

**GENERAL RISK ASSESSMENT**

Reference Number: Site 001



Frequency	Likelihood	Severity	Personnel	Department:		Assessor:		Date of Assessment: 26/03/2020								
				ALL SITE		A LACEY/D MORLEY		Reviewed: 07/07/2020								
				Job/Task:		Highest Rated Current Risk Score:		New guidance from								
				COVID 19		28		Review Date: government								
Hazards Present		Observation/Assessment / Current Control Measures	Current Risk Score					Who Might Be Harmed? Operative/Others in area/Visitors to site	What further action is required?	By Who	By When	Final Risk Score				
			F	L	S	P	R					F	L	S	P	R
SPREAD OF COVID 19 - entering and exiting the building (Works) and clocking in		Significant majority wear gloves. Employees instructed to wash hands as per guidelines at the start and end of shift prior to leaving. Instructions give out to all staff. Distancing markers have been installed at clock machines. Where possible the need to clock has been removed. Where possible start times/finish times staggered. Regular audits taking place to ensure compliance. Signage added to areas	3	1	4	3	28	Employees, Visitors, Contractors	To put sign up by the clock to remind employees of the good practice measures. Update the employee guidance and train out to all. Implement temperature checks at the start of shift	Managers/HSE Manager	Complete					
SPREAD OF COVID 19 - entering and exiting the building (Offices)		Employees instructed to wash hands on a regular basis. Handles & touch points cleaned on a regular basis. One way system introduced. Covid instruction given out. Regular audits taking place to ensure compliance	3	1	4	3	28	Employees,	To put sign up by the clock to remind employees of the good practice measures. Update the employee guidance and train out to all. Implement temperature checks	Managers/HSE Manager	Complete					
SPREAD OF COVID 19 - Use of toilet facilities		For small facilities introduction of 1 in 1 out system. Larger facilities to maintain social distancing. Hand dryers disconnected, use of single use towels. Wash your hands signs. Covid instruction given out	3	1	4	3	28	Employees, contractors, drivers	Audits taking place on a regular basis to ensure instruction given out is followed. Update the employee guidance and train out to al	Managers/HSE Manager						
SPREAD OF COVID 19 - Use of Canteens and break facilities		Where able chairs have been removed to 1 chair per table. If fixed chairs have been taped off. Signs on each table reminding 1 person per table	3	1	4	3	28	employees	Increase the frequency of cleaning in the canteens. Update the employee guidance and train out to all. Revision of wipes and/or hand sanitiser within the canteens & break facilities	Managers/HSE Manager	Complete					
SPREAD OF COVID 19 - Work Routine		All work stations have been assessed as to whether. The employees can maintain social distancing. 2m rule. Regular audits taking place to ensure compliance	3	1	4	3	28	employees	Audits taking place on a regular basis to ensure instruction given out is followed	Managers/HSE Manager	Complete					

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SPREAD OF COVID 19 - Movement around site	All employees asked to maintain social distancing rules.Regular audits taking place to ensure compliance	3	1	4	3	28	employees	Review of instructions to include only to go into authorised areas and minimise movement. Where possible set up one way sytems	Managers/HSE Manager	Complete					
SPREAD OF COVID 19 - Areas where 2m rule cannot be maintained	Each task has been assessed and where taking place regularly, where practicable screen have been installed. If not employes instructed to wear face masks. These tasks have been kept to a minimum and carried out by the same teams.Regular audits taking place to ensure compliance	3	1	4	3	28	employees	Staff to be reminded on a daily basis of the importance of social distancing.Extra signage to be added.Management to carry out audits to ensure this is adhered to.	Managers/HSE Manager	Complete					
SPREAD OF COVID 19 - Engineering	Instruction give n where 2m rule cannot be observed due to safety reasons or assessment then masks must be worn and the task kept to a minimum time. Regular audits taking place to ensure compliance	3	1	4	3	28	engineering	Review and update instruction and advice to engineering/maintenance	HSEManager/Eng Man/Dir	Complete					
SPREAD OF COVID 19 - Visitors and Contractors	Visitors and contractors to site have been restricted to essential only. Video conferencing used as necessary. Instruction information produced to give out to all contractors and ask for their policy and procedures.Regular audits taking place to ensure compliance	3	1	4	3	28	Visitors & Contractors	Review and update instruction and advice to contractors	Engineering/HSE Manager	Complete					
SPREAD OF COVID 19 - Deliveries	No paperwork is signed when deliveries take place	3	1	3	1	16	employees	Employees handling deliveries to be advised to wear gloves when handling	Managers/HSE Manager	Complete					

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SPREAD OF COVID 19 - Changing and Showering		All employees advised to maintain social distance and to wait for colleagues to finish if changing within 2m of the other persons locker.Regular audits taking place to ensure compliance	3	1	4	3	28	employees	As necessary shut of shower heads	Managers/HSE Manager	Complete					
SPREAD OF COVID 19 - Vulnerable employees		Those considered to be in a vulnerable group whether is the employee or family members have been furloughed to minimise the risk of contracting the virus	1	1	5	3	16	vulnerable employees	Employees considered vulnerable to be given a specific assessment to enable a return to work	Managers	Complete					
SPREAD OF COVID 19 - Those developing symptoms when at work		Symptoms of covid 19-If anyone becomes unwell with a new cough or a high temperature in the work place they will be quarantined in the First aid room if necessary and sent home and advised to follow the stay at home guidance. Cleaning kits provided to clean FA room and their place of work	2	1	4	2	18	employees	To put sign out in area where employee was working to prevent entry until area cleaned	HSE Managers	Complete					

Add Frequency and likelihood together and add severity and personnel involved. Multiply these two numbers together to arrive at the overall risk factor.

1 = Least Risk. 100 = Highest Risk. 0 - 20 = Low Risk 21 - 50 = Medium Risk 51 - 100 = High Risk