

Activity Assessed:	COVID-19	Location:	All Locations	Department:	All Areas
Assessment Date:	01.05.2020	Review Date:	12.01.2020 (quarterly)	Document Status	Live
Assessors Name:	Louis Finlayson-Green	Department Manager:	All Departments		

Task Description:	<p>Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal.</p> <p>This is a generic Risk Assessment for dealing with the current Covid-19 situation in the workplace. It does not cover all scenarios and each employee should consider their own unique circumstances. Employees are advised to keep up to date with HSE advice to workplaces in this fast-changing situation by visiting the HSE web site. https://www.gov.uk/coronavirus</p>
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What are the hazards? (See list of sample hazards)	Who might be harmed? (e.g. Staff, visitors)	What are the risks	What control measures are in place to eliminate or reduce the risks?	Further Action Yes/ No	Further actions required	Risk Evaluation			Risk Rating
						Consequence (1 – 3)	Likelihood (1 – 3)	Overall risk (C x L)	Low, Medium or High
Spread of Covid-19 Coronavirus	<ul style="list-style-type: none"> • Staff • Visitors to your premises • Cleaners • Contractors • Drivers • Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions • Anyone else who physically comes in contact with you in relation to our business 	The risk of contracting or spreading the corona virus in the workplace.	<p>Hand Washing</p> <ul style="list-style-type: none"> • Hand washing facilities with soap and water in place in all W/C and Kitchen areas. • Stringent hand washing taking place (up to elbows) on arrival to site and throughout the day. https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ • Drying of hands with disposable paper towels. 	Yes	Ensure adequate supply of hand cleaner, sanitiser, paper dispensers/ towels & Covid Bins	2	1	2	Low

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			<p>Social Distancing</p> <p>Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) recommended social distancing in all areas where practically possible.</p> <p>Taking steps to review work schedules including staggered breaks, working from home etc. to reduce number of workers on site at any one time. Also relocating workers to other areas as required.</p>	Yes	Social Distancing signs to be placed in prominent places across the business sites	2	1	2	Low

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			<p>Wearing of Gloves</p> <p>Where Risk Assessment identifies wearing of gloves as a requirement of the task.</p> <p>Face Masks</p> <p>Government guidance indicates that individuals are asked to observe social distancing measures and practice good hand hygiene behaviours.</p> <p>In addition to this DW have introduced as a policy wearing face masks by all staff whilst on site (except whilst eating/drinking during break periods). No other face coverings other than those supplied will be acceptable.</p> <p>All visitors to DW sites are to follow company guidelines. This indicates</p>	Yes					Purchasing to source and replenish stock as required

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			<p>Drivers</p> <p>Persons should not share vehicles where suitable distancing cannot be achieved.</p> <p>Symptoms of Covid-19</p> <p>If any staff members or their immediate family demonstrates the following symptoms;</p> <ul style="list-style-type: none"> • New Continuous Cough • High Temperature • Loss of Taste/Smell <p>They must remain at home and are required to follow the stay at home guidance and obtain a COVID-19 test at the earliest opportunity and make DW aware of the results. If positive a minimum 10 day isolation will apply.</p> <p>Staff must maintain in regular contact with their Line Manager during this time.</p>	Yes		2	1	2	Low

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			<p>Non Compliance with Guidelines</p> <p>Any member of staff identified not to be complying with the companies & government guidelines will be asked to leave site immediately and disciplinary action will be taken.</p>						

1. HIGHLIGHT ANY EXAMPLE HAZARDS THAT MAY BE APPLICABLE TO THE JOB or WORK ACTIVITY			
Working at Height	Noise	Hand tools	Vibration
Falling objects	Extreme Heat / cold	Confined spaces	Repetitive hand/ arm movement
Slippery/ uneven/ worn floors	Radiation	Poor housekeeping / cleaning	Machine operation
Obstructions/ projections	Lighting	Vehicle movement	Electromagnet
Manual handling	Compressed air	Fire / explosion	Pressurised systems
Stress	Substances / materials	Electricity	Exposure to Disease

2. RISK MATRIX		Potential consequence of harm		
		1 – Minor Injury (e.g. hazard can cause illness, injury or equipment damage but the results would not be expected to be serious)	2 – Significant Injury (e.g. hazard can result in serious injury and/or illness, over 3 day absence)	3 – Major Injury (e.g. hazard capable of causing death or serious and life threatening injuries)
Likelihood of harm	1 – Unlikely (injury rare, though possible)	1 – Low	2 – Low	3 – Medium
	2 – Possible (injury could occur occasionally)	2 – Low	4 – Medium	6 – High
	3 – Probable (injury likely to occur, can be expected)	3 – Medium	6 – High	9 – Extreme

RISK EVALUATION

This is calculated by multiplying the likelihood against the consequence e.g. taking a likelihood of 1, which is classified as Unlikely and multiplying this against a Potential Consequence of 2, which is classified as Significant Injury, would give you an overall Risk Rating of 2, which would result in an overall evaluation as a low risk.

1 to 2 = Low risk

Low risks are largely acceptable, monitor periodically to determine situation changes which may affect the risk, or after significant changes

3 to 4 = Medium risk

Medium risks at the upper end of this band should only be tolerated for the short-term and then only whilst further control measures to mitigate the risk are being planned and introduced, within a defined time period. Risks on the lower end should be reduced if practicable.

6 = High risk

High risks activities should cease immediately until further control measures to mitigate the risk are introduced. The continued effectiveness of control measures must be monitored periodically.

9 = Extreme Risk

Work should not be started or continued until the risk has been mitigated. Immediate action is required to reduce exposure. A detailed mitigation plan must be developed, implemented and monitored by senior management to reduce the risk before work is allowed to commence.

