



Risk Assessment

Process / Task:

Mitigating the risk of Covid19 in the workplace

Risk Assessment No:

RA GRP 006

Date Reviewed:

13/05/2020

Mandatory PPE and/or Equipment to be used

Facemasks to be worn by all employees if working within a 2m distance



**Explosive
Atmosphere
Area?**

NO

DSEAR Regulations not applicable

Activity Stages	Hazards	People at Risk from the Activity	Risk Score Before Controls	Control Measures	Risk Score After Controls
Infected employees coming into work	Increased transmission of virus	All persons on site	X	Employees who present symptoms that are synonymous with the Coronavirus are prohibited from the workplace for at least 7 days. If any member of the employee's household presents symptoms; the employee is prohibited from the workplace for 14 days from the 1st day of their cohabiter presenting symptoms.	!
"Clinically vulnerable" employees working	Increased risk of complications / detriment to health	Vulnerable Employees	X	Employees who are defined as "Clinically extremely vulnerable individuals" must work from home or self-isolate for a prolonged period as per Government Guidelines. "Clinically vulnerable individuals" as defined by the Government (including but not limited to Age and/or pre-defined Health Issues) should be helped to work from home where possible, otherwise their Line Managers must put them into roles that permit them to maintain a 2 metre safe working distance at all times. For all vulnerable employees; the Government advice must be reviewed on a regular basis by themselves and Line Management.	!
General work duties / site attendance	Increased transmission of virus	Employees	!	Only essential workers to remain on site (where duties cannot be performed remotely). All persons who have the capacity to work from home must do so. For those in the workplace; duties must be planned in such a way to enable the fewest number of employees to be present without compromising the safety of the task. Social distancing signage, PPE signage and hand hygiene signage erected at key points throughout the site, including but not limited to site entrances, communal areas and work areas.	!

Activity Stages	Hazards	People at Risk from the Activity	Risk Score Before Controls	Control Measures	Risk Score After Controls
Entry, Exit and Traversing Site	Close contact with potentially infected persons	Employees	!	Employees must maintain a safe working distance of 2 metres whilst entering, exiting and traversing site. Employees must walk along the left-hand-side of corridors where possible to help maintain safe distancing. The safe social distancing is inclusive of car-parking areas, communal areas and work areas at all times. Inter-department movements are restricted and is controlled by site Management. Employees must practice excellent hygiene regimes. Managers must stagger arrival and departure times to help maintain safe distances.	!
	Contact with shared hard surfaces (doors etc.)	Employees	!	Doorways to be wedged open; to reduce the frequency of contact with common hard surfaces. All doorway contact points to be cleaned daily and disinfected regularly; to reduce the risk of cross-contamination. All employees must wash their hands regularly at the various handwashing facilities and/or utilise the hand sanitiser stations located within the building.	!
Shared workstations and/or process controls	Potentially increased transmission of virus	Employees	!	Shared work stations to be cleaned daily and disinfected regularly including but not limited to desks, keyboard & mouse, touch screens, control panels etc. Employees must maintain excellent hand hygiene using the hand washing facilities and/or hand sanitiser points. Where possible, shared work stations must be limited to a select number of individuals who all must wear face masks when at those stations regardless of the proximity of others; to reduce the likelihood of spittle being ejected onto the work area.	!
Working in close proximity to others (less than 2m)	Close contact with potentially infected persons	Employees	!	The duty to be completed in close proximity to others (i.e. less than 2 metres) must only be for the shortest period of time possible, involving the fewest number of employees and without compromising other safety considerations. All persons within 2 metres must wear a face mask. If possible, those involved in the task must stand alongside or back-to-back to one another (rather than face-to-face). If any physical contact is made with others, clothing should be laundered at the end of shift as per Government Guidelines.	!
Shared office equipment (photocopier, printers etc.)	Contact with shared hard surfaces	Employees	×	Contact points to be cleaned daily and disinfected regularly; to reduce the risk of cross-contamination. All employees must wash their hands regularly at the various handwashing facilities and/or utilise the hand sanitiser stations located within the building.	!

Activity Stages	Hazards	People at Risk from the Activity	Risk Score Before Controls	Control Measures	Risk Score After Controls
Food preparation	Contact with shared equipment (kitchen appliances etc.)	Employees	✘	Common appliances and preparation surfaces to be cleaned daily and disinfected regularly; to reduce the risk of cross-contamination. All employees must wash their hands regularly at the various handwashing facilities and/or utilise the hand sanitiser stations located within the building.	!
Use of toilet and washing facilities	Close contact with potentially infected persons	Employees	✘	Social distancing and maintaining a 2m distance must also be adhered to in all toilets and washing facilities.	!
	Contact with shared hard surfaces (doors etc.)	Employees	✘	Contact points to be cleaned daily and disinfected regularly; to reduce the risk of cross-contamination. All employees must wash their hands regularly at the various handwashing facilities and/or utilise the hand sanitiser stations located within the building.	!
3rd party visits to site (Contractors and Visitors)	Close contact with potentially infected persons	Employees, 3rd Party Contractors / Visitors	!	Only essential 3rd party visits to site are permitted. Where visitation is necessary, the 3rd party must adhere to the Company Safe Distancing Policy at all times and only for the shortest time period possible.	!
Employees visiting external sites / customers	Car sharing	Employees	✘	Employees must only visit external sites / locations when remote meetings such as Skype, Zoom etc. cannot be facilitated or are impractical. The visit must be absolutely necessary and for the shortest duration possible. If sharing the same vehicle, employees should minimise their travelling partners to a very isolated group. Ventilation into the vehicle should be increased as reasonably practicable and passengers should not sit face-to-face.	!
	Close contact with potentially infected persons	Employees, 3rd Party Contractors / Visitors	!	Employees must only visit external sites / locations when remote meetings such as Skype, Zoom etc. cannot be facilitated or are impractical. The visit must be absolutely necessary and for the shortest duration possible. Safe distancing must be maintained at all times, face masks must be worn and a small bottle of personal hand sanitiser must be carried with the employee at all times; in case there are insufficient hand washing facilities at the site they are visiting. Clothing must be laundered in accordance with Government Guidelines at the end of their shift if close contact has been made with others during the visit.	!

Activity Stages	Hazards	People at Risk from the Activity	Risk Score Before Controls	Control Measures	Risk Score After Controls
	Uncontrolled 3rd party work environments	Employees	!	If the 3rd party site is not well managed and there are uncontrolled risks presented to the Company Employee, they must leave site immediately and report directly to their Line Manager.	✓
Servicing / Maintenance of company vehicles	Transmission of virus through touching of vehicle interiors	Employees	!	MOT renewal dates are postponed by the Government to reduce the likelihood of infection until the rate of infection has dropped. Only essential servicing and/or repairs of vehicles must be completed and only by a competent and authorised workshop who must supply a Method Statement detailing how the risk of cross-contamination from their workforce will be mitigated whilst working on your vehicle.	✓
Deliveries to site	Contaminated packaging / items	Employees	!	Items which are not wrapped in packaging must be cleaned if possible with a detergent or similar if there is a risk of contaminated surfaces.	!
Employees working from home / remotely	Work Related Upper Limb Disorders (WRULDs)	Isolated Employee	!	Display Screen Equipment (DSE) assessment must be completed online using the iHasco suite and any areas for improvement must be actioned by the employee's Line Manager.	✓
	Isolation and poor mental health	Isolated Employee	!	Regular contact must be maintained with those working from home to ensure they have the necessary information, instruction and supervision to enable them to perform their duties to the best of their abilities given the current situation.	✓
	Lone Working	Isolated Employee	!	Employees working from home must make contact with their Line Manager at the start and end of their shifts. Additionally, regular contact must be made throughout the working shift to ensure the Lone Worker is safe.	!
Serious Injury / First Aid Provision	Close contact with potentially infected persons	First Aider, Staff, Casualty, Ambulance Crew / Paramedic(s)	×	Personal protective equipment including but not limited to face mask and nitrile gloves must be worn by the First Aider. If the casualty is conscious, they too must wear a face mask unless there is potential further risk of injury from donning a face mask (for example, suspected neck / back injury or compromised airway). The Resuscitation Council UK have advised that If there is a perceived risk of infection, rescuers should place a cloth/towel over the victims mouth and nose and attempt compression only CPR and early defibrillation until the ambulance (or advanced care team) arrives. Put hands together in the middle of the chest and push hard and fast.	!

Activity Stages	Hazards	People at Risk from the Activity	Risk Score Before Controls	Control Measures	Risk Score After Controls
	Emergency medical personnel attending in close proximity	First Aider, Staff, Casualty, Ambulance Crew / Paramedic(s)	✘	In an emergency situation the 2 metre distancing rule DOES NOT need to be maintained if it would be unsafe to do so. However those involved in the administering of aid should wash their hands / use hand sanitiser at the earliest opportunity once the emergency has been resolved. Any person involved should wear a face mask if practical to do so.	!
Site Evacuation (Fire or drill)	Close contact with potentially infected persons	All persons on site	!	In a fire or another emergency situation the 2 metre distancing DOES NOT need to be maintained if it would be unsafe to do so. However those involved in the administering of aid should wash their hands / use hand sanitiser at the earliest opportunity once the emergency has been resolved. Employees SHOULD NOT return into a building to retrieve face masks and/or other personal belongings until they have been given permission by the Incident Controller for the site or other authorising body.	!
	Fire fighters attending in close proximity	Incident Controller(s), Fire Marshalls, Fire Fighters	!	The Incident Controller and/or Fire Marshalls should maintain a 2 metre distance from the Emergency Services when practical, otherwise a face mask should be worn. No person should re-enter the building to retrieve a face mask or other personal belongings until it is safe to do so and authorisation has been given.	!
Locker Areas / Changing Rooms / Shower Blocks	Close contact with potentially infected persons	Employees	✘	Shift start / end should be staggered as practicably possible to reduce the proximity of employees at all times. Face masks must be worn when in locker areas / changing areas if 2 metre distancing cannot be maintained.	!
	Shared facilities	Employees	!	Contact points to be cleaned daily and disinfected regularly; to reduce the risk of cross-contamination. All employees must wash their hands regularly at the various handwashing facilities and/or utilise the hand sanitiser stations located within the building.	!



Risk Assessment

Risk Assessment Title:	Mitigating the risk of Covid19 in the workplace	Mandatory PPE and/or Equipment to be used	
No:	RA GRP 006	Facemasks to be worn by all employees if working within a 2m distance	
Reviewed By:	A. Fletcher		
Review aided by:	N Midani, J Holland, K Govarthanam, D Townsend		
Department Document Owner:	N Midani, J Holland, K Govarthanam, D Townsend	DSEAR REGS: ATEX ZONE?	COSHH Assessment Links (Ref. No)
Date Updated:	13/05/2020	NO	
Review Date Due:	12/05/2022		
Brief description of Task:	Mitigating the risk of Covid19 in the workplace		

Activity Stages	Hazards	People at Risk from the Activity	Risk Scoring Before Control Measures				Control Measures	Risk Scoring After Control Measures					Control Method	Health Surveillance?				
			Likelihood	Severity	Persons Affected	Residual Risk		Likelihood	Severity	Persons Affected	Residual Risk	RR Reduction Value			Elimination	Substitution	Control	PPE
Infected employees coming into work	Increased transmission of virus	All persons on site	4	5	5	✗	Employees who present symptoms that are synonymous with the Coronavirus are prohibited from the workplace for at least 7 days. If any member of the employee's household presents symptoms; the employee is prohibited from the workplace for 14 days from the 1st day of their cohabiter presenting symptoms.	2	5	5	!	2	x		x			
"Clinically vulnerable" employees working	Increased risk of complications / detriment to health	Vulnerable Employees	4	5	3	✗	Employees who are defined as "Clinically extremely vulnerable individuals" must work from home or self-isolate for a prolonged period as per Government Guidelines. "Clinically vulnerable individuals" as defined by the Government (including but not limited to Age and/or pre-defined Health Issues) should be helped to work from home where possible, otherwise their Line Managers must put them into roles that permit them to maintain a 2 metre safe working distance at all times. For all vulnerable employees; the Government advice must be reviewed on a regular basis by themselves and Line Management.	2	5	3	!	2	x		x			

Activity Stages	Hazards	People at Risk from the Activity	Risk Scoring Before Control Measures				Control Measures	Risk Scoring After Control Measures					Control Method			Health Surveillance?		
			Likelihood	Severity	Persons Affected	Residual Risk		Likelihood	Severity	Persons Affected	Residual Risk	RR Reduction Value	Elimination	Substitution	Control		PPE	Extra Req.?
General work duties / site attendance	Increased transmission of virus	Employees	3	5	3	⚠	Only essential workers to remain on site (where duties cannot be performed remotely). All persons who have the capacity to work from home must do so. For those in the workplace; duties must be planned in such a way to enable the fewest number of employees to be present without compromising the safety of the task. Social distancing signage, PPE signage and hand hygiene signage erected at key points throughout the site, including but not limited to site entrances, communal areas and work areas.	2	5	3	⚠	1.5	x		x			
Entry, Exit and Traversing Site	Close contact with potentially infected persons	Employees	3	5	3	⚠	Employees must maintain a safe working distance of 2 metres whilst entering, exiting and traversing site. Employees must walk along the left-hand-side of corridors where possible to help maintain safe distancing. The safe social distancing is inclusive of car-parking areas, communal areas and work areas at all times. Inter-department movements are restricted and is controlled by site Management. Employees must practice excellent hygiene regimes. Managers must stagger arrival and departure times to help maintain safe distances.	2	5	3	⚠	1.5	x		x			
	Contact with shared hard surfaces (doors etc.)	Employees	3	5	3	⚠	Doorways to be wedged open; to reduce the frequency of contact with common hard surfaces. All doorway contact points to be cleaned daily and disinfected regularly; to reduce the risk of cross-contamination. All employees must wash their hands regularly at the various handwashing facilities and/or utilise the hand sanitiser stations located within the building.	2	5	3	⚠	1.5			x			

Activity Stages	Hazards	People at Risk from the Activity	Risk Scoring Before Control Measures				Control Measures	Risk Scoring After Control Measures					Control Method			Health Surveillance?		
			Likelihood	Severity	Persons Affected	Residual Risk		Likelihood	Severity	Persons Affected	Residual Risk	RR Reduction Value	Elimination	Substitution	Control		PPE	Extra Req.?
Shared workstations and/or process controls	Potentially increased transmission of virus	Employees	3	5	3	!	Shared work stations to be cleaned daily and disinfected regularly including but not limited to desks, keyboard & mouse, touch screens, control panels etc. Employees must maintain excellent hand hygiene using the hand washing facilities and/or hand sanitiser points. Where possible, shared work stations must be limited to a select number of individuals who all must wear face masks when at those stations regardless of the proximity of others; to reduce the likelihood of spittle being ejected onto the work area.	2	5	3	!	1.5			x	x		
Working in close proximity to others (less than 2m)	Close contact with potentially infected persons	Employees	3	5	3	!	The duty to be completed in close proximity to others (i.e. less than 2 metres) must only be for the shortest period of time possible, involving the fewest number of employees and without compromising other safety considerations. All persons within 2 metres must wear a face mask. If possible, those involved in the task must stand alongside or back-to-back to one another (rather than face-to-face). If any physical contact is made with others, clothing should be laundered at the end of shift as per Government Guidelines.	2	5	3	!	1.5	x		x	x		
Shared office equipment (photocopier, printers etc.)	Contact with shared hard surfaces	Employees	4	5	3	✗	Contact points to be cleaned daily and disinfected regularly; to reduce the risk of cross-contamination. All employees must wash their hands regularly at the various handwashing facilities and/or utilise the hand sanitiser stations located within the building.	2	5	3	!	2			x			

Activity Stages	Hazards	People at Risk from the Activity	Risk Scoring Before Control Measures				Control Measures	Risk Scoring After Control Measures					Control Method	Health Surveillance?			
			Likelihood	Severity	Persons Affected	Residual Risk		Likelihood	Severity	Persons Affected	Residual Risk	RR Reduction Value					
															Elimination	Substitution	Control
Food preparation	Contact with shared equipment (kitchen appliances etc.)	Employees	4	5	3	✘	Common appliances and preparation surfaces to be cleaned daily and disinfected regularly; to reduce the risk of cross-contamination. All employees must wash their hands regularly at the various handwashing facilities and/or utilise the hand sanitiser stations located within the building.	2	5	3	!	2			x		
Use of toilet and washing facilities	Close contact with potentially infected persons	Employees	4	5	3	✘	Social distancing and maintaining a 2m distance must also be adhered to in all toilets and washing facilities.	2	5	3	!	2			x	x	
	Contact with shared hard surfaces (doors etc.)	Employees	5	5	3	✘	Contact points to be cleaned daily and disinfected regularly; to reduce the risk of cross-contamination. All employees must wash their hands regularly at the various handwashing facilities and/or utilise the hand sanitiser stations located within the building.	2	5	3	!	2.5			x		
3rd party visits to site (Contractors and Visitors)	Close contact with potentially infected persons	Employees, 3rd Party Contractors / Visitors	3	5	5	!	Only essential 3rd party visits to site are permitted. Where visitation is necessary, the 3rd party must adhere to the Company Safe Distancing Policy at all times and only for the shortest time period possible.	2	5	3	!	1			x		

Activity Stages	Hazards	People at Risk from the Activity	Risk Scoring Before Control Measures				Control Measures	Risk Scoring After Control Measures					Control Method	Health Surveillance?					
			Likelihood	Severity	Persons Affected	Residual Risk		Likelihood	Severity	Persons Affected	Residual Risk	RR Reduction Value			Elimination	Substitution	Control	PPE	Extra Req.?
Employees visiting external sites / customers	Car sharing	Employees	4	5	5	✘	Employees must only visit external sites / locations when remote meetings such as Skype, Zoom etc. cannot be facilitated or are impractical. The visit must be absolutely necessary and for the shortest duration possible. If sharing the same vehicle, employees should minimise their travelling partners to a very isolated group. Ventilation into the vehicle should be increased as reasonably practicable and passengers should not sit face-to-face.	2	5	5	!	2	x		x				
	Close contact with potentially infected persons	Employees, 3rd Party Contractors / Visitors	3	5	5	!	Employees must only visit external sites / locations when remote meetings such as Skype, Zoom etc. cannot be facilitated or are impractical. The visit must be absolutely necessary and for the shortest duration possible. Safe distancing must be maintained at all times, face masks must be worn and a small bottle of personal hand sanitiser must be carried with the employee at all times; in case there are insufficient hand washing facilities at the site they are visiting. Clothing must be laundered in accordance with Government Guidelines at the end of their shift if close contact has been made with others during the visit.	2	5	5	!	1	x	x	x	x			
	Uncontrolled 3rd party work environments	Employees	2	5	3	!	If the 3rd party site is not well managed and there are uncontrolled risks presented to the Company Employee, they must leave site immediately and report directly to their Line Manager.	1	5	3	✓	2	x		x				

Activity Stages	Hazards	People at Risk from the Activity	Risk Scoring Before Control Measures				Control Measures	Risk Scoring After Control Measures					Control Method	Health Surveillance?					
			Likelihood	Severity	Persons Affected	Residual Risk		Likelihood	Severity	Persons Affected	Residual Risk	RR Reduction Value			Elimination	Substitution	Control	PPE	Extra Req.?
Servicing / Maintenance of company vehicles	Transmission of virus through touching of vehicle interiors	Employees	3	5	3	!	MOT renewal dates are postponed by the Government to reduce the likelihood of infection until the rate of infection has dropped. Only essential servicing and/or repairs of vehicles must be completed and only by a competent and authorised workshop who must supply a Method Statement detailing how the risk of cross-contamination from their workforce will be mitigated whilst working on your vehicle.	1	5	3	✓	3	x		x				
Deliveries to site	Contaminated packaging / items	Employees	3	5	3	!	Items which are not wrapped in packaging must be cleaned if possible with a detergent or similar if there is a risk of contaminated surfaces.	2	5	3	!	1.5			x	x			
Employees working from home / remotely	Work Related Upper Limb Disorders (WRULDs)	Isolated Employee	5	3	3	!	Display Screen Equipment (DSE) assessment must be completed online using the iHasco suite and any areas for improvement must be actioned by the employee's Line Manager.	2	3	3	✓	2.5	x	x	x				
	Isolation and poor mental health	Isolated Employee	3	4	3	!	Regular contact must be maintained with those working from home to ensure they have the necessary information, instruction and supervision to enable them to perform their duties to the best of their abilities given the current situation.	2	3	3	✓	2			x				

Activity Stages	Hazards	People at Risk from the Activity	Risk Scoring Before Control Measures				Control Measures	Risk Scoring After Control Measures					Control Method	Health Surveillance?			
			Likelihood	Severity	Persons Affected	Residual Risk		Likelihood	Severity	Persons Affected	Residual Risk	RR Reduction Value					
	Lone Working	Isolated Employee	3	5	3	!	Employees working from home must make contact with their Line Manager at the start and end of their shifts. Additionally, regular contact must be made throughout the working shift to ensure the Lone Worker is safe.	2	5	3	!	1.5			x		
Serious Injury / First Aid Provision	Close contact with potentially infected persons	First Aider, Staff, Casualty, Ambulance Crew / Paramedic(s)	5	5	4	×	Personal protective equipment including but not limited to face mask and nitrile gloves must be worn by the First Aider. If the casualty is conscious, they too must wear a face mask unless there is potential further risk of injury from donning a face mask (for example, suspected neck / back injury or compromised airway). The Resuscitation Council UK have advised that If there is a perceived risk of infection, rescuers should place a cloth/towel over the victims mouth and nose and attempt compression only CPR and early defibrillation until the ambulance (or advanced care team) arrives. Put hands together in the middle of the chest and push hard and fast.	2	5	4	!	2.5	x		x	x	
		First Aider, Staff, Casualty, Ambulance Crew / Paramedic(s)	4	5	4	×	In an emergency situation the 2 metre distancing rule DOES NOT need to be maintained if it would be unsafe to do so. However those involved in the administering of aid should wash their hands / use hand sanitiser at the earliest opportunity once the emergency has been resolved. Any person involved should wear a face mask if practical to do so.	3	5	4	!	1.33			x	x	

Activity Stages	Hazards	People at Risk from the Activity	Risk Scoring Before Control Measures				Control Measures	Risk Scoring After Control Measures					Control Method	Health Surveillance?					
			Likelihood	Severity	Persons Affected	Residual Risk		Likelihood	Severity	Persons Affected	Residual Risk	RR Reduction Value			Elimination	Substitution	Control	PPE	Extra Req.?
Site Evacuation (Fire or drill)	Close contact with potentially infected persons	All persons on site	3	5	5	!	In a fire or another emergency situation the 2 metre distancing DOES NOT need to be maintained if it would be unsafe to do so. However those involved in the administering of aid should wash their hands / use hand sanitiser at the earliest opportunity once the emergency has been resolved. Employees SHOULD NOT return into a building to retrieve face masks and/or other personal belongings until they have been given permission by the Incident Controller for the site or other authorising body.	3	5	5	!	1			x	x			
	Fire fighters attending in close proximity	Incident Controller(s), Fire Marshalls, Fire Fighters	3	5	4	!	The Incident Controller and/or Fire Marshalls should maintain a 2 metre distance from the Emergency Services when practical, otherwise a face mask should be worn. No person should re-enter the building to retrieve a face mask or other personal belongings until it is safe to do so and authorisation has been given.	2	5	4	!	1.5			x	x			
Locker Areas / Changing Rooms / Shower Blocks	Close contact with potentially infected persons	Employees	5	5	3	✗	Shift start / end should be staggered as practicably possible to reduce the proximity of employees at all times. Face masks must be worn when in locker areas / changing areas if 2 metre distancing cannot be maintained.	3	5	3	!	1.67			x				
	Shared facilities	Employees	3	5	3	!	Contact points to be cleaned daily and disinfected regularly; to reduce the risk of cross-contamination. All employees must wash their hands regularly at the various handwashing facilities and/or utilise the hand sanitiser stations located within the building.	2	5	3	!	1.5			x				