

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
<p>Consider: premises work, equipment, specific tasks etc.</p>	<p>People at risk</p>	<p>Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.</p>	<p>EXISTING/ PROPOSED 'E' or 'P'</p>	<p>Possible Outcome</p> <p>Negligible, Minor, Moderate, Major, Fatality</p>	<p>Likelihood</p> <p>Very unlikely, Unlikely, Possible, Likely, Very Likely</p>	<p>Risk rating: High Medium Low</p>	<p>Proposed Timescale</p>	<p>Action Completed. Date and initial.</p>
<p>Employee Safety –</p>								
<p>Psychological well being</p>	<p>Staff</p>	<p>Regular communication is in place (individual and group) to ensure staff are not ill-informed about returning to work safely.</p>	<p>E</p>	<p>Minor</p>	<p>Unlikely</p>	<p>Low</p>	<p>Ongoing</p>	
		<p>New workplace/controls put in place to reduce risk of exposure to COVID-19 are documented in procedures and policies and disseminated to employees through line managers and HR.</p>	<p>P</p>	<p>Minor</p>	<p>Unlikely</p>	<p>Low</p>	<p>07/06/2020</p>	
		<p>Line managers are aware of how big changes to working arrangements may cause additional work-related stress and affect their employees' mental health and wellbeing.</p>	<p>P</p>	<p>Minor</p>	<p>Unlikely</p>	<p>Low</p>	<p>07/06/2020</p>	
		<p>Managers hold regular informal discussions with their team and look at ways to reduce causes of stress.</p>	<p>E</p>	<p>Minor</p>	<p>Unlikely</p>	<p>Low</p>	<p>Ongoing</p>	
		<p>Concerns on workload issues or support needs are escalated to line manager.</p>	<p>E</p>	<p>Minor</p>	<p>Unlikely</p>	<p>Low</p>	<p>Ongoing</p>	
		<p>Managers are trained to recognise signs and symptoms that a person is working beyond their capacity to cope and deal sensitively with employees experiencing problems outside of work.</p>	<p>E</p>	<p>Minor</p>	<p>Unlikely</p>	<p>Low</p>	<p>Ongoing</p>	
		<p>Staff who are in vulnerable groups themselves or caring for others are encouraged to contact their line manager to discuss their support needs</p>	<p>E</p>	<p>Minor</p>	<p>Unlikely</p>	<p>Low</p>	<p>Ongoing</p>	

Virus transmission in the workplace	Staff, visitors, contractors	Undertake a review of your stress risk assessment to reflect new working arrangements. Where you have made significant adjustments to employee's working practices, a review must be undertaken.	P	Minor	Unlikely	Low	07/06/2020
		Employees are made aware of supportive mechanisms available to them (e.g. counselling, occupational health, HR, etc) through line managers.	P	Minor	Unlikely	Low	07/06/2020
		Specific individual worker risk assessment been undertaken for those who have a self-declared health condition which could increase their risk profile.	P	Minor	Unlikely	Low	07/06/2020
		An inspection checklist has been undertaken to identify the control measures to consider reducing the risk of workplace infections and as part of a proactive monitoring regime and checking that preventative and protective control measures are implemented in line with current health and safety general duties.	P	Minor	Unlikely	Low	07/06/2020
		Staff are requested to work remotely where possible and for the foreseeable future (provided it does not interfere with workload commitments).	P	Minor	Unlikely	Low	07/06/2020
		A tracking system/Info Exchange reporting tool is utilised to keep track of when staff can return to work after the symptom free period.	P	Minor	Unlikely	Low	07/06/2020
		Training arrangements have been developed including refresher sessions to ensure staff have been trained before returning to work on any new procedures.	E	Minor	Unlikely	Low	Ongoing
		Work has been arranged so that staff are able to maintain the government guidelines for social distancing based on our industry (The latest Guidance on these measure can be found by clicking the following link Social Distancing Guidelines).	P	Minor	Unlikely	Low	07/06/2020
		Staff activities are segregated to promote 2 metres distance.	P	Minor	Unlikely	Low	07/06/2020
		Staff face to face contact has been limited with each other to 15 minutes or less.	P	Minor	Unlikely	Low	07/06/2020
		A one-way flow system is implemented and visual aids, such as floor strips, signage are used for maintaining two metres distance.	P	Minor	Unlikely	Low	07/06/2020
		Employees are educated on preventative care.	P	Minor	Unlikely	Low	07/06/2020
		Hygiene guidance is given such as avoiding touching eyes, nose, mouth and unwashed hands, cover your cough or sneeze with a tissue, and throw it away in a bin and wash your hands.	P	Minor	Unlikely	Low	07/06/2020

Staff informed not to wear neck ties and scarves due to the risk of transmitting the virus when working in close proximity to colleagues.	P	Minor	Unlikely	Low	07/06/2020
Posters are displayed that encourage staying home when sick, cough and sneeze etiquette.	P	Minor	Unlikely	Low	07/06/2020
Alcohol hand gel has been placed at the entrance to the workplace and in other areas where they will be seen.	P	Minor	Unlikely	Low	07/06/2020
Staff have been instructed to clean their hands frequently, to wash their hands with soap and water for at least 20 seconds followed by the use of an alcohol-based hand sanitiser that contains at least 60-95% alcohol.	P	Minor	Unlikely	Low	07/06/2020
Soap and water and alcohol-based hand rubs are provided in the workplace and adequate supplies are maintained.	P	Minor	Unlikely	Low	07/06/2020
Social distancing while at work is maintained by continuing to limit social interactions by staggering start/finish times and lunchtime.	P	Minor	Unlikely	Low	07/06/2020
Staff bring their own provisions in for lunch.	E	Minor	Unlikely	Low	Ongoing
The canteen is only to be used to provide seating, with staggered entry to maintain social distancing rules.	E	Minor	Unlikely	Low	Ongoing
Social gathering amongst employees have been discouraged whilst at work.	P	Minor	Unlikely	Low	07/06/2020
Staff requested to keep in touch through remote technology such as phone, internet and social media.	P	Minor	Unlikely	Low	07/06/2020
Staff have been separated into teams to reduce contact between employees.	P	Minor	Unlikely	Low	07/06/2020
Desks are arranged to maintain a minimum of 2 metres from each other, with employee's facing in opposite directions.	P	Minor	Unlikely	Low	07/06/2020
PPE is considered for work processes where close contact is required.	NA				
Adequate training has been made on what PPE is required (i.e. gloves, masks, aprons, Filtering Face Pieces (P3), goggles, the correct donning/doffing of PPE and face fit testing.	NA				
PHE quick guides for correct donning and doffing of PPE for non-AGPs_ as well as for AGPs_19 has been utilised for examples in best practice for putting on and taking off (donning and doffing).	NA				

		The government's e.g. Public Health England / Devolved Agencies response page is monitored regularly for latest details on guidance and advice.	P	Minor	Unlikely	Low	Ongoing
		Advice is shared with staff members and staff have been fully briefed and kept up to date with current advice on staying protected through the company lines of communications (i.e. line managers, HR) and shared with staff.	P	Minor	Unlikely	Low	Ongoing
		Business related travel is reduced	NA				
		All non-essential meetings have been changed to digital consultations with essential face to face meetings following government social distancing guidelines.	P	Minor	Unlikely	Low	Ongoing
		Staff discouraged from hand shaking and general close personal greetings	P	Minor	Unlikely	Low	Ongoing
		Employees are made aware of the impact of COVID-19 on their job/change of working environment.	P	Minor	Unlikely	Low	Ongoing
		Request that companies who regularly attend our premises or those we work alongside us to provide their health and safety policy/arrangements / or RAMS (risk assessment and method statement) regarding COVID-19.	NA				
		Work with our supply chain to ensure that they're adopting good practices to prevent the spread of COVID-19 to discuss arrangements and control measures.	NA				
Someone entering the workplace with COVID-19	Staff, visitors, contractors	Staff are made aware of COVID-19 symptoms via training sessions and visual aids such as posters in key locations, screensavers	P	Minor	Unlikely	Low	07/06/2020
		Anybody visiting site will be informed that they are not to enter if they're experiencing COVID-19 symptoms and will be advised to self-isolate in line with government recommendations	P	Minor	Unlikely	Low	07/06/2020
		Staff will be informed to self-isolate if they have a person living in the same household or if they've been in contact with someone displaying COVID-19 symptoms	P	Minor	Unlikely	Low	07/06/2020
Someone entering the workplace with COVID-19	Staff, visitors, contractors						
Travelling to work	Staff, visitors, contractors	Sufficient parking restrictions to maintain social distancing measures in place.	E	Minor	Unlikely	Low	Ongoing

		Workers will be instructed to use their own transport for work activities.	NA					
		Workers told to avoid public transport where applicable and using alternatives e.g. cycling, walking to work etc	P	Minor	Unlikely	Low	07/06/2020	
Driving at work	Staff, Contractors	Staff roles that are required to car share are considered and whether this could continue.	NA					
Entry and exit to building	Staff, visitors, contractors	Entry and exits to the building/site are limited to the minimum number of points required.	E	Minor	Unlikely	Low	Ongoing	
		Access and exit from a building involving signing in/out at reception digitally managed, any touchscreen technology avoided.	E	Minor	Unlikely	Low	Ongoing	
		Access to the building/site been restricted to visitors and contractors etc.	E	Minor	Unlikely	Low	Ongoing	
		Visitors confined to strictly defined areas and unnecessary movements around the building avoided.	E	Minor	Unlikely	Low	Ongoing	
		Hand sanitiser pump action containers are available in every work area and on main travel routes through the building/site including access and egress areas	P	Minor	Unlikely	Low	07/06/2020	
		Advisory hand washing signage displayed throughout the building/site, especially at entrances and exits and were people congregate.	P	Minor	Unlikely	Low	07/06/2020	
		Signs displayed reviewed and replaced as necessary.	P	Minor	Unlikely	Low	07/06/2020	
Cleaning and hygiene measures								
Environmental Cleaning	Staff, visitors, contractors	A deep clean of the property / site before returning is performed if required.	P	Minor	Unlikely	Low	07/06/2020	
Cleaning Frequency	Staff, visitors, contractors	If practicable a daily steam cleaning procedure for washrooms is undertaken.	NA					

Commonly touched surfaces	Staff, visitors, contractors	All hand contact points cleaned on a frequent basis throughout the day including, door handles, light switches, furniture, handrails, IT equipment, desks, phones, flush plates, taps, dispensers, toilets, canteen / food preparation areas.	P	Minor	Unlikely	Low	07/06/2020
		Where practical, curtains and blinds are removed to minimise the areas where viruses can be difficult or time consuming to remove.	NA				
		Blinds be kept opened and locked if they cannot be removed.	P	Minor	Unlikely	Low	07/06/2020
		Rugs and mats are removed where safe to do so to make cleaning and disinfection of floors easier.	NA				
		Appropriate cleaning products are used during daily preventative clean regime.	P	Minor	Unlikely	Low	07/06/2020
		Staff avoid touching common pieces of equipment such as printers/scanners/faxes and use only dedicated work equipment on the workstations.	P	Minor	Unlikely	Low	07/06/2020
		Any use of common work equipment is restricted and managed.	P	Minor	Unlikely	Low	07/06/2020
Use of cleaning products	Staff, Contractors	Persons undertaking the cleaning been instructed with clear safe usage instructions.	P	Minor	Unlikely	Low	07/06/2020
		The relevant Safety Data Sheet and COSHH assessment is provided for the substances in use	E	Minor	Unlikely	Low	Ongoing
		Correct PPE is provided for the use of cleaning materials	E	Minor	Unlikely	Low	Ongoing
Housekeeping	Staff, Contractors	Appropriate cleaning products are provided, so that staff can frequently clean their work stations during the day.	E	Minor	Unlikely	Low	Ongoing
		Staff provided with waste bins lined with a plastic bag so that they can be emptied without contacting the contents.	E	Minor	Unlikely	Low	Ongoing

		Staff are instructed that the emptying of bins and wastepaper baskets should be followed by hand washing.	E	Minor	Unlikely	Low	Ongoing
Fire Safety Systems / Emergency Lighting - Responsible person has carried out checks on your							
Fire, heat, burns, smoke inhalation	Staff, visitors, contractors	Responsible person has carried out checks on your building in the following areas:					
		Emergency lighting suitable, sufficient and maintained.	E	Minor	Unlikely	Low	Ongoing
		Suitable number fire extinguishers available in required locations.	E	Minor	Unlikely	Low	Ongoing
		Fire hoses available and operational (If installed).	NA				
		The sprinkler system including head's maintained (if fitted).	E	Minor	Unlikely	Low	Ongoing
		Dry / wet risers inspected and maintained (if installed).	NA				
		Fire blankets available in required location.	E	Minor	Unlikely	Low	Ongoing
		Fire alarm and detection system for the building tested, inspected and maintained.	E	Minor	Unlikely	Low	Ongoing
		Means of escape clear.	E	Minor	Unlikely	Low	Ongoing
		Fire doors provided and maintained in good working order.	E	Minor	Unlikely	Low	Ongoing
		Building has suitable lightening conductors / protection.	E	Minor	Unlikely	Low	Ongoing
		The fire risk assessment suitable & sufficient / current.	E	Minor	Unlikely	Low	Ongoing

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Ventilation / Humidity / Lighting & Heating Responsible person has carried out checks on your building in the below areas.

Temperature/ Humidity	Staff, visitors, contractors	Workplace temperatures are not too hot or too cold (at least 17 degrees Celsius). Measures can be taken to control temperature extremes and/or humidity levels such as through computerised EHAV system.	E NA	Minor	Unlikely	Low	Ongoing
Ventilation	Staff, visitors, contractors	Natural ventilation is available in the workplace, e.g. windows or open doorways. If natural ventilation is insufficient, ventilators, fans or air conditioners provided to ensure a consistent flow of fresh air. Air exchange rate of the air handling system meet standard requirements for the occupants in the building. Ventilation systems have been adequately maintained and serviced.	E NA NA NA	Minor	Unlikely	Low	Ongoing

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Gas Installations - Responsible person has carried out checks on your building in the below areas.

Gas Installations	Staff, visitors, contractors	Gas installations e.g. boilers been inspected, tested and maintained at required frequencies. Adequate ventilation available next to gas installations.	E E	Minor Minor	Unlikely Unlikely	Low Low	Ongoing Ongoing
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	Carbon monoxide detection available next to gas installations and in operation.	E	Minor	Unlikely	Low	Ongoing
	Gas isolation control switches available and clearly identified.	E	Minor	Unlikely	Low	Ongoing
	Supplier's emergency contact number clearly displayed, un-obscured and legible.	E	Minor	Unlikely	Low	Ongoing
	Gas cylinders being used safely (if used).	NA				

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Legionella/Water Systems/Hygiene - Responsible person has carried out checks on your building in the below areas.

Water outlets Legionella	Staff, visitors, contractors	Tanks, taps and shower outlets inspected and maintained. Suitable controls in place to reduce the risk of legionnaires disease. Showers been run at maximum temperature for 5mins to eliminate standing water and eradicate legionella bacteria.	NA NA NA				
Drinking water	Staff, visitors, contractors	Drinking water facilities safe for use i.e. provided at refreshing temperatures (not warm). Drinking water should ideally be "live" from the potable water main or from storage that is properly designed, sealed from ingress of dirt, vermin etc. and with good circulation.	E E	Minor Minor	Unlikely Unlikely	Low Low	Ongoing Ongoing

Action Completed Date/Initial

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Routine Inspections e.g. Local Exhaust Ventilation, Lifting Equipment and								
Statutory Inspections	Staff, visitors, contractors	Responsible person has carried out checks on your building in the following areas: Thorough examination, inspection, test and maintenance certificate and logs available and up-to-date for the premises, plant and equipment e.g. Local Exhaust Ventilation, Lifting Equipment and Pressure Systems.	NA					
Lift Statutory Inspections	Staff, visitors, contractors	The thorough examination, inspection, testing and maintenance records for the lifts in date.	NA					
Plant and Equipment		There is a planned preventative maintenance schedule and inventory available for key items of plant and equipment and are up-to-date	NA					
	Staff, visitors, contractors	All fixed guards on machinery in place, secure and well maintained.	NA					
		The safety devices and controls e.g. emergency stops, light guards etc been checked to ensure safe operation.	NA					
		Defective equipment been taken out of service awaiting repair.	NA					

		Enough space is available for personnel to undertake their tasks safely and comfortably.	NA					
		Personnel have the appropriate competences and/or trained to use machines/work equipment.	NA					
	Staff, visitors, contractors							
Signed:	R Knowles	Assessment Date:	Further action required:	Action Review Date(s):				
Name:	Rebecca Knowles	08/06/2020	No	Next Review Date: 22/06/2020				