

Risk and Impact Assessment

Task / Activity:	COVID- 19 – All areas
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Persons at Risk: Employees, Visitors,
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Description of Hazard and likely consequence:
Workplace infection
Machinery / Equipment / Tools could be infected
Environment, Hygiene, Hazardous substances
Stress/ Wellbeing

	The controls we should have in place	In Place	Priority Action
1.	<ul style="list-style-type: none"> • Employees must maintain a minimum distance of 2 metres apart – measures have been put in place to encourage this i.e. floor markings and posters displayed • All vehicles to be cleaned by the vehicle driver both between users and at the end of each day • Only one operative per vehicle where possible to ensure adherence to social distancing advice. 	√	
2.	<ul style="list-style-type: none"> • Employees must clean down all equipment after use • Where an employee has developed symptoms of COVID-19, the tools and equipment must undergo VEHICLE CLEAN 1 (see below) 	√	
3.	<ul style="list-style-type: none"> • Where an employee has developed symptoms of COVID-19 in the vehicle, the vehicle must undergo VEHICLE CLEAN 1 (see below) • Employees must carry out good personal hygiene as per government guidelines. To help prevent the spread of COVID-19 • Wash your hands more often with soap and water for at least 20 seconds or use hand sanitiser gel/alcohol wipes if soap and water are not available • Wear facemasks when and where required • Power point presentation updated in accordance with government guidelines and continuously shown throughout the day • Hand sanitiser gel in all entrances of workplace. • Hand sanitiser gel, anti-bacterial wipes, disposable gloves, and facemasks available for all appropriate employees • Enhanced cleaning in kitchens, showers, and toilets • Enhanced cleaning for facilities heavily used, i.e. touchpoints – handles, light switches etc. • Wash your hands when you get home or into work, when you blow your nose, sneeze, or cough, eat or handle food, handle packages and equipment. • Avoid touching your eyes, nose, and mouth with unwashed hands. • Avoid close contact with people who have symptoms of continuous cough or high temperature. • Cover your cough or sneeze with a tissue, then throw the tissue in a bin and wash your hands. • There may be occasions when two people will occupy the same vehicle i.e. breakdowns, where the social distancing rule cannot be adhered to. In this instance, wear facemasks and follow government guidelines as stated above. 	√	

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	<ul style="list-style-type: none"> • Employees must carry out VEHICLE CLEAN 1 as described below when they concluded their use of the vehicle. <u>VEHICLE CLEAN 1</u> • Who – Vehicle user • What - Priorities are to wipe down the following surfaces with the materials listed below: <ol style="list-style-type: none"> 1) Handbrakes 2) Keys & fobs 3) Door handles 4) Steering wheels 5) Gear shift 6) Radio, GPS & other buttons & dials 7) Seat 8) Seat Belts 9) Mobile phones 10) Travel cups/holders • Why - Help to reduce infection • When - During change of drivers and at the end of each shift • PPE – Disposable Gloves • Materials : <ol style="list-style-type: none"> 1) Disinfectant Solution 2) Disposable Cloths 3) Anti-bacterial wipes 		
4.	<ul style="list-style-type: none"> • Employees will be encouraged to report any signs of stress or anxiety to their manager. • All high-risk employees are no longer working. • Regular contact with employees that are furloughed and continuous communication with employees that are still working as usual 	√	


Priority Codes: 1 = Action within one week 2 = Action within 1 Month 3 = Action within 6 Months

Risk Rating Low Medium High Substantial

Is there anything different about your operation? If yes, please supply details indicating both the differences and controls in place.

- 1.
- 2.
- 3.

Risk and Impact Assessment

Assessment carried out by:			
Year 1	Name: Stewart Hymas	Signature: 	Date: 11 May 2020
Assessment carried out by:			
Year 2	Name:	Signature:	Date:
Assessment carried out by:			
Year 3	Name:	Signature:	Date: