

# RISK ASSESSMENT

Ref No:

TASK TO BE UNDERTAKEN: **Avoidance of Covid-19 @ J Wainwright & Co Ltd**

LOCATION: **J Wainwright & Co Ltd - 6/10/20**

Who is at risk from the task? Employees  Contractors  Visitors  Other  **Couriers / deliveries**

Risk rating to be expressed: (1) Rare (2) Unlikely (3) Possible (4) Likely (5) Almost certain  
 Severity rating to be expressed: (1) No Treatment Injury (2) First Aid (3) Medical Treatment (4) LTI / RIDDOR (5) Disability / Fatality

Hazard	Description of Hazard	RISK before controls (1-5)	Severity (1-5)	RA matrix number	Control Measures to be adopted	Risk after controls (1-5)	RA matrix number
Contamination of personnel from disease	Sharing of office space, inability to adhere to 2 m social distancing due to numbers	3	5	15	1. All staff who can work from home, should continue to work from home, until advised otherwise 2. The company should limit staff numbers in offices to allow for social distancing of 2m 3. Return to work should be gradual and in line with government guidance, to allow for continual assessment of situation and ability to adhere to social distancing in the environment. 4. Use of desk dividers for desks if close working in the same office is required. 5. Staff allocation into work 'bubbles' as required.	2	10
Contamination of personnel from disease	Sharing of communal areas and toilets	1	5	5	1. Increased cleaning regime, ensuring all shared areas are thoroughly and regularly cleaned (e.g. kitchens, toilets and equipment) - once a day by cleaning staff 2. Staff number to be restricted in shared areas to ensure social distancing of 2 metres at all times - Use of markers on the floor to remind of boundaries of areas such as tea & coffee making, Reception desk to have 2m boundary. 3. Use of single use sachets for drinks rather than communal pots? 4. Any shared items such as use of fridge door, door handles, etc to be cleaned after each use by user. 5. Upstairs corridor & Stairways to be single person use at any one time - no crossing of personnel, and signage placed to remind. 6. Chairs to be reduced in communal areas and spread 2 metres apart. 7. Staff to sanitise hands when entering and leaving kitchen areas and to wipe down equipment after use - sanitiser and wipes placed around pertinent places in the building. 8. Staff to bring own food and crockery (plates, cutlery and cups). 9. Staff to wash up own crockery and leave in offices. Dishwashers not to be used 10. Use of non-contact bins 11. Microwave and cooker not to be used. 12. Managers to assemble staggered lunch breaks 13. Encourage use of other areas eg SESC and outside facilities	1	5
Contamination of personnel from disease	Sharing of equipment and vehicles (e.g. company cars, vans, landrovers, pool cars)	3	5	15	1. Business to minimise use of shared equipment and purchase additional equipment where practical and feasible 2. Where staff share equipment (e.g. phones and PCs), equipment should be wiped down before handover - use of personal stationery only. 3. Any communal equipment used to be sanitised prior to and after use. 4. Any communal keys required to be obtained via the receptionist. 5. One person per vehicle at all times - only in the event of emergency necessity can more than one travel in a company vehicle. In this case face protection must be worn. 6. Thorough and regular handwashing or use of hand sanitiser through the day 7. Sanitising and cleaning equipment in each Company vehicle	2	10
Contamination of personnel from disease	contaminated surfaces; door handles, hand rails, taps, kitchen equipment etc..	4	5	20	1. Increased cleaning regime, with all 'high risk' areas/surfaces cleaned thoroughly and regularly with anti-bacterial product 2. Use of paper towels to open door handles in toilet areas and dispose of in bins provided. 3. Consider use of automated doors (use of fobs to auto - activate) 4. Consider taps & toilet flushers that minimise contact - non-contact 5. Door handles and staircase handrails cleaned once a day, but employees must use the sanitiser placed at those points for every occasion.	2	10
Contamination of personnel from disease	Public interaction and visitors	3	5	15	1. Keep onsite and offsite visits to an absolute minimum. Meetings to take place over the phone and via video conference wherever possible 2. All visitors to be briefed in advance or upon arrival on COVID 19 requirements whilst on site 3. Signs in lobby and around site clearly outlining visitor expectations Re: COVID 19 e.g. social distancing and handwashing 4. Visitors to adhere to 2 metre social distancing rule with receptionist and staff 5. Main reception door to be controlled via an intercom device by the receptionist, therefore allowing only those by prior arrangement to enter the reception area. Inner lobby door to be locked inbetween visitors. 6. Any packages for delivery or despatch are placed in the porch area of the lobby and collected by the receptionist when all other personnel area clear (using disposable gloves) 7. Personal post deliveries to be kept to a minimum. 8. All visitors to be asked to scan the app for Track & Trace 9. All visitors to be asked to confirm a lack of COVID symptoms.	1	5
Contamination of personnel from disease	spread of disease through first aid administration an inability to maintain 2 metres	3	5	15	1. People presenting with COVID 19 symptoms should be sent home and advised to contact NHS 111 2. Employees to self administer first aid for minor injuries where possible. 3. More serious cases can be treated but PPE should be worn (Face protection, nitrile gloves, and apron). Thorough handwashing should take place before and after treatment 4. Where further medical attention is required, the Company should call NHS 111 or 999 (depending on the severity of the situation) and obtain advice on next steps (eg attending GP or hospital). 5. Advise emergency services of COVID 19 rules on site, upon arrival 6. If close attention is required for First Aider to deal with an injured person then at least the First Aider will wear a face covering, but ideally both.	1	5
Contamination of personnel from disease	contaminated post and parcels/deliveries	3	5	15	1. Post/parcels to be dropped off and collected from lobby wherever possible 2. Post personnel and Couriers to utilise gloves at all times (Wainwright to provide a supply of gloves in the lobby) 3. Consider perspex screen for reception or controlled door entry 4. Marked distancing on the floor. 5. Signage to advise of controls placed at all entrances to the building. 6. Pre-arranged visits to be assessed by a suitable person to ensure visitors have considered their own COVID-19 controls.	2	10
Contamination of personnel from disease	contaminated paperwork	3	5	15	1. Process review to be undertaken and manual process to become electronic wherever possible. 2. Paper handling to be kept to a minimum 3. Use of focus for signing in contractors and visitors - face scanners or via PCs	2	10
Contamination of personnel from disease	spread of disease through poor hygiene	4	5	20	1. Communicate importance of handwashing and sanitiser use - Posters and tool box talks/training 2. Hand sanitisers in place around entire site at correctly assessed positions for all staff, contractors, hauliers and visitors - including mobile toilets, stairways, door entrances. 3. Sufficient soap and paper towels in toilets. 4. Regular review of supplies, pre-orders and top ups 5. Site Management will provide the relevant equipment for sanitising etc but staff must communicate when items are empty	2	10
Maintaining mental health	Due to the restrictions to normal life, change and uncertainty caused by the Covid-19 outbreak, employees may be suffering from physical or mental health conditions, impacting their wellbeing and performance	1	3	3	1. Regular two way communication with workforce will be maintained through: WhatsApp Groups, Emails, App, Video conferencing and telephone. 2. Reminder of support from HR and signposting to organisations and charities who can support. Also, the EAP scheme. 3. Managers to regularly check in with their teams and employees to report any concerns. 4. Use of short mental health surveys to assess wellbeing of staff and follow up	1	3
Contamination of personnel from disease	Personnel spreading the disease, should it be contracted.	4	5	20	1. Any person with COVID 19 symptoms to self-isolate for 7 days. 2. Any person living with someone with COVID 19 symptoms to self-isolate for 14 days - if during this time, they develop COVID 19 symptoms, they must self-isolate for a further 7 days from that point. 3. Anyone with COVID 19 symptoms must not attend work. They should call their manager or HR to inform. 4. Anyone at work with or developing COVID 19 symptoms to be sent home	2	10
Contamination of personnel from disease	Personnel contracting the disease and spreading it	4	5	20	1. Company process established and distributed to Managers and employees for what to do in the event of. 2. Visitors checked on the way into site - and refused entry if showing signs of the disease.	2	10
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Any changes in the assessment must be agreed with the task supervisor(s) prior to undertaking the task and a new assessment completed

Signed: ..... person undertaking the assessment  
 Print: .....  
 Date of Assessment: .....  
 Authorised by: ..... task Supervisor

Personnel undertaking the task - Sign if you have read & understood the assessment			
Signed:		Print:	
Signed:		Print:	