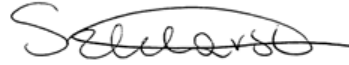










RISK ASSESSMENT RECORD

Risk Assessment	
Location(s):	All R&M Locations
Department/staff:	All Staff and Departments
Tasks/activities:	Covid-19
Other information:	Risk Assessment no: HO 33

Risk Assessment sign off					
Prepared by:	Beata Szklarska	Signature:		Date:	09/02/2021
Date for review:	This risk assessment should be reviewed annually or if additional risks not covered are identified or if there is any reason to suggest that the control measures are deemed to be insufficient.				

Risk matrix								
Risk rating guidance	Likelihood (L)	5	5	10	15	20	25	Likelihood (L) x Severity (S) = Risk rating (RR).
		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 (S)					

Acceptability of risk guidance	High risk: 15-25	High-risk activities should cease immediately. Further effective control measures to mitigate risks must be introduced.
	Medium risk: 8-12	Medium risks should only be tolerated for the short term and only whilst further control measures to mitigate the risks are being planned and introduced.
	Low risk: 1-6	Low risks are largely acceptable. Where it is reasonable to do so, efforts should be made to reduce risks further.
Guidance. When completing a risk assessment, you should:	<ol style="list-style-type: none"> 1. Identify the persons at risk and the significant hazards. 2. Calculate an initial RR for the activity. 3. Identify risk control measures that reduce the risks to an acceptable level. 4. Calculate a revised RR - you should consider how much safer the task will be if the control measures are followed. Here, you should consider changing both the likelihood (L) and the severity (S) ratings. 	
Note. Ideally, you should look to reduce the risks so that the task can be classified as “low risk”.		

Personal protective equipment (PPE) assessment								
In many instances, you will be able to reduce risks further by asking staff/others to wear/use PPE. You should identify which items are required for the task here:								
Type of PPE:								
	Head	Foot	Eye	Hand	Hearing	High-visibility vest	RPE	Fall arrest

Additional requirements (list here):

Staff must wear face coverings when in areas that are open to the public and where they are likely to come in close contact with others, unless they have an exemption. If they have a face mask exemption, a visor must be worn.

Note. PPE must only be considered as, when other control measures, such as guarding, local exhaust extraction, preventing noise at source, eliminating the need to work at height etc. are not possible. PPE should always be considered as a last resort option. PPE should only be worn when there is reasonable justification for doing so.

Risk assessment										
Activity	Persons at risk	Significant hazards	Initial			Risk control measures	Residual			Additional control measures
			L	S	RR		L	S	RR	
Staff exposure to Covid-19 virus	Staff, contractors and others	Serious ill-health conditions related to Covid-19	3	5	15	<p>If staff have symptoms of coronavirus (new cough, high temperature or a loss of, or change to, their sense of smell or taste), they must self-isolate, stay at home and ask for a test to check if they have the virus. If the test comes back negative and they are well enough they can come back to work. If the test comes back positive, they must stay at home for ten days.</p> <p>If staff live in a household with someone who has the symptoms above, staff must stay at home from the day their symptoms started and ask for them to be tested. If they test negative, staff can come back to work. If they test positive staff must stay at home for ten days from the day their symptoms started. If staff develop symptoms, they must stay at home for ten days and ask to be tested.</p>	1	5	5	

Risk assessment										
Activity	Persons at risk	Significant hazards	Initial			Risk control measures	Residual			Additional control measures
			L	S	RR		L	S	RR	
						Everyone must follow the government guidance on COVID-19: (https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-advice/).				
Working on company premises during the coronavirus pandemic	Staff, contractors, others	Serious ill-health conditions related to Covid-19/mental health issues	3	5	15	<p>Staff and others advised to follow the government's guidance on working during the pandemic. (to include UK, Scottish, Northern Ireland or Welsh Government guidance)</p> <p>Management to regularly review the guidance for updates and changes of rules, procedures etc. These are to be reflected in business arrangements.</p> <p>Staff to work from home where possible and practicable.</p> <p>Rotation working applied to keep the number of staff on sites to a minimum and to allow social distancing measures to be maintained.</p> <p>When working on the premises staff to maintain the social distancing rules from anyone not in their household. If social distancing cannot be maintained, staff should work side by side,</p>	1	5	5	

Risk assessment										
Activity	Persons at risk	Significant hazards	Initial			Risk control measures	Residual			Additional control measures
			L	S	RR		L	S	RR	
						<p>or facing away from each other, rather than face to face, if possible.</p> <p>Physical barriers installed where appropriate.</p> <p>Where practicable floor marking to be applied to indicate the safe distance.</p> <p>Staff advised to wash their hands frequently using soap and hot water for 20 seconds and been issued with alcohol based hand sanitisers.</p> <p>Hand sanitiser dispensers installed at the entrances for staff's and visitor's use on entry and exit.</p> <p>Staff issued with the hand gels/wipes/sprays etc...</p> <p>Staff have access to access to a confidential telephone counselling service if they would like to talk to a trained counsellor about any worries that they may be having about the impact of coronavirus, whether work related or not.</p>				

Risk assessment										
Activity	Persons at risk	Significant hazards	Initial			Risk control measures	Residual			Additional control measures
			L	S	RR		L	S	RR	
Home workers	Staff	Serious ill-health conditions related to Covid-19/mental health issues	3	5	15	<p>Staff must identify a suitable location to work in their home. It should provide sufficient separation from likely disruptions and space to allow them to work in a safe manner.</p> <p>Workstations and work routines should be set up and maintained as per HSE guidance (https://www.hse.gov.uk/toolbox/workers/home.htm). Staff to report any problems with setting up a workstation to their line manager. Assistance to be provided if required.</p> <p>Equipment, access to systems etc. to be provided and maintained to ensure staff can complete their duties at home.</p> <p>Communication and reporting channels to be clearly identified to all homeworkers.</p> <p>If the work at home duties are not restricted to using display screen equipment, a safe system of work is to be developed by the line manager and agreed by employee.</p> <p>Staff have access to access to a confidential telephone counselling service if they would like to talk to a trained counsellor about any worries</p>	1	5	5	

Risk assessment										
Activity	Persons at risk	Significant hazards	Initial			Risk control measures	Residual			Additional control measures
			L	S	RR		L	S	RR	
						that they may be having about the impact of coronavirus, whether work related or not.				
Work on premises controlled by others during the pandemic	Staff, contractors, others	Serious ill-health conditions related to Covid-19	3	5	15	<p>Staff advised to attend the premises only if it is essential.</p> <p>Before attending, staff advised to check that the premises have made suitable and sufficient arrangements for managing the risks associated with coronavirus. This includes ensuring there are appropriate washroom and welfare facilities.</p> <p>Management to ensure all persons attending the premises are made aware of any additional/new rules imposed by the premises controller and follow them at all times.</p>	1	5	5	
Travel to the workplace	Staff, contractors and others	Serious ill-health conditions related to Covid-19	3	5	15	<p>Those travelling to the workplace are to avoid public transport wherever it is practicable to do so.</p> <p>Sharing of vehicles to be avoided unless it is impossible to do so. If sharing vehicles, face masks to be worn. Also, those sharing vehicles</p>	1	5	5	

Risk assessment										
Activity	Persons at risk	Significant hazards	Initial			Risk control measures	Residual			Additional control measures
			L	S	RR		L	S	RR	
						must share with the same persons on a regular basis.				
Preventing infection spreading/social distancing	Staff, contractors, others	Serious ill-health conditions related to Covid-19	3	5	15	<p>An information poster highlighting the symptoms and rules to follow placed on entry/sign in point. Symptomatic individuals will not be allowed entry.</p> <p>Visitors are not permitted until further notice.</p> <p>Staff issued with hand sanitisers, hand gels, sanitary wipes, gloves and masks (where appropriate).</p> <p>Staff advised to wash their hands with hot water and soap (for at least 20 minutes) often and regularly throughout the day.</p> <p>Staff advised to use hand sanitiser gels if soap and water are not available.</p> <p>Staff advised to cover their mouth and nose with a tissue or their sleeve rather than their hands, when they cough or sneeze, and dispose of tissues in appropriate waste receptacles as quickly as possible.</p>	1	5	5	

Risk assessment										
Activity	Persons at risk	Significant hazards	Initial			Risk control measures	Residual			Additional control measures
			L	S	RR		L	S	RR	
					15	<p>Staff advised to not touch their face or eyes if they hands are not clean.</p> <p>Staff advised to maintain the social distancing rules at all times.</p> <p>Where social distancing cannot be maintained, staff advised to work side by side, or facing away from each other, rather than face to face.</p> <p>Staff advised not to touch their face or eyes if their hands are not clean.</p> <p>Equipment such as keyboards, work surfaces etc. to be regularly cleaned.</p> <p>Equipment such as pallet trucks, forklifts etc. to be used by as few people as possible. To be wiped down regularly.</p>			5	
Inbound and outbound goods	Staff, contractors and others	Serious ill-health conditions related to Covid-19	3	5	15	<p>Staff to control entrance to premises to prevent unauthorised access to the unit.</p> <p>Delivery and collection points to be clearly identified with signage. Staff managing the process must direct delivery drivers/couriers to these points.</p>	1	5	5	

Risk assessment										
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			L	S	RR		L	S	RR	
					15	<p>Wherever possible, electronic devices to be used to confirm delivery/collection. Sharing of paperwork to be avoided wherever it is practicable to do so.</p> <p>Staff to avoid teamwork where possible. Mechanical means, such as fork lifts, pallet trucks, etc. to be utilised by trained and authorised persons.</p> <p>Delivery drivers/couriers to be encouraged to stay in their vehicles.</p> <p>Delivery drivers/couriers to be allowed to use welfare facilities.</p>			5	
Staff that become ill in the workplace	Staff, contractors, others	Serious ill-health conditions related to Covid-19	3	5	15	<p>UK, Scottish, Northern Ireland or Welsh Government guidance to be followed.</p> <p>A designated safe area has been identified away from other staff. Persons showing signs of covid-19 infection will be removed from the workplace to the designated area away from other staff and sent home with support required. The person will be advised to follow NHS guidance.</p> <p>If the person is a visitor their organisation will be informed.</p>	1	5	5	

Risk assessment										
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			L	S	RR		L	S	RR	
						The workplace will be decontaminated following governmental guidance.				
Using welfare facilities	Staff, contractors, others	Serious ill-health conditions related to Covid-19	3	5	15	<p>Staff advised to wash their hands before and after entering a welfare facility.</p> <p>Staff advised not to use the facility if the social distancing rule cannot be maintained.</p> <p>Canteen facilities to be set up so that the social distancing rule can be maintained. This may include removing chairs, staggering break times etc. Staff to bring their own food. If food provided, it must be packaged.</p> <p>All staff to wash their hands before and after using kettles, vending machines etc.</p>	1	5	5	
Workplace gatherings	Staff, contractors, others	Serious ill-health conditions related to Covid-19	3	5	15	<p>UK, Scottish, Northern Ireland or Welsh Government guidance to be followed.</p> <p>Visitors to be kept to an absolute minimum on the premises. Meetings to be undertaken remotely by phone or video where possible.</p>	1	5	5	

Risk assessment										
Activity	Persons at risk	Significant hazards	Initial			Risk control measures	Residual			Additional control measures
			L	S	RR		L	S	RR	
						<p>Social distancing rules to be observed at all times. Employees have been asked to work from home, where possible. Only business critical face to face meetings to be undertaken on agreement with all involved.</p> <p>No handshaking or attendance at large meetings.</p>				
Following prescribed safe systems of work	Staff, contractors, others	Accident or injury caused by working in an unsafe manner	3	5	15	<p>Staff advised not to complete tasks they are not deemed competent in/authorised to perform. If there is a need to complete new duties training will be given prior to completing the work.</p> <p>Safe system of work must be followed at all times. If this is not possible, e.g. due to the lack of appropriate PPE, work must not be completed.</p> <p>During staff absences, when supervision levels may be lower than normal, staff are to maintain normal working practices. Anyone failing to do so will be subject to the organisation's disciplinary procedure.</p> <p>If any pre-work checks identify any faults, or fault is identified during use, the equipment</p>	1	5	5	

Risk assessment										
Activity	Persons at risk	Significant hazards	Initial			Risk control measures	Residual			Additional control measures
			L	S	RR		L	S	RR	
						<p>must be taken out of use and corrective action taken. It must not be used if it is deemed to be unsafe.</p> <p>If training that has a fixed expiry date runs out, management will speak to the training provider to seek guidance. In many instances, grace periods are being extended to reflect the lack of available courses.</p>				