries.</p> <p>Employees may be infected by delivery or collection drivers visiting the site.</p>	2	5	10	<p>Any deliveries to site must adhere to social distancing guidelines.</p> <p>Any employee opening mail will dispose of the envelope and thoroughly wash their hands with soap and water or hand sanitiser.</p> <p>Larger deliveries, for instance inventory, will usually be handled by mechanical equipment, but where it is handled by hand hands must be washed with soap and water or hand sanitiser.</p> <p>Where delivery or collection vehicles are unloaded or loaded by employees, the driver will remain in the cab or close to the vehicle.</p> <p>If a driver needs to use the toilets this will not be refused, but he/she will be escorted to and from the toilets and reminded of the social distancing and personal hygiene rules.</p>	1	5	5
<p>Business travel may expose employees to the risk of infection.</p>	3	5	15	<p>Business travel will be avoided unless absolutely necessary, and virtual meetings will be held using Skype or Teams.</p> <p>(See separate Risk Assessment for Working on or delivering to customer sites).</p>	1	5	5

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<p>Customers visiting showrooms will increase risk of employees being exposed to COVID-19 infection</p>	<p>2</p>	<p>5</p>	<p>10</p>	<p>Showroom visits to only be carried out when remote meetings are not suitable</p> <p>Minimise staff who will conduct showroom visits. No staff to undertake showroom visits if they or member of household classed as vulnerable.</p> <p>Only 1 showroom visit at a time.</p> <p>Only 2 adults maximum will be permitted to attend a showroom visit. No children or pets will be allowed.</p> <p>No walk-in showroom visits will be permitted. Pre-booked visits only.</p> <p>Booking system to be established that allows at least 30 minutes between each visit so that touch points can be cleaned.</p> <p>Floors will be marked with tape to assist with maintaining social distancing.</p> <p>Agenda for visit to be planned in advance to minimise visit duration.</p> <p>Sanitising station to be provided at showroom entrance, including hand gel and optional disposable gloves and masks.</p> <p>Access routes will be planned in and clearly identified in advance of the visit.</p> <p>All visitors to answer COVID-19 prequestionnaire confirming no symptoms, vulnerable / shielding people in the household.</p> <p>Customers will not be offered drinks from Kitchen. If drinks are provided, they will be pre-packaged, such as bottles of water and will be disposed of safely in lidded bins.</p> <p>Lidded pedal bin will be in the showroom so that any waste can be disposed of safely.</p>	<p>1</p>	<p>5</p>	<p>5</p>
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				If Customers ask to use toilets, this should not be refused, but they should be escorted to the toilets and reminded to wash their hands thoroughly with soap and hot water afterwards.			
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***To be completed by employees***

I confirm that:

- (a) I have read this risk assessment and will comply with the control measures contained in it.
- (b) I will notify the site supervisor if I am unable to comply with the control measures for any reason.
- (c) I will notify the site supervisor if I am aware of any additional hazards that might expose me or my colleagues to a risk of injury.
- (d) I will not interfere with anything that is provided for the safety of myself or my colleagues.

Name:	Signed:	Date: