



Risk Assessment

Risk Area	Site & Installations - COVID-19 Controls
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Assessment No	COVID-19 No. 3	Date	19/05/2020
Revision	1	Review By	31/07/2020

Assessor	PH
Manager/Supervisor	NP
Approver	BB

	Hazard	Who might be harmed & how	Current Controls	Likelihood	Severity	Risk Rating	Further action required	Action by	Action date	Completed Date
1	Lack of Social Distancing	All personnel - Spread of virus	Maintaining a Social Distancing of $\geq 2m$ wherever possible. Minimising activity time. Use of screens/ barriers where possible to separate personnel working in close proximity, especially when face to face contact cannot be avoided. Reducing the number of personnel that each person comes into contact with.	3	2	6	Maintain monitoring of Social Distancing.	Site Supervisor	18/05/2020	
2	Coming to & leaving Cullum Heanor	All personnel - Spread of virus	Wherever possible workers should travel alone using their own transport, avoiding public transport. Provide additional wash facilities &/or hand sanitiser throughout the business & at entry/exit points. Utilisation of floor markings & one-way flow at entry/exit points. Additional cleaning of the clocking in/out station.	2	2	4	None	N/A	N/A	N/A
3	Work related travel to site	All personnel - Spread of virus	Wherever possible workers should travel to site alone using their own transport, avoiding public transport. No passenger policy in company vehicles, unless in agreed consistent working pairs. Minimisation of non-essential travel, utilisation of remote options where possible. Implementation of cleaning procedures for shared vehicles after each use. Ensurance that overnight accommodation meets social distancing guidelines when personnel are required to stay away from their home overnight, including formally logging the stay for each person.	2	1	2	None	N/A	N/A	N/A

4	Movement around the site work area	All personnel - Spread of virus	<p>Reducing movement through discouragement of non-essential trips. Reduction of job & equipment rotation. Maintaining a Social Distancing of $\geq 2\text{m}$ wherever possible when moving around the site. Utilise one-way walk flows, especially at entry/exit points. Observance of customer site prohibition areas. Propping open all doors (except fire doors) to minimise personnel contact.</p>	2	2	4	None	N/A	N/A	N/A
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5	Workplaces & workstations	All personnel - Spread of virus	<p>Review of workplace & workstation layouts to achieve social distancing controls.</p> <p>Utilisation of floor markings & one-way flow on walkways.</p> <p>Use of screens/barriers to separate personnel working in close proximity.</p> <p>Where necessary, utilisation of consistent pairing system for personnel who need to work in close proximity.</p> <p>Implementation of additional cleaning activities for shared equipment (i.e. cranes, tools etc).</p>	2	2	4	None	N/A	N/A	N/A
6	Meetings	All personnel - Spread of virus	<p>Utilisation of remote meetings, e.g. MS Teams where possible.</p> <p>Maintaining social distancing controls when personnel attendance cannot be avoided.</p> <p>Avoidance of virus transmission risks through sharing or passing of objects.</p> <p>Providing hand sanitiser at meeting locations.</p> <p>Holding meetings outdoors or in well ventilated rooms when remote meetings are not possible.</p>	2	1	2	None	N/A	N/A	N/A
7	Common areas	All personnel - Spread of virus	<p>Implementation of staggered break times.</p> <p>Utilisation of additional break areas, including outside areas.</p> <p>Maintain social distancing during breaks & reduce face to face interactions.</p> <p>Encourage personnel staff to stay onsite during working hours.</p> <p>Utilisation of floor markings & one-way flow at entry/exit points to support personnel to maintain social distancing.</p> <p>Implementation of cleaning routines between staggered use of the break areas.</p>	2	2	4	None	N/A	N/A	N/A
8	Accidents, security & other incidents	All personnel - Spread of virus in an emergency situation	<p>Maintain emergency procedures & social distancing where it is safe to do so.</p> <p>Where social distancing would result in an unsafe situation during an emergency event, social distancing controls do not need to be adhered to.</p> <p>Review bespoke sanitation measures following an emergency event & implement immediately after the event, including washing of hands.</p>	1	4	4	None	N/A	N/A	N/A

9	Managing subcontractors	All personnel - Spread of virus	Encourage remote interactions where possible. Determine if the visit is essential & if actions can be taken to reduce personnel interaction. Provide clear guidance on social distancing & hygiene controls to all subcontractors. Establish workplace hosts for all subcontractors to ensure that social distancing & hygiene controls are adhere to. Reducing congestion at entry/exit points. Providing wash facilities &/or hand sanitiser throughout the business & at entry/exit points. Utilisation of one-way flow at entry/exit points.	2	1	2	None	N/A	N/A	N/A
10	Cleaning the site workplace	All personnel - Spread of virus	Implementation of additional cleaning routines for work areas, break areas & frequently touched objects. Ensuring adequate disposal arrangements are in place for used cleaning materials. Refer to the governments specific cleaning guidance if cleaning is required following a known or suspected case of COVID-19.	3	1	3	None	N/A	N/A	N/A
11	Hygiene - Handwashing, Sanitation Facilities & Toilets	All personnel - Spread of virus	Utilisation of signage for awareness of good handwashing techniques & COVID-19 virus controls. Implement regular reminders & signage to remind personnel to maintain hygiene standards. Providing additional wash facilities &/or hand sanitiser in multiple locations. Implementation of clear use & cleaning guidance for toilets to ensure they are kept clean & social distancing is achieved as much as possible. Implementation of enhanced cleaning in busy areas. Provision of increased waste facilities & rubbish collection. Utilisation of paper towels as an alternative to hand dryers in handwashing facilities.	3	1	3	None	N/A	N/A	N/A

12	Changing rooms & showers	All personnel - Spread of virus	Implementation of clear use & cleaning guidance for changing rooms & showers to ensure they are kept clean & social distancing is achieved as much as possible. Implementation of enhanced cleaning regularly throughout the day & at the end of the day.	3	1	3	None	N/A	N/A	N/A
13	Handling goods, merchandise & other materials, & onsite vehicles	All personnel - Spread of virus	Implementation of cleaning procedures for shared equipment after each use (i.e. fork trucks, pallet trucks etc). Encouragement of increased handwashing & providing additional wash facilities &/or hand sanitiser in for personnel handling goods or merchandise. Regular cleaning of company vehicles the personnel take home. Regular cleaning of reusable delivery/storage boxes/cages.	3	1	3	None	N/A	N/A	N/A
14	PPE & face coverings	All personnel - Spread of virus	Implementation of additional PPE (face masks & screening) where social distancing cannot be maintained or where face to face/enclosed space working is necessary. Utilisation of wearing surgical gloves for personnel who need to share equipment. Ensuring personnel awareness of additional PPE requirements where necessary.	2	2	4	None	N/A	N/A	N/A
15	Shift patterns & working groups	All personnel - Spread of virus	Utilisation of consistent teams/shifts for personnel who need to work in close proximity & where contact is unavoidable. Implementation of drop-off points & transfer zones where possible.	1	2	2	None	N/A	N/A	N/A
16	Communications & training - Returning to work	All personnel - Spread of virus	Providing clear & regular communication on COVID-19 requirements & controls. Engagement of employees to engage in & support any required working arrangement changes. Implementation of COVID-19 communications & training materials for personnel returning to work/site.	1	2	2	None	N/A	N/A	N/A

17	Communications & training - Ongoing communications & signage	All personnel - Spread of virus	Provide ongoing engagement with employees to monitor & understand any unforeseen impacts of changes to working environments. Implement regular contact with all employees as part of Mental Health awareness activities. Ensure communication is in simple & clear messaging to explain the guidelines utilising images & clear language to avoid confusion & limit the need for face to face communications. Include communications on expected requirements & controls to suppliers, customers & trade bodies to ensure compliance across all interactions.	1	2	2	None	N/A	N/A	N/A
18	Inbound & outbound site goods	All personnel - Spread of virus	Implementation of pick-up & drop-off collection points, procedures, signage & marking. Minimising any unnecessary personnel contact i.e. contactless deliveries. Consolidate orders to reduce the number of incoming & outgoing deliveries. Utilise single person loading/unloading to avoid multi-person contact. Where necessary, maintain working pairs for goods loading/unloading which cannot be achieved by one person. Provide hand sanitiser at Stores & Factory entry/exit points. Encourage drivers to stay in their vehicles where safe to do so.	3	1	3	None	N/A	N/A	N/A
19	Vulnerability of personnel	All vulnerable personnel - Increased susceptibility to the virus	All personnel returning to work have been assessed to ensure that they are not at an increased risk to the virus, due to their health & age. In accordance with the Cullum COVID-19 Protocol & government guidance.	2	1	2	None	N/A	N/A	N/A
20	Infected persons at work	All personnel - Spread of virus	All personnel showing symptoms, or may believe they have the virus, must notify HR, leave the workplace and self isolate. In accordance with the Cullum COVID-19 Protocol & government guidance.	2	2	4	None	N/A	N/A	N/A

