

SEVERITY \ PROBABILITY	FREQUENT	PROBABLE	OCCASIONAL	REMOTE	IMPROBABLE
	(5)	(4)	(3)	(2)	(1)
CATASTROPHIC (5)	25	20	15	10	5
CRITICAL (4)	20	16	12	8	4
SERIOUS (3)	15	12	9	6	3
MINOR (2)	10	8	6	4	2
NEGLIGIBLE (1)	5	4	3	2	1

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| 1-5 | Tolerable Risk | - No additional controls required |
| 6 -10 | Low risk | - Probably requiring a written Safe System of Work |
| 11 - 15 | Medium Risk | -Written Safe System of Work required until risk is designed out. |
| 16 -20 | High Risk | - Consider Permit to Work. |
| 21 - 25 | Intolerable Risk | - Withdrawal of process/activity. Work is not to proceed. |

SEVERITY	CONSEQUENCE
CATASTROPHIC (5)	Multiple fatalities on site, or a single death off site; severe widespread environmental damage
CRITICAL (4)	Single fatality and/or multiple severe injuries or occupational illness on site; injury or illness offsite; environmental impact.
SERIOUS (3)	Single severe injury or occupational illness; and/or multiple minor injuries or minor occupational illness.
MINOR (2)	Minor injury / short term absence.
NEGLIGIBLE (1)	Trivial injury (First Aid only) / plant damage.

PROBABILITY	DESCRIPTION
FREQUENT (5)	To be expected, will occur often.
PROBABLE (4)	On the basis of evidence likely to occur – but not proven.
OCCASIONAL (3)	Could occur sometime.
REMOTE (2)	Unlikely though conceivable
IMPROBABLE (1)	So unlikely that probability is close to zero.

ASSESSMENT REF: Coronavirus COVID-19
REVISION: 13-5-2020
ASSESSORS NAME: D. Guy
REVIEW DATE: Weekly

AFFECTED GROUP: A-Employees,
 B-Members of the public,
 C-Contractors,
 D-Visitors

Identify Hazard	Affected Group	Severity	Probability	Risk level before controls	Existing Controls (Template) (Training, Information, Physical controls)	Risk level with controls	Additional Controls Required (Site specific)	Action (who) & Date	Risk level With proposed controls
<p>A coronavirus is a type of virus. As a group, coronaviruses are common across the world. COVID-19 is a new strain of coronavirus first identified in Wuhan City, China in December 2019.</p> <p>The incubation period of COVID-19 is between 2 to 14 days. This means that if a person remains well 14 days after contact with someone with confirmed coronavirus, they have not been infected.</p>									
<p>Employees</p> <p>Contamination of employees and further spread of the virus</p>	A, C, D.	4	4	16	<p>Wash hands frequently with soap and water.</p> <p>Also use alcohol-based hand rub.</p> <p>Maintain social distancing where possible</p> <p>Avoid touching eyes, nose and mouth</p>	4	Report any persons that may be showing signs of illness to management and the company	All, straight away.	Low

					Practice respiratory hygiene (cover mouth & nose when coughing / sneezing) If possible, open doors with the back of hands rather than using your fingers / palm				
Doors, Handrails, Hard surfaces Contamination of employees and further spread of the virus	A, C, D.	4	4	16	Implement a more frequent cleaning regime, focussing on frequently touched surfaces (door handles, lift buttons, handrails etc.)	4		Ongoing	Low
Toilets Managing Social distancing Working in offices / factories etc – exposure to the virus Contamination of employees and further spread of the virus	A, C, D.	4	4	16	The toilets have a plastic chain across the main door. Anyone entering the toilet puts the chain across, no one else is allowed to enter until they come out. Signage on the doors giving these instructions Avoid touching eyes, nose and mouth Practice respiratory hygiene (cover mouth & nose when coughing / sneezing) Spray the toilet seat after use with sanitiser	4	Managers, Supervisors, Team leaders and ATL's will have to monitor and control Employee's To ensure Social distancing is adhered to.	Ongoing	Low

<p style="text-align: center;">Canteens</p> <p>Managing Social distancing</p> <p>Working in offices / factories etc – exposure to the virus</p> <p>Contamination of employees and further spread of the virus</p>	A, C, D.	4	4	16	<p>The canteens have been set up so less employees are in there at any time. Each picknick type table chair set have had three of the seats closed off. The seats in use are 2m apart.</p> <p>The floor has been marked out to maintain Social distancing.</p> <p>Breaks are staggered to reduce numbers in the canteen.</p> <p>Office staff are requested to have breaks at their workstations.</p> <p>Ensure all employees are made aware of preventative measures:</p> <p>Avoid touching eyes, nose and mouth</p> <p>Practice respiratory hygiene (cover mouth & nose when coughing / sneezing)</p> <p>Implement a more frequent cleaning regime, focussing on frequently touched surfaces (door handles, lift buttons, handrails etc.)</p>	4	<p>Managers, Supervisors, Team leaders and ATL's will have to monitor and control Employee's To ensure Social distancing is adhered to.</p>	Ongoing	Low - Medium
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<p>Office</p> <p>Working in offices / factories etc – exposure to the virus</p> <p>Contamination of employees and further spread of the virus</p>	A, C, D.	4	4	16	<p>Where possible Office staff are working from home.</p> <p>With less employees in the office those who remain have been moved to the freed-up desks to create Social distancing.</p> <p>Ensure all employees are made aware of preventative measures:</p> <p>Avoid touching eyes, nose and mouth</p> <p>Practice respiratory hygiene (cover mouth & nose when coughing / sneezing)</p>				
<p>Stairs</p> <p>Working in offices / factories etc – exposure to the virus</p> <p>Contamination of employees and further spread of the virus</p>	A, C, D.	4	4	16	<p>Against usual health and safety advice, if stairwells are wide and not steep, and employees are fit enough, workers to avoid holding handrails when going up and down the stairs (100% concentration required – do not use mobile phones)</p>	5			Medium/Low
<p>Arrival at work</p> <p>One of the signs of COVID-19 is a high temperature/fever</p>	A	4	4	16	<p>Take all employees temperature.</p> <p>The Manager or Supervisor taking employees</p>	4	On completion and entering the	Manager/ Supervisor	Low

<p>Working in offices / factories etc – exposure to the virus</p> <p>Contamination of employees and further spread of the virus</p>					<p>temperatures must wear a visor/stand behind a screen, Gloves and mask</p> <p>On completion and entering the building the Manager/ Supervisor must wash their hands for at least 20 seconds</p> <p>How to put a mask on and remove it</p> <p>How to put gloves on and remove them</p> <p>How to put a Visor on</p>		<p>building the Manager/ Supervisor must</p> <p>Avoid touching the front of the mask. The front of the mask may be contaminated.</p> <p>Face Mask with Ear loops: Hold both of the ear loops and gently lift and remove the mask.</p> <p>Face Mask with Ties: Untie the bottom bow first then untie the top bow and pull the mask away from you as the ties are loosened.</p> <p>wash their hands for at least 20 seconds or hand sanitiser</p>	<p>On entering the building</p>	
<p>Arrival at work (a)</p> <p>Employee turning up at work with a high temperature/fever</p> <p>Contamination of employees and further spread of the virus</p>	<p>A, C, D.</p>	<p>4</p>	<p>4</p>	<p>16</p>	<p>On arriving a Manager or Supervisor will use a thermometer to take all employees temperature. A single beep for the right temperature and a double beep for too high</p>	<p>8</p>	<p>Managers, Supervisors, Team leaders and ATL's will have to monitor and control Employee's To ensure Social distancing is adhered to.</p>		<p>High</p>

Arrival at work (b)									
Normal temperature	A, C, D.	4	2	8	<p>Anyone who's temperature returned a single beep can enter the building.</p> <p>On entering the building all employees should wash their hands for at least 20 seconds</p> <p>In the workplace you need to observe, where possible, the social distancing guidance. Social distancing means staying 2 metres (6ft) apart from other people.</p>	4	<p>Managers, Supervisors, Team leaders and ATL's will have to monitor and control Employee's To ensure Social distancing is adhered to.</p>		Low
Arrival at work (c)									
High temperature Contamination of employees and further spread of the virus	A, C, D.	4	4	16	<p>Anyone who's temperature returned a double beep will be asked to wait.</p> <p>Before being retested in case the high result is due to cycling to work or having the car heater on to high.</p> <p>Second fail</p> <p>Find a room or area where they can be isolated behind a closed door, such as a staff office. If it is possible to open a window, do so</p>	8	<p>Instructed to go home.</p> <p>If you're not sure if you need to self-isolate</p> <p>If you have symptoms of coronavirus (a high temperature or a new, continuous cough), use the 111 coronavirus service to find out</p>	<p>Manager, Supervisor Taking employees temperature</p>	High

					<p>for ventilation.</p> <p>The individual who is unwell should call NHS 111 from their mobile, or 999 if an emergency (if they are seriously ill or injured or their life is at risk) and explain.</p> <p>Instructed to go home.</p>		what to do.		
<p>whilst at work</p> <p>Should anyone start to show symptoms whilst at work Contamination of employees and further spread of the virus</p>	A, C, D.	4	5	20	<p>Find a room or area where they can be isolated behind a closed door, such as a staff office. If it is possible to open a window, do so for ventilation.</p> <p>The individual who is unwell should call NHS 111 from their mobile, or 999 if an emergency (if they are seriously ill or injured or their life is at risk) and explain.</p> <p>Whilst they wait for advice from NHS 111 or an ambulance to arrive, they should remain at least 2metres from other people. They should avoid touching people, surfaces and objects and be advised to cover their mouth and nose with a disposable tissue when they cough or sneeze and put the tissue in a bag</p>	4	<p>If you're not sure if you need to self-isolate</p> <p>If you have symptoms of coronavirus (a high temperature or a new, continuous cough), use the 111coronavirus service to find out what to do.</p> <p>This should be reported under RIDDOR.</p>	<p>Managers, Supervisors, Team leaders and ATL's will have to monitor and control Employee's To ensure Social distancing is adhered to.</p> <p>Report to the H&S so it can be reported under RIDDOR.</p>	Medium

or pocket then throw the tissue in the bin. If they don't have any tissues available, they should cough and sneeze into the crook of their elbow. If they need to go to the bathroom whilst waiting for medical assistance, they should use a separate bathroom if available.

All surfaces that the person has come into contact with must be cleaned including:

All surfaces and objects which are visibly contaminated with body fluids

All potentially contaminated high-contact areas such as toilets, door handles, telephones

Public areas where a symptomatic individual has passed through and spent minimal time in (such as corridors) but which are not visibly contaminated with body fluids do not need to be specially cleaned and disinfected.

If a person becomes ill in a shared space, these should be cleaned using disposable cloths and household detergents, according to current recommended

					workplace legislation and practice.			
<p>Drivers</p> <p>arriving from!</p> <p>Using toilets and Canteens</p> <p>We are obliged to allow delivery drivers who are not our employees but deliver to our premises to access toilets and washing facilities.</p> <p>Contamination of employees and further spread of the virus</p>	A, C, D.	4	5	20	<p>Keep a distance whilst talking to them. 2 Meters +</p> <p>Use your own pen don't let anyone use your pen.</p> <p>Wear gloves</p> <p>wash your hands with soap and water often – use hand sanitiser gel if soap and water are not available</p> <p>clean and disinfect frequently touched objects and surfaces</p> <p>do not touch your eyes, nose or mouth if your hands are not clean</p> <p>Avoid close contact with people who are unwell.</p> <p>The driver should be escorted to the toilet waited for and escorted back out.</p>	4	<p>Managers, Supervisors, Team leaders and ATL's will have to monitor and control Employee's To ensure Social distancing is adhered to.</p>	Low

<p>Visiting contractors</p> <p>Visiting contractors Oliver Tipton Incoming goods, Drivers, visiting contractors</p> <p>Working in offices / factories etc – exposure to the virus</p> <p>Contamination of employees and further spread of the virus</p>	A, B	4	5	20	<p>We are requesting information from Visitors & Visiting contractors on where they have been to try and minimise the risk</p> <p>Follow Arrival at work (a, b, c!)</p>	4	<p>Reduce contact</p> <p>Try and keep to emergency visits</p>		Medium
<p>Travelling to work</p> <p>Travelling to work – public transport – exposure to the virus</p> <p>Contamination of employees and further spread of the virus</p>	A, B, C, D,	4	4	12	<p>Postpone travel if possible (can you work from home?)</p> <p>Limit all travel to a minimum where possible</p> <p>Public transport should be avoided where possible</p> <p>Make alternative travel arrangements where possible. Walk, Cycle or Drive</p> <p>If possible, maintain social distancing (at least 1m / 3ft) between yourself and anyone else when travelling</p> <p>Frequently clean hands by using alcohol-based hand rub or soap and water</p> <p>Avoid touching eyes, nose or mouth</p> <p>If available, wear a suitable</p>	4			

					face mask Cancel travel for employees experiencing symptoms of the virus			
Meetings with other organisations Contamination of employees and further spread of the virus	A, C, D	4	3	12	Eliminate requirement for face to face meetings, if possible, arrange for meetings to be carried out via video conferencing If face to face meetings cannot be avoided, Follow Arrival at work (a, b, c!) Ensure all attendees use a hand sanitiser when entering the meeting room and when leaving the room Avoid shaking hands, use other greeting methods If possible, maintain social distancing (e.g. keep 1 chair between each meeting attendees)	4	Reduce contact	Low
Face Masks to protect against Contamination of employees and further spread of the virus	A, C, D.	4	1	4	Employees are not recommended to wear facemasks (also known as surgical masks or respirators) to protect	4		Low

Putting a mask on and removing it could if incorrectly done do more harm than good and increase the risk.					against the virus. Facemasks are only recommended to be worn by symptomatic individuals (advised by a healthcare worker) to reduce the risk of transmitting the infection to other people.		symptomatic individuals should be self-isolating.		
Underlying long-term condition, Deals with staff who deal with shipping/Drivers	A,	4	5	20	Should be considered as High risk, should be a priority for working from home. Minimum number of visits to the factory Employees who stay at home if they experience a fever, a new cough or difficulty breathing (seek medical care through online 111 - https://111.nhs.uk/)	4			Low

This risk level has been reduced as low as is reasonably practicable (ALARP)

Assessor's Signature: D. Guy

Date: 13-5-2020