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| **General Information** | | | |
| **Assessors Name:** |  | **Date of Assessment:** |  |
| **Location:** |  | | |
| **Applicable Areas:** | Entire Premises | | |

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| **Hazards Covered** | |
| Workplace – General  Staff – General  Travel to Work  Driving at Work  Workplace Entrances / Exits  Deliveries and Pick Ups  Working on Client Premises  Homeworking  Close Working – Working in Production Areas / Lines  Plant, Machinery and Work Equipment | PPE / RPE  Personal Hygiene  Welfare Facilities Cleaning, Touch Points  Waste Management  Office Activities / Equipment - Workstations Meetings  Training, Briefings / Toolbox Talks  Emergency Procedures, Fire & Evacuation  First Aid  Mental Health First Aid - Stress and Anxiety |

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| **Additional Safe Systems Of Work Required?** | |
| **Yes / No** Method Statement / Safe Working Procedure(s) |
| *If Yes, specify:* |
| **Notes** | |
| * ***COVID 19 Addendum to Existing Risk Assessments***   ***Any employee presenting with a high fever and new persistent dry cough should not work, but should self-isolate for 7 days from the start of their symptoms***   * **Public Health England has advised that hand sanitisers should have 60% or higher alcohol content to be effective against the COVID-19 virus** * Hygienic gloves should be of the standard EN 455 Class 1 * For further guidance about COVID-19 refer to the NHS and Public Health England websites, and other guidance available - HSE, WHO | |

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| **RESIDUAL RISK LEVEL**  (all specified controls implemented) | **Intolerable**  **Do not proceed** | **HIGH**  **Do not proceed without further controls** | **MEDIUM Proceed – develop further controls** | **LOW**  **Proceed – with existing controls** |
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| **Declaration** | | | |
| Based on this risk assessment, the level of risk has been reduced as far as reasonably practicable (ALARP). | | | |
| **Signature:**  Lead Assessor |  | **Position & date** |  |
| **Signature:**  Senior sign off after all actions completed |  | **Position & date** |  |
| **Due date of next review or major change:** | |  | |

**Guidance**

Hazards are listed in the following table.

The following procedure is adopted when adapting the risk assessment in order to ensure that it is directly applicable to the work undertaken and covers all foreseeable hazards and risks in the workplace:

1. Identify all hazards that do not apply and delete these rows.
2. Identify any additional hazards and add these to the table by inserting a row in the appropriate place.
3. For each hazard identify **Persons at Risk** - delete those parties who are not at risk for the specified hazard
4. Review and revise **Controls Implemented**
5. Add any **Permits**, **CoSHH Assessments** that apply. Add any further controls that are required.
6. Check PPE / RPE requirements, ensuring these are sufficiently specific – e.g. type of RPE
7. Assess the risk with and without control measures in place by selecting a **Risk Level** from the list (delete those not applicable)

– refer to the **Risk Assessment Matrix** for likelihood and severity ratings

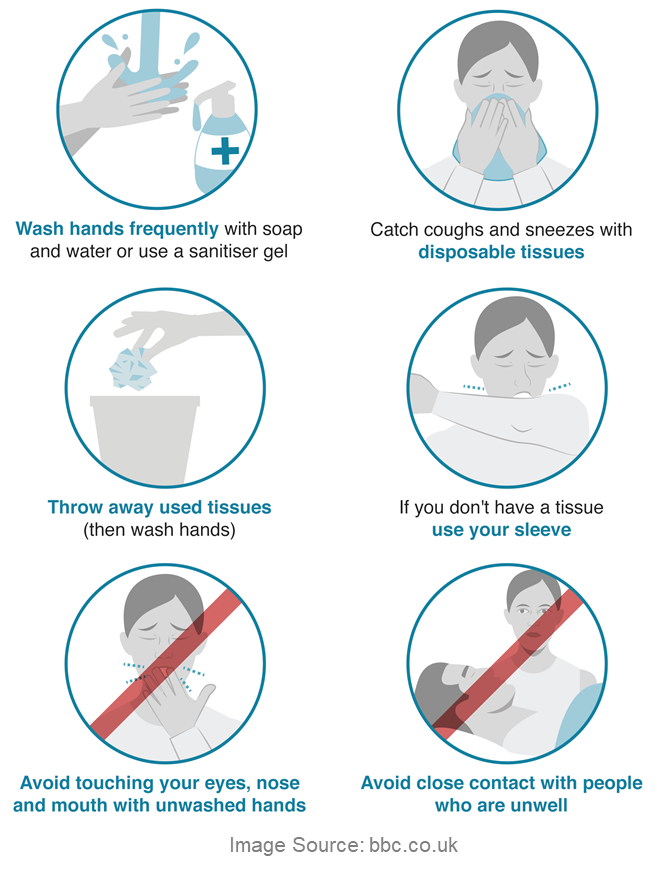
* 1. If the final Risk Level is **Low**, work may proceed, with the application of specified controls.
  2. If the final Risk Level is **Medium**, work may proceed, but additional controls to further reduce risk level should be investigated and applied. These should be specified in the **Action Plan - Additional Controls**.
  3. If the final Risk Level is **High**, work should not proceed until additional controls to further reduce risk level have been identified and applied. These should be specified in the **Action Plan - Additional Controls**.
  4. If the final Risk Level is **Intolerable**, work should not proceed under any circumstances.

1. Sign-off risk assessments
2. Save a copy of this assessment to the [Covid-19 Risk Assessment Library](https://clicsargentonline.sharepoint.com/ffit/healthandsafety/Covid19%20risk%20assessments/Forms/AllItems.aspx)
3. Communicate risk assessments to all staff and obtain signatures to indicate receipt and compliance.

**Risk Assessment Matrix**

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| **Risk Levels –** *use this to determine risk for each hazard i.e. ‘how bad and how likely’* | **Likelihood of Harm** | | | | |
| **Severity of Harm** | **Remote**  *e.g. <1 in 1000 chance* | **Very unlikely**  *e.g. 1 in 200 chance* | **Unlikely**  *e.g. 1 in 50 chance* | **Possible**  *e.g. 1 in 10 chance* | **Likely**  *e.g. >1 in 3 chance* |
| **Negligible** e.g.*small bruise* | **Low** | **Low** | **Low** | **Medium** | **Medium** |
| **Slight** *e.g. small cut, deep bruise* | **Low** | **Low** | **Medium** | **Medium** | **Medium** |
| **Moderate** *e.g. deep cut, torn muscle* | **Low** | **Medium** | **Medium** | **Medium** | **High** |
| **Severe** *e.g. fracture, loss of consciousness, head injury, may lead to more than 7 days off work* | **Medium** | **Medium** | **High** | **High** | **Intolerable** |
| **Very Severe** *e.g. death, permanent disability, may lead to more than 7 days off work* | **Medium** | **Medium** | **High** | **Intolerable** | **Intolerable** |

| **Hazard / Risk Description** | **Persons at Risk** | **Controls Currently Implemented** | **Risk**  **Level** | **Additional Controls to be developed** | **Revised Risk Level** |
| --- | --- | --- | --- | --- | --- |
| **Workplace - General**  Risk of contracting Covid-19 from close contact with others / touching contaminated surfaces | Staff  Sub-contractors  Visitors  General Public  Trespassers  Vulnerable Persons  Other (specify) | **(Paste into ‘additional’ column if not yet in place, delete if not applicable)**  **Management controls**   * Staff numbers reduced   + Vulnerable and extremely vulnerable employees are risk assessed on a case by case basis, including those notified by the NHS e.g. high-risk asthmatic, those with underlying high-risk health conditions. These persons have been instructed to self-isolate and should not come to work until lockdown is over and/or they are advised it is safe to return to the workplace by a medical professional. Working from home remains an option. * Number of staff on site recorded * Risk assessment and safe working procedures established for control of Covid-19 in the workplace. * Task-based assessments of all activities, RAG classed * Risk assessment and safe working procedures regularly reviewed, updated and communicated to staff * Contractors provided with guidance on travel safety and Company Covid-19 measures prior to arrival on the premises * Contractor Covid-19 RAMS reviewed and approved before commencing work on Company premises * Sufficient parking / cycle storage facilities available for additional vehicles on site and additional parking requirements * One-way system (pedestrians / vehicles) set up. Clear signage, directional arrows, passing points. * Advisory posters displayed in visible locations * Lift and MEWP capacities restricted and signed * Workers allocated to 2m work zones * Company shutdown plan/arrangements in place and ready to execute   **Operational controls**   * If unwell with symptoms of Covid-19, do not travel to or enter Company premises * Follow Company risk assessments and safe working procedures at all times. * Adhere to 2m work zones * Use stairs in preference to lifts | Initial:  **Intolerable**  **High**  **Medium**  **Low** | **Control, date in place by, implemented by whom** | Final:  **Intolerable**  **High**  **Medium**  **Low** |
| **Staff - General**  Risk of contracting Covid-19  due to spread between higher and lower risk occupations | Staff  Contractors  Visitors  General Public  Trespassers  Vulnerable Persons  Other (specify) | **Management controls**   * Critical management / roles have been identified and alternate time in the office * Teams of staff (production, warehouse, client facing, delivery drivers, office) are assessed as at high, medium or low risk of contracting the virus. * A system of segregation is implemented to ensure that high and low risk groups do not meet / work together. * Face to face meetings between different teams are minimised and conducted remotely when at all possible. * Teams are kept to a minimum effective number. | Initial:  **Intolerable**  **High**  **Medium**  **Low** | **Control, date in place by, implemented by whom** | Final:  **Intolerable**  **High**  **Medium**  **Low** |
| **Travel to Work**  Risk of contracting Covid-19 from close contact with others / touching contaminated surfaces | Staff  Sub-contractors  Visitors  General Public  Trespassers  Vulnerable Persons  Other (specify) | **Management controls**   * All workers to be informed of new ‘travel to work policy’ prior to returning to work * Provide hand cleaning / vehicle cleaning equipment   **Operational controls**   * Avoid using public transport if possible, especially at peak times (06.00-07.30 & 16.30-17.00) * Adopt alternative means of transport – run, walk, cycle * Travel alone, using own transport where possible. Where vehicle sharing is unavoidable: * minimise numbers in the vehicle * travel with the same persons daily * try to maintain 2m distancing and face away from each other whilst in the vehicle * maintain good ventilation (i.e. keep the windows open) * clean hands before and after travel * Sanitise vehicle after each journey, with emphasis on touch points, including external handles and boot opening | Initial:  **Intolerable**  **High**  **Medium**  **Low** | **Control, date in place by, implemented by whom** | Final:  **Intolerable**  **High**  **Medium**  **Low** |
| **Driving for Work**  Risk of contracting Covid-19 from close contact with others / touching contaminated surfaces | Staff  Sub-contractors  Visitors  General Public  Trespassers  Vulnerable Persons  Other (specify) | **Management controls**   * Staff advised of measures to ensure a safe vehicle, including MOT extensions * Regularly check the Department for Transport website for exemptions to enforcement of drivers' hours * Pool vehicles restricted to single driver use * Drivers are provided with cleaning kits, checklists (including touchpoints) and log to record cleaning. Checks are conducted to ensure cleaning takes place. * Staff are briefed on the measures to minimise risk when making deliveries, including cleaning of vehicle touch points, PDAs, mobile phones, vehicle security. * Arrangements in place for access to welfare facilities for drivers   **Operational controls**   * Clean vehicles and touch points as instructed and keep log * Observe vehicle and goods security measures as set out in Company procedures | Initial:  **Intolerable**  **High**  **Medium**  **Low** | **Control, date in place by, implemented by whom** | Final:  **Intolerable**  **High**  **Medium**  **Low** |
| **Workplace Entrances and Exits**  Risk of contracting Covid-19 from close contact with others / touching contaminated surfaces | Staff  Sub-contractors  Visitors  General Public  Trespassers  Vulnerable Persons  Other (specify) | **Management controls**   * Suspend all non-essential visitors * Authorised visitors arrive at designated times to reduce numbers on site * All visitors are provided with basic induction which explains the Company Covid-19 strategy and rules. * Suspend the use of touch entry systems, unless cleaned between each use * Sufficient number of entrances / exits, all with hand cleaning stations * Change work patterns / shifts to reduce numbers at entry / exit points. Stagger start times * Gloves supplied at point of entry as required * Communal pens banned – staff are signed in and out by an appointed team member / gateman / receptionist * 2m distancing is marked on the floors at entrances / exits to the premises to ensure social distancing remains possible at peak times when queuing. * Clear signs posted – symptoms of Covid-19, do not enter if displaying symptoms, social distancing, hand washing technique * Increase cleaning of common touch points around the premises. * Staff are not permitted to leave the premises to take breaks. Entry and exit from the premises should be at the beginning and end of each shift only. * Ongoing monitoring by the Management to ensure effectiveness of control measures.   **Operational controls**   * Observe 2m social distancing when entering / exiting Company premises * Wash hands for 20 seconds using soap and water (or use hand sanitiser) on entering and leaving Company premises * Remain on Company premises for the duration of the shift - do not leave for breaks, shopping, etc. | Initial:  **Intolerable**  **High**  **Medium**  **Low** | **Control, date in place by, implemented by whom** | Final:  **Intolerable**  **High**  **Medium**  **Low** |
| **Deliveries and Pick-Ups**  Risk of contracting Covid-19 from close contact with others / touching contaminated surfaces | Staff  Sub-contractors  Visitors  General Public  Trespassers  Vulnerable Persons  Other (specify) | **Management controls**   * Payments are made electronically or contactless; handling of cash is minimised. * Where clients visit the premises to procure goods, safe distances are maintained. These are marked on the floor and advised through signage. Numbers are limited in outlets to enable safe distancing to be carried out. * Designated, separate delivery / pick-up points and storage yard established * All delivery companies / suppliers are instructed to contact management prior to delivery to receive instructions. * Management team co-ordinate each delivery to ensure safe unloading can be undertaken whilst maintaining social distancing. * Deliveries offloaded by forklift / mechanical means if possible * Procedure in place for materials transfer around the premises, maintaining social distancing * Deliveries are not signed for; other methods e.g. electronic, are used as confirmation. * All delivery drivers are managed so that they arrive and leave at staggered times. * Hand cleaning station readily accessible * Dedicated storeman assigned to manage deliveries / pick-ups and yard / storage facilities   **Operational controls**   * Third party delivery drivers stay in vehicle cab where possible if delivering to Company premises * Drivers to wash/clean hands when exiting/entering vehicle * Gloves used at all times. * 2m social distancing maintained at all times. * Banding / unbanning and unloading of pallets by one person * Drivers delivering to clients adopt measures to minimise risk, especially when delivering to people who have stated to be in self isolation * Leave deliveries at the front door - do not enter premises or hand the delivery over directly | Initial:  **Intolerable**  **High**  **Medium**  **Low** | **Control, date in place by, implemented by whom** | Final:  **Intolerable**  **High**  **Medium**  **Low** |
| **Working on Client Premises**  Risk of contracting Covid-19  due to spread between higher and lower risk occupations | Staff  Contractors  Visitors  General Public  Trespassers  Vulnerable Persons  Other (specify) | **Management controls**   * Work activities on client premises are assessed as high, medium or low risk of contracting the virus * Additional risk assessments and safe working procedures are implemented for medium and high-risk activities. * Staff are formally trained in these and records maintained. * Risk assessment and safe working procedure in place and communicated to remote workers? Includes arrangements for working in vulnerable persons homes / those self-isolating   **Operational controls**   * Adhere to risk assessment and safe working procedure when working in vulnerable persons homes / those self-isolating | Initial:  **Intolerable**  **High**  **Medium**  **Low** | **Control, date in place by, implemented by whom** | Final:  **Intolerable**  **High**  **Medium**  **Low** |
| **Homeworking**  Risk of low work output  Risk of isolation | Staff  Contractors  Visitors  General Public  Trespassers  Vulnerable Persons  Other (specify) | **Management controls**   * Company guidance on homeworking has been followed. * Roles have been assessed for business criticality. * Management understand which roles can be conducted effectively from home (e.g. admin, sales and accounts). * Homeworking has been implemented where possible. * Regular contact is maintained through phone, email, zoom etc. * All relevant systems are installed on employee computers. * Morning and evening briefings and progress meetings are held.   **Procedures**   * Assess home office facilities to determine suitability e.g. segregated from family, comfortable, relevant equipment present. * Conduct and document self DSE assessment. * Verify sufficient band width to run required systems and software online. * Competent to use required software and systems at home | Initial:  **Intolerable**  **High**  **Medium**  **Low** | **Control, date in place by, implemented by whom** | Final:  **Intolerable**  **High**  **Medium**  **Low** |
| **Close Working Production Areas / Lines**  Risk of contracting Covid-19 from close contact with others / touching contaminated surfaces | Staff  Sub-contractors  Visitors  General Public  Trespassers  Vulnerable Persons  Other (specify) | **Management controls**   * Safety critical activities only carried out   + No work requiring skin to skin contact   + No non-essential physical work that requires close contact between workers where possible * Specific risk assessment carried out and controls applied utilising the hierarchy of control * Safe working procedures in place and communicated to production staff, including additional arrangements for close working if required * Consider alternative methods of work e.g. two MEWPS not one * Close work limited to 15 minutes * Additional PPE / RPE used for duration of close working e.g. face shields, masks, gloves? * Arrange staff to work side by side or back to back rather than face to face * Install screens / partitions to isolate staff * Minimal number of close workers used * Teams / shifts close working kept together and separated from others * All close work subject to an enhanced authorisation process e.g. permit to work and additional supervision   **Operational controls**   * Immediately stop work if this involves unplanned close working and consult management | Initial:  **Intolerable**  **High**  **Medium**  **Low** | **Control, date in place by, implemented by whom** | Final:  **Intolerable**  **High**  **Medium**  **Low** |
| **PPE / RPE**  Risk of contracting Covid-19 from close contact with others / touching contaminated surfaces | Staff  Sub-contractors  Visitors  General Public  Trespassers  Vulnerable Persons  Other (specify) | **Management controls**   * PPE / RPE cleaning station(s) established * Appropriate and compatible PPE / RPE provided for use - additional PPE / RPE does not compromise ability to work safely * All those wearing RPE are face fit tested * Training given in the use and maintenance of PPE / RPE   **Operational controls**   * Wear additional PPE / RPE provided (as identified from task specific risk assessment and CoSHH assessment). * Practice good glove hygiene / discipline * Re-usable PPE / RPE thoroughly cleaned after use and not shared between workers. * Single use PPE / RPE disposed of so that it cannot be reused. | Initial:  **Intolerable**  **High**  **Medium**  **Low** | **Control, date in place by, implemented by whom** | Final:  **Intolerable**  **High**  **Medium**  **Low** |
| **Personal Hygiene**  Risk of contracting Covid-19 from close contact with others / touching contaminated surfaces | Staff  Sub-contractors  Visitors  General Public  Trespassers  Vulnerable Persons  Other (specify) | **Management controls**   * All staff are advised of the correct hygiene practices to follow via induction or toolbox talk. * Staff are given regular breaks to clean hands * Ongoing monitoring by management to ensure social distancing and hygiene measures generally adhered to throughout the premises   **Operational controls**   * Use the sanitiser, soap and water provided in various locations around the site. * Wash hands on entering and leaving communal areas. If hand washing facilities are not available use hand sanitiser especially before eating food. * Avoid touching your face, eyes, mouth until hands have been thoroughly washed. * Do not cough or sneeze into your hands or the atmosphere. Use a tissue or your elbow. Tissues must be disposed of immediately and hands washed thoroughly. * All unnecessary contact is minimised e.g. shaking hands, hugging, group meetings. * RPE should meet a minimum standard - FFP2 rated respirator mask to EN149:2001 (N95) * Any PPE / RPE provided should be worn as stated within the procedure and disposed of or washed correctly | Initial:  **Intolerable**  **High**  **Medium**  **Low** | **Control, date in place by, implemented by whom** | Final:  **Intolerable**  **High**  **Medium**  **Low** |
| **Welfare Facilities**  Risk of contracting Covid-19 from close contact with others / touching contaminated surfaces | Staff  Sub-contractors  Visitors  General Public  Trespassers  Vulnerable Persons  Other (specify) | **Management controls**   * Hand cleaning   + Sufficient hand cleaning stations in place, strategically located, including pop-ups   + Adequate supplies of sanitiser, soap and water are available in various locations around the premises including hygiene stations, welfare facilities, toilets, canteens, changing facilities, entrances / exits, production areas and offices. * Toilets   + Attendant provided to control access   + Numbers using toilets restricted so 2m distancing can be maintained   + Hand washing / sanitising stations provided to allow hand cleaning before and after use of facilities * Food and drink   + Staff advised to bring in a flask and pre-prepared cold meals   + Adequate facilities provided to store food and drink   + Drinking water stations available throughout the workplace - cleaned regularly, enhanced cleaning of tap mechanisms / touch points * Sufficient welfare facilities, including pop-ups, provided for number of persons on the premises * All welfare facilities kept in clean and tidy condition * Where permitted, smoking arrangements will be reviewed to ensure social distancing can be maintained. * Ongoing monitoring by Management to ensure effectiveness of welfare / hygiene arrangements.   **Operational controls**   * Aware of welfare arrangements and additional hygiene requirements. * Strict adherence to the scheduled break times and social distancing (i.e. sit 2m apart in the canteen). * Bring pre-prepared food and a refillable flask / drinking bottle to work if possible * Bring work clothes to change into on entry to site and to change out of on exit * Take home and wash work clothing daily | Initial:  **Intolerable**  **High**  **Medium**  **Low** | **Control, date in place by, implemented by whom** | Final:  **Intolerable**  **High**  **Medium**  **Low** |
| **Cleaning, Touch Points**  Risk of contracting Covid-19 from close contact with others / touching contaminated surfaces | Staff  Sub-contractors  Visitors  General Public  Trespassers  Vulnerable Persons  Other (specify) | **Management controls**   * Premises deep-cleaned before re-opening * Sufficient cleaning stations, including pop-ups, provided for number of persons on site * Adequate number of full-time dedicated cleaners / welfare attendants on site * Cleaning rotas / checklists in place for – toilets, changing facilities, canteens * Rotas up to date and on schedule * Additional cleaning shifts arranged * Communal areas, welfare facilities and offices are regularly cleaned. * Enhanced cleaning procedures are in place for communal and welfare facilities, focusing on touch points including;   + Taps and washing facilities   + Toilet flush and seats   + Food preparation and eating surfaces   + Kettles, refrigerators & microwaves   + Vending machines   + Hot and cold water dispensers   + Payment devices   + Table tops * Enhanced cleaning procedures are in place for common touch points on site, including;   + Door handles and push plates   + Handrails on staircases and corridors   + Lift / hoist / MEWP controls   + Plant and work equipment controls / handles * Enhanced cleaning procedures are in place for offices and workstations, focusing on touch points including;   + Desks   + Telephones   + Keyboards, photocopiers and other office equipment   **Operational controls**   * Clean equipment, tools and re-usable PPE/RPE | Initial:  **Intolerable**  **High**  **Medium**  **Low** | **Control, date in place by, implemented by whom** | Final:  **Intolerable**  **High**  **Medium**  **Low** |
| **Waste Management**  Risk of contracting Covid-19 from close contact with others / touching contaminated surfaces | Staff  Sub-contractors  Visitors  General Public  Trespassers  Vulnerable Persons  Other (specify) | **Management controls**   * Sufficient bins provided in all welfare facilities / communal areas – separate bins for disposable PPE / RPE * Bins are emptied and cleaned regularly * Waste to be double bagged and left for 72 hours prior to removal from site * Additional waste disposal points established on site where required.   **Operational controls**   * All rubbish / food waste put straight into bins provided – not left on tables | Initial:  **Intolerable**  **High**  **Medium**  **Low** | **Control, date in place by, implemented by whom** | Final:  **Intolerable**  **High**  **Medium**  **Low** |
| **Office Activities / Equipment - Workstations**  Risk of contracting Covid-19 from close contact with others / touching contaminated surfaces | Staff  Sub-contractors  Visitors  General Public  Trespassers  Vulnerable Persons  Other (specify) | **Management controls**   * Clearly sign maximum office capacity * Desks arranged so that 2m distance can be maintained. * Clean desk policy in place * Desks and touch points cleaned at the beginning and end of each working day - minimum   **Operational controls**   * Avoid hot desking where possible - if unavoidable clean and sanitise desks when vacated * Maintain desk / workstation clean and uncluttered * Maintain good ventilation – open windows and doors when possible | Initial:  **Intolerable**  **High**  **Medium**  **Low** | **Control, date in place by, implemented by whom** | Final:  **Intolerable**  **High**  **Medium**  **Low** |
| **Meetings**  Risk of contracting Covid-19 from close contact with others / touching contaminated surfaces | Staff  Sub-contractors  Visitors  General Public  Trespassers  Vulnerable Persons  Other (specify) | **Management controls**   * Limit to essential only - keep to minimum and minimum attendees, short duration * Meeting schedules are planned proactively so that employees have access to meeting software and devices when needed.   **Operational controls**   * Maintain safe distances during face to face meetings. * Hold meetings / toolbox talks outdoors if possible * Where possible conduct meeting remotely using Skype, Zoom or similar | Initial:  **Intolerable**  **High**  **Medium**  **Low** | **Control, date in place by, implemented by whom** | Final:  **Intolerable**  **High**  **Medium**  **Low** |
| **Training, Briefings, Toolbox Talks**  Risk of contracting Covid-19 from close contact with others / touching contaminated surfaces | Staff  Sub-contractors  Visitors  General Public  Trespassers  Vulnerable Persons  Other (specify) | **Management controls**   * Company / return to work inductions cover Covid-19 risk assessments and safe working procedures, including social distancing and hygiene measures- all inductions are recorded * Regular safety briefings / toolbox talks undertaken reinforcing Covid-19 procedures and control measures * Safety critical training identified and scheduled * Online training sourced as alternative to face-to-face * Records of attendance kept for all inductions, briefings, TBTs, training sessions * Three month certificate extensions (e.g. MHE) logged with date of extension expiry * RTITB online refresher training undertaken to extend registration * Appropriate facilities provided for training on-site * Enhanced levels of supervision and monitoring in place due to reduced training | Initial:  **Intolerable**  **High**  **Medium**  **Low** | **Control, date in place by, implemented by whom** | Final:  **Intolerable**  **High**  **Medium**  **Low** |
| **Emergency Procedures, Fire & Evacuation**  Risk of contracting Covid-19 from close contact with others / touching contaminated surfacesin the event of a fire / evacuation | Staff  Sub-contractors  Visitors  General Public  Trespassers  Vulnerable Persons  Other (specify) | **Management controls**   * Company specific assessment of emergency plans reviewed and updated regularly. * Procedures in place in event of worker falling ill / showing severe symptoms * RIDDOR reporting requirements for work-related Covid-19 exposure, diagnosis, fatality understood * Management team keep staff up to date with changes to emergency evacuation procedures through briefings and toolbox talks. * Minimise the number of people on the premises. * Restrict high risk fire activities e.g. hot works * Planned fire evacuations suspended until further notice. * Muster point identified so that 2m social distancing can be maintained. Additional muster points may be required to achieve social distancing * Rescue plans in place for suspension from harness incidents   **Operational controls**   * Maintain good housekeeping in the workplace. * Follow all emergency procedures. * Obtain a PTW for all hot works. | Initial:  **Intolerable**  **High**  **Medium**  **Low** | **Control, date in place by, implemented by whom** | Final:  **Intolerable**  **High**  **Medium**  **Low** |
| **First Aid**  Additional hazard of contracting Covid-19 through administering first aid | Staff  Sub-contractors  Visitors  General Public  Trespassers  Vulnerable Persons  Other (specify) | **Management controls**   * Company specific assessment of first aid requirements and emergency plans reviewed and updated regularly, giving consideration to the current pressure on resources and potential delays in emergency services response. * Consider preventing or rescheduling high-risk work or providing additional competent first aid resources. * Appropriate number of trained first aiders available at all times * Contact names and numbers of first aiders prominently displayed throughout the premises / communicated to staff * Adequate first aid facilities provided and maintained in accordance with assessment * Three month FAW / EFAW certificate extensions logged with date of extension expiry * Additional training given to first aiders where required on revised first aid practices. * First aiders aware of changes to procedures and PPE / RPE requirements, potential delayed response * Extra PPE/ RPE available if a first aider has to treat a potential Covid-19 sufferer i.e. RPE, gloves, disposable overall and visor. * Plentiful supply of PPE / RPE available to First Aiders * Accident emergency plan documented and communicated to all staff. * No mouth to mouth resuscitation employed. CPR only   **Operational controls**   * Follow all revised first aid procedures * Wear hygienic gloves and face mask at all times when delivering first aid. * If you have mild symptoms (e.g. cough or mild fever) at work, inform your manager and return home to self-isolate - avoid touching surfaces whilst you leave and avoid using public transport. * If you have serious / incapacitating symptoms remain in a safe area until emergency services arrive – use PPE / RPE provided. * Deep clean all areas where an ill person has been working. | Initial:  **Intolerable**  **High**  **Medium**  **Low** | **Control, date in place by, implemented by whom** | Final:  **Intolerable**  **High**  **Medium**  **Low** |
| **Mental Health First Aid -Stress and Anxiety**  Risk of developing stress and anxiety due the Covid-19 situation | Staff  Sub-contractors  Visitors  General Public  Trespassers  Vulnerable Persons  Other (specify) | **Management controls**   * Regular briefings of the company situation are given to all employees, minimum weekly, e.g. company measures, changes to procedures, update on contracts, etc. * Clear procedures are in place for those employees that are exhibiting elevated signs of stress and anxiety. * Mental health first aiders are in place. * Mental Health Awareness training is provided to staff. * Mental health awareness posters are displayed in suitable locations. * Management hold regular meetings with their reports and are vigilant regarding stress in the workplace.   **Operational controls**   * Inform management if you begin to feel anxious / stressed * Watch out for signs of stress / anxiety in work colleagues | Initial:  **Intolerable**  **High**  **Medium**  **Low** | **Control, date in place by, implemented by whom** | Final:  **Intolerable**  **High**  **Medium**  **Low** |



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| **PROCEDURE** | | | |
| The following is a record of all personnel who have been provided with a copy of this risk assessment, including any associated method statements and permits to work.  Due to social distancing and hygiene measures in place, personnel are not required to sign to confirm receipt of this risk assessment. The person completing this form does this on their behalf.  As part of the communication process, personnel are made aware of their responsibility for:   * Following appropriate safe systems of work when conducting the work activity for which this risk assessment has been produced; * Making proper use of equipment in accordance with training and instructions; * Cooperating with the Company on health and safety matters; * Informing Line Management about any serious danger or health and safety shortcomings; and * Taking care to ensure their activities do not put others at risk. | | | |
| **Name** | **Job / Position** | **Receipt Confirmed by** | **Date** |
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