

Risk Assessment – Covid 19

Company:	ATEC Autotechnic Ltd	Risk Assessment Type:	COVID-19 in the Workplace		
Scope:	The implementation of safety procedures in the workplace due to the outbreak of	Risk Assessment Reference:	JR-COV19	Date:	9 th June 2020

	Probability - PROB		Severity - SEV			
1	Improbable – Unlikely	1	Negligible – remote possibility of harm	1 - 6	=	Low priority
2	Remote – May occur	2	Marginal – first aid injury possible	8 - 12	=	Medium priority
3	Possible – Likely to occur	3	Slightly dangerous – minor injury possible	15 - 25	=	High priority
4	Probable – Very likely to occur	4	Dangerous – major injury			
5	Very probable – very likely to occur soon	5	Very dangerous – could cause death			

Hazard		Risk	Persons affected	PROB	SEV	RPN	Remedial Action	PROB	SEV	RPN	Responsibility By Date	Complete
1	Potential exposure: Spread of COVID-19	Exposure from others due to:	Clients / Customers/ members of the public / staff/ Co-Workers/cleaners/drivers/vulnerable groups/pregnant workers, those with underlying health conditions.	4	5	20 / High	Self-isolation of staff where COVID-19 symptoms present themselves	2	5	10 / Med		

		<p>1) Coming into close contact (within 2 metres for 15 minutes or more) with COVID-19 Infected Persons</p> <p>2) Entering a property/site with a known reported case of COVID-19</p> <p>3) Poor hygiene</p> <p>4) Residual virus on surfaces</p>	Anyone else who physically comes in contact with you in relation to your work or life.			<p>Hygiene controls & additional cleaning/sanitizing</p> <p>Disposable gloves/PPE</p> <p>Hand soap & washing facilities or where not available Anti-bacterial hand-gel</p> <p>Anti-bacterial wipes.</p> <p>Not sharing workstations, equipment or PPE, where this is not possible introducing suitable cleaning processes between users.</p> <p>Risk Assessment to be used in conjunction with task-based risk assessment.</p> <p>Social Distancing</p>					
2	Staff not aware of the need or reason to self-distance	Contract or spread the virus to others	Staff /third persons	3	5	15 / High	Staff should be made aware of the information contained within this risk assessment and the other information provided for their safety. Update information as it is released by HM Government.	2	5	10 / Med	

3	Physical and social distancing	Contract or spread the virus to others	Staff third persons	3	5	15 / High	In the workplace you should follow the guidance on Staying away from others (physical and social distancing). Staff must follow the same principles of physical and social distancing while travelling to and from work and while at work.	1	5	5 / Low		
4	Self-isolation	Contract or spread the virus to others	Staff /third persons	3	5	15 / High	Anyone who either has a temperature of 37.8C or greater or a new persistent cough or is within 14 days of the day when the first member of their household showed symptoms of Coronavirus (COVID-19) should not come to work, but must follow the guidance on self-isolation.	1	5	5 / Low		
5	If someone falls ill	Contract or spread the virus to others	Staff /third persons	3	5	15 / High	<p>If a worker develops a temperature of 37.8C or greater (37.8°c or greater) or a persistent cough while at work, they should:</p> <p>Ensure their manager or supervisor is informed</p> <p>Return home immediately</p> <p>Avoid touching anything</p> <p>Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow.</p> <p>They must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed.</p>	2	5	10 / Med		

							<p>Their work area should ideally be quarantined for 72 hours before thorough cleaning is undertaken, any access routes to the affected workspace should be thoroughly cleaned.</p>					
6	Travelling	Staff travelling together in vehicles or on public transport.	Staff	4	5	20 / High	<p>Keeping 2 metres apart is essential. Sharing vehicles for travel should be avoided.</p>	2	5	10 / Low		
							<p>If a vehicle is used by more than one-person careful cleaning should take place between swapping over. If a vehicle has been used by a person who is later believed to have contracted COVID 19 it should be thoroughly cleaned, preferably after being left for 72 hours.</p>					

7	Moving / contact with goods, materials, work equipment.	Residual virus on surfaces	Staff /third persons	2	5	10	<p>Anyone moving goods or materials should be aware of the possibility that virus may be present on items for a period if an item or surface has been exposed to COVID 19. Where possible items should be manually handled as little as possible and PPE such as disposable gloves may be required to reduce contact. Items that have been handled by a person who is later believed to have contracted COVID 19 should be thoroughly cleaned, preferably after being left for 72 hours. Where face to face working is essential to carry out a task when working within 2 metres: Keep this to 15 minutes or less where possible. Provide additional supervision to monitor and manage compliance. Work equipment should ideally be assigned to individual persons and cleaned regularly. Where work areas or equipment is shared then the area and equipment must be thoroughly cleaned between operator changes.</p>
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8	Working in production areas	Not keeping the two-metre rule whilst working due to the nature of the work	Staff /third persons	3	5	15 / High As much as possible staff must obey the distancing rules, and physical segregation. if this is not always possible then as a last resort, measures such as face masks and disposable PPE should be used. Minimise the frequency and time workers are within 2 metres of each other. Minimise the number of workers involved in these tasks. Workers should work side by side, or facing away from each other, rather than face to face. Regularly clean common touchpoints, doors, buttons, handles, vehicle cabs, tools, equipment etc. Increase ventilation in enclosed spaces Workers should wash their hands before and after using any equipment.	2	5	10 / Med		
9	Using welfare facilities (Kitchen, Canteen area and toilets)	Welfare not cleaned sufficiently, insufficient washing facilities.	Staff /third persons	3	5	15 / High Welfare areas must be clean washing hands before and after using the facilities is essential. Maintain the 2-meter rule as much as possible. Break times will be staggered to reduce the number of persons using the facility at any one time. Do not sit at tables facing each other. Ideally cups, crockery and utensils should be disposable or brought in from home. Food should be ideally prepacked and brought from home to avoid leaving site during the shift.	1	5	5 / Low		

10	Meetings and briefings	Spreading or contracting the virus	Staff /third persons	3	5	15 / High	Avoid meetings and briefings if possible, Using mobile phones, video conference or email. If meetings are required hold them outside or in a well-ventilated location, maintaining the 2-meter social distancing rule	1	5	5 / Low		
11	Becoming ill whilst at work	Spreading the virus, not able to work.	Staff /third persons	4	5	20 / High	If a member of staff becomes ill. Any persons the member of staff has had contact with in the previous 7 days should be informed, and a plan put together to remove the ill person from site to home. This may involve additional PPE and RPE and cleaning the vehicle and any associated work areas or equipment prior to it being used by anyone else.	1	5	8 / Med		
12	Mental Health	Management will promote mental health & wellbeing awareness to staff during COVID-19 and will offer whatever support they can to help	Staff	2	4	8 / Med	https://www.mind.org.uk/information-support/coronavirus/coronavirus-and-your-wellbeing/ Employees are urged to seek advice initially on line should they feel the need to. Alternatively making contact with your family doctor is another avenue for help.	4	4	4 / Low		
13	Behaviours	Contract or spread the virus to others	Staff /third persons	2	5	10 / Med	The measures necessary to minimise the risk of spread of infection rely on everyone in the industry taking responsibility for their actions and behaviours.	1	5	5 / Low		

							There will always be a two way discussion point for situations relating to Covid 19 between all employees on site where any issues can be openly discussed and addressed.					
14	PPE	Contract or spread the virus to others	Staff /third persons	3	5	15 / High	Where it is not possible to maintain a two-metre distance, then PPE should be used. (Gloves and Masks)	2	5	8 / Med		
							Re-usable PPE should be thoroughly cleaned after use and not shared between workers. Hand hygiene is to be applied prior to handing PPE.					
							Single use PPE should be disposed, and double bagged.					
							Items such as major doorways, access control buttons, tower controls, crimping machines etc should be considered high risk. Where possible reduce the number of contacts (e.g can a door be held open – check it is not a fire door first, Where items still have multiple contacts then regular thorough cleaning must be undertaken and staff should wash their hands before and after touching such a point.					

15	Communal equipment	Equipment / touch points regularly used may increase risk of spread	Staff /third persons	4	5	20 / High		3	5	15 / High		
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<p>1. What is Coronavirus?</p>	<p>Coronaviruses are a group of viruses that cause diseases in mammals and birds. In humans, coronaviruses cause respiratory tract infections that are typically mild, such as the common cold, though rarer forms such as SARS, MERS and COVID-19 can be lethal.</p> <p>Coronavirus disease 2019 (COVID-19) is an infectious disease caused by SARS-CoV-2, a virus closely related to the SARS virus. It is primarily spread between people by small droplets from infected individuals when they cough. The coronavirus outbreak has been labelled a global pandemic by the World Health Organization (WHO).</p> <p>How coronavirus is spread</p> <p>Because it's a new illness, it is not known exactly how coronavirus spreads from person to person. Similar viruses are spread in cough droplets. It's very unlikely it can be spread through things like packages or food. There is currently no evidence that you can catch coronavirus from parcels and letters.</p>
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2. What are the symptoms of Coronavirus?

The initial symptoms are like other respiratory illnesses - such as the flu or the common cold

Other symptoms of the coronavirus include.

- a fever
- a dry cough, which can lead to breathing problems.
- shortness of breath
- and general body aches.

Some patients have also reported confusion and fatigue. In severe cases, coronavirus can cause a high fever, kidney failure and pneumonia. Having these symptoms do not necessarily mean you have the illness, as the symptoms are like other illnesses that are much more common, such as cold and flu.

People will be most infectious when they have symptoms, but there have been suggestions some can spread the virus even before they are sick. The early symptoms can easily be confused with other winter bugs including colds and flu.

RIDDOR – reporting Coronavirus (COVID-19)

HSE has issued details of when and how you should report coronavirus incidents under RIDDOR (the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013). You must only make a report under RIDDOR, relating to coronavirus, when:

- an unintended incident at work has led to someone's possible or actual exposure to coronavirus. This must be reported as a dangerous occurrence
- a worker has been diagnosed as having COVID-19 and there is reasonable evidence that it was caused by exposure at work. This must be reported as a case of disease.
- a worker dies as a result of occupational exposure to coronavirus.

[Visit the HSE website for further details](#) on the above, along with examples.

3. Safety before & during works

These are exceptional circumstances and companies must comply with the latest Government advice on Coronavirus (COVID-19) at all times.

These Standard Operating Procedures (SOP) are based on Public Health England (PHE) guidance; other restrictions and advice may apply in Scotland, Wales and Northern Ireland.

EVERYONE has a duty to protect themselves and others by inhibiting the spread of COVID-19 (Coronavirus). Everyone needs to follow the well-published and communicated advice from the Government and Public Health England/ Scotland/ Wales.

EVERYONE MUST follow the stay at home guidance if they have symptoms consistent with the coronavirus infection (e.g. a new persistent cough or temperature of 37.8C or greater) or someone else in their household has symptoms. If you develop symptoms whilst on site, **YOU MUST**

- Return home immediately
- Avoid touching anything
- Cough or sneeze into a tissue and put it in a bin if no tissues are available cough and sneeze into the crook of your elbow.

Coronavirus (COVID-19) What you need to do:

Employers should also remind the workforce and keep them informed at every opportunity of the Site Operating Procedures which are aimed at protecting them, their colleagues, families and the UK population.

- ✓ Adhere to all company guidelines and ensure this is communicated to all employees
- ✓ If an employee feels ill and displays or informs, they are displaying symptoms of COVID 19 to immediately contact line manager and self-isolate (current guidelines are 14 days)
- ✓ A record of staff movements is to be kept so that if they show symptoms their potential contacts can be traced for a minimum of 7 days.

Travel to Work

Wherever possible workers should travel to site alone using their own or company transport.

If workers have no option but to share transport:

- ✓ Journeys should be shared with the same individuals and with the minimum number of people at any one time
- ✓ Wash their hands for 20 seconds using soap & water or hand sanitiser if soap & water are not available before entering and after getting out of vehicle
- ✓ Regularly clean the vehicle using gloves and standard cleaning products, with particular emphasis on handles and other surfaces which may be touched during the journey.
- ✓ Wherever possible maintain a distance of two metres and avoid touching their faces
- ✓ Good ventilation (i.e. keeping the windows open) and facing away from each other may help to reduce the risk of transmission
- ✓ When traveling in the company vehicles, wear disposable gloves

Work Access and Egress Points

- ✓ Stop all non-essential visitors
- ✓ Allow plenty of space between people waiting to enter site
- ✓ Use signage: such as floor markings, to ensure 2 metre distance is maintained between people when queuing reminding workers not to attend if they have symptoms of Coronavirus (COVID-19) and to follow guidelines
- ✓ Require all workers to wash their hands for 20 seconds using soap and water when entering and leaving the site
- ✓ Regularly clean common contact surfaces in reception, office, access control and delivery areas, e.g. screens, telephone handsets and desks, particularly during peak flow times
- ✓ Where loading and offloading arrangements on site will allow it, drivers should remain in their vehicles. Where drivers are required to exit their vehicle, they should wash or sanitise their hands before handling any materials
- ✓ Consider arrangements for monitoring compliance.

Hand Washing

- ✓ Allow regular breaks to wash hands
- ✓ Ensure adequate supplies of soap and fresh water are readily available and kept topped up at all times
- ✓ Provide hand sanitiser (minimum 60% alcohol based) where hand washing facilities are unavailable
- ✓ Regularly clean the hand washing facilities
- ✓ Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.

Toilet Facilities

- ✓ Restrict the number of people using toilet facilities at any one time and use signage, such as floor markings, to ensure 2 metre distance is maintained between people when queuing
 - ✓ Wash or sanitise hands before and after using the facilities
 - ✓ Enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush
- Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.

Canteens and Rest Areas

Where possible, workers should bring their own food. They should also be required to stay on site once they have entered it and avoid using local shops.

- ✓ Break times should be staggered to reduce congestion and contact at all times
- ✓ Drinking water will be provided with enhanced cleaning measures of the tap mechanism introduced but please bring your own drinking vessel.
- ✓ Hand cleaning facilities or hand sanitiser should be available at the entrance to any room where people eat and should be used by workers when entering and leaving the area
- ✓ A distance of 2 metres should be maintained between users, one chair free between each or 2 person persons max per table (not sat opposite each other)
- ✓ All rubbish should be put straight in the bin and not left for someone else to clear up
- ✓ Tables should be cleaned between each use
- ✓ Crockery, eating utensils, cups etc. should not be used unless they are disposable or unless you have brought them in from home for your own personal use

First Aid and Emergency Service Response

The primary responsibility is to preserve life and first aid should be administered if required and until the emergency services attend.

If first aid cover for your business is reduced because of coronavirus or you can't get the first aid training you need, there are some things you can do so that you still comply with the law.

You should review your first aid needs assessment and decide if you can still provide the cover needed for the workers that are present and the activities that they are doing.

- ✓ When planning site activities, the provision of adequate first aid resources must be agreed between the relevant parties on site
- ✓ Emergency plans including contact details should be kept up to date
- ✓ Consideration must also be given to potential delays in emergency services response, due to the current pressure on resources
- ✓ Consider preventing or rescheduling high-risk work or providing additional competent first aid or trauma resources.
- ✓ Keep enough first aid cover; if there are fewer people coming into your workplace it may still be safe to operate with reduced first aid cover. You could also stop higher risk activities

Cleaning

Enhanced cleaning procedures should be in place across the workplace, particularly in communal areas and at touch points including:

- ✓ Taps and washing facilities
- ✓ Toilet flush and seats
- ✓ Door handles and push plates
- ✓ Hand rails on staircases and corridors
- ✓ Machinery and equipment controls
- ✓ All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs and door handles.
- ✓ Telephone equipment
- ✓ Key boards, photocopiers and other office equipment
- ✓ Rubbish collection and storage points should be increased and emptied regularly throughout and at the end of each day.
- ✓ Staff received clear/concise communication / TBT in respect of cleanliness routines consistent with Government guidelines.

Drivers/ deliveries

- ✓ All drivers must have access to welfare facilities in the premises they visit as part of their work.

- ✓ Preventing access to drivers to use welfare facilities when they deliver is against the law, equally it's not the sensible thing to do.
- ✓ Those who already provide reasonable access to toilets and handwashing facilities should continue to do so.
- ✓ With the latest advice for hands to be washed regularly, failure to allow access to welfare facilities may increase the risk of the COVID-19 infection spreading

Current control measures			
	Risk Assessment carried out by	Signature	Date
	J Robinson	<i>J Robinson</i>	09/06/2020
	J Bowman	<i>J Bowman</i>	09/06/2020

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