

TASK TO BE UNDERTAKEN:

Avoidance of Covid-19 @ J Wainwright & Co Ltd

LOCATION: Company

Who is at risk from the task?

Employees

Contractors

Visitors

Other

Couriers

Risk rating to be expressed:
Severity rating to be expressed:

(1) Rare
(1) No Treatment Injury

(2) Unlikely
(2) First Aid

(3) Possible
(3) Medical Treatment

(4) Likely
(4) LTI / RIDDOR

(5) Almost certain
(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	Police stopping employees on way to or from work to confirm legitimate travel reasons	3	3	9	1. Critical Worker Letter issued to travelling workforce & retained for all journeys 2. Means of identification should be carried by employee to back up the letter 3. If stopped by the police then abide by their instruction but ensure social distancing 2m rule	1	3
Contamination of personnel from disease	Vulnerable employees at higher risk than the rest of the employees - either by age or by physical condition	4	4	16	Employees in these groups should follow government protocol (HR determined): 1. Extremely Vulnerable (received a letter) - Shielding for 12 weeks and must not be at work. 2. Vulnerable - Social Distancing and taking additional care	1	4
Contamination of personnel from disease	Use of vehicles causing contamination of individuals - Mobile Plant	4	4	16	1. Clean all surfaces with suitable cleansing product , minimum soapy water. 2. No more than 1 person in a vehicle (in the Quarry) unless an emergency - social distancing to be observed. 3. Hygiene (Handwashing) prior to presenting for work and during working day 4. Regularly wash clothes used at work / use of laundry facilities. 5. Supervisor and site teams to challenge people that fail to follow the guidance. 6. If a swap of vehicles then ensure detailed cleaning is completed without allowing new skin contact with cleaned items. 7. At completion of use, detail wipe clean the internal items for next user - levers, switches, handles, etc.	1	4
Contamination of personnel from disease	Sharing of vehicles causing contamination of individuals (crew busses, Land Rovers, excavators, pavers, rollers, etc)	4	4	16	1. Clean all surfaces with suitable cleansing product , minimum soapy water. 2. No more than 2 persons in a crew bus vehicle, and always in line with social distancing guidance (2m). 3. 1 person in a small vehicle with a single cab 4. Employees must follow government guidance on Self Isolation if required - see Company COVID policy. 5. Hygiene (Handwashing) prior to presenting for work and during working day 6. Regularly wash clothes used at work / use of laundry facilities 7. Supervisor and site teams to challenge people that fail to follow the guidance 8. At completion of use, detail wipe clean the internal items for next user - levers, switches, handles, etc.	1	4
Contamination of personnel from disease	Sharing of office spaces causing contamination of individuals	4	4	16	1. Clean all surfaces with suitable cleansing product , minimum soapy water. 2. When in office environments, no more than 2 people in the same room & in line with social distancing guidance (2m). 3. Hygiene (Handwashing) prior to presenting for work and during working day 4. Regularly wash clothes used at work 5. Supervisor and site teams to challenge people that fail to follow the guidance	2	8
Contamination of personnel from disease	Start of shift briefings / Mid-shift conversations / working confines	4	4	16	1. Social distancing of 2m minimum to be achieved 2. Any paperwork or items for issue are left in a suitable position for staff to retain distancing. 3. If tasks require closer working than 2m then FFP3 masks & gloves are worn 4. Pens to be retained and used by individuals & avoid sharing items	2	8
Contamination of personnel from disease	Contamination of personnel during ticket or delivery note signing	4	4	16	1. Tickets to be signed on behalf of customers by the driver. 2. Delivery notes by couriers, signed by courier only. 3. Gloves to be worn by any staff handling incoming deliveries 4. All tickets to be signed by W/B operatives and gloves worn. 5. Weighbridge window openings to be controlled to reduce the risk - Departmental Managers to confirm arrangements.	1	4
Contamination of personnel from disease	Contamination of personnel during on-site activities	4	4	16	1. Spotters (Contracting) or Supervisors placed on tasks to identify & warn personnel when there is a potential to encroach on 2m distancing rule - throughout the task. 2. RAMS examined by management to ensure adequate PPE and distancing controls are identified within the task process. 3. Adequate PPE worn by personnel completing tasks - appropriate to the task & environment. 4. Disposal of PPE post-task must be controlled, and any potential for cross-contamination to be considered (such as lifting bin lids etc). 5. Avoid touching mouth, nose, or eyes during any tasks - if there is a need to sneeze or cough, do this into the crook of your elbow.	2	8
Contamination of personnel from disease	Use of shared facilities - welfare, offices, vehicles, etc	4	4	16	1. All staff instructed in this Risk Assesment - for controls 2. Adequate cleaning equipment & PPE issued to staff for use during both tasks and cleaning. 3. Shared facilities - staff use to be staggered by management or separate individual use, or social distancing to be achieved. 4. Shared facilities - staff to clean anything they have touched prior to handing over to the next user. 5. Minimum equipment to be used is anti-bacterial soap and water, but ideally disinfectants, sanitisers, disposable cloths / towels, foot operated bins, nitrile gloves. 6. All personnel to wash hands before and after using any communal equipment for a minimum of 20 seconds, using soap and water - methods displayed around the business premises. 7. Facility access to be controlled by local management to prevent unauthorised access cleaning.	2	8
Contamination of personnel from disease	Use of shared offices - meetings, and general office employee	4	4	16	1. Management to assess working from home potential and reduce face to face in offices. 2. Increased use of video conferencing 3. Non-critical meetings to be scheduled for conference video or other 4. If work deems office attendance necessary then the social distancing 2m metre rule to be applied 5. Schedule alternating shift attendance whenever possible and occupy different rooms if possible. 6. Close sharing in offices is prohibited - 2m distancing rule applies. 7. Each user of a workstation to ensure it is thoroughly cleaned prior to use by the next person or at end of shift. 8. Each user to ensure hand washing is performed prior to commencement of shift, and throughout the shift itself - use of nitrile gloves is to be adhered to. 9. No sharing of work stations unless cleaning takes place between uses.	2	8
Contamination of personnel from disease	Interaction with members of the public	4	4	16	1. Placement of signage advising of current restrictions (on Contracting sites but also for maintenance tasks). 2. Avoid public contact if at all possible 3. Advise any member of the public of distancing controls prior to entering into conversation. 4. Do NOT shake hands as this is a recognised method of disease transfer to others	2	8
Maintaining mental health	Due to the restrictions in normal life and the financial problems (real, potential or perceived) caused by the Covid-19 outbreak , employees may be suffering from physical or mental conditions that impact their productivity and or concentration at work	4	4	16	1. Regular two way communication with workforce will be maintained through: WhatsApp Groups , Emails , TBTs , Management Meetings or one on one 2. Reminder on support from HR - Mates in Mind / Wainwright App, etc 3. Employees should inform their supervisor of any issues which may affect their work	1	4
Contamination of personnel from disease	First aid attendance	5	4	20	1. People presenting only with the symptoms should not be treated but arrangements made to remove from site as appropriate 2. If its a minor injury can the the employee can self-administer first aid 3. More serious cases should be treated adhering to normal hygiene guidance (FFP3 mask, nitrile gloves, and apron for closer administering of First Aid 4. When referring to hospital consider current situations and potential delays 5. If the emergency services are required then inform them of our controls upon arrival.	2	8
Contamination of personnel from disease	Additional Risk of using Sub Contractors and Agency Employees , who may not be getting same guidance and whose status is unknown	4	4	16	1. If a visit is required by our supply chain then they are contacted and made aware of our requirements prior to attending site. 2. Where possible site teams will be consistent and any changes managed 3. Supply Chain Risk Assessments will be reviewed prior to them attending site 4. Start of Shift Briefing to remind workforce of government guidance 5. Supervisor and site teams to challenge people that fail to follow the guidance.	2	8
Contamination of personnel from disease	Personnel contracting the disease with other illnesses	4	4	16	1. Notify onsite management of other illness complications as soon as possible - this may result in Shielding by those affected. 2. This would apply until deemed fit to return. 3. Any medication taken for other illnesses will require the person to advise if safe for them to return.	1	4
Contamination of personnel from disease	Personnel spreading the disease, should it be contracted.	4	4	16	1. Any person developing flu-like symptoms to self-isolate for 7 days. 2. Any person with someone in their household developing flu-like symptoms to self-isolate for 14 days - if they develop flu-like symptoms in that time they must self-isolate for a further 7 days from that point. 3. Do NOT attend work - call HR or line Manager to inform.	1	4
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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:	