


General Risk Assessment (Results)


The below demonstrates our commitment to ensuring ours is a safe workplace and demonstrating our duty of care to our employees.

Task	Coronavirus (COVID-19)			Assessment No.	01	Date	01/05/2020	Review Date	01/05/2021
Site	All work locations			Assessed By	Raymond Ziska	Signed by			
Hazard	Specific Risk	Who is at risk	Control Measures in place	Assessment Post Controls					
				S	L	RR			
Operating during Coronavirus Pandemic	Employees exposure to Coronavirus	Employees, Third-parties, Members of the public, Clients	<ul style="list-style-type: none"> Every member of staff has been fully briefed to ensure that that they are aware of the hazards and risks and understand the rules and procedures we have put in place. All employees to remain more than 2m apart from other people where possible. Where teamwork is required, teams do not work in groups larger than 2 - whilst always maintaining social distance of 2m where possible. Works planned to ensure that social distance of 2m can be maintained at all times. Basic hygiene followed (thoroughly wash hands before eating, drinking, smoking with soap and water). Antibacterial sanitiser sprays / Gels provided for teams as additional protection, gloves provided. Gloves do not reduce the spread of infection – ensure they are used only when needed and hand hygiene still carried out. Operatives should wash hands as soon as they take off the gloves as they may have virus on them. All employees briefed to wash hands thoroughly when gloves are removed. Compliance team monitor government directives & then review this assessment where required following 	5	2	10			
Contact with customers or clients	Risk of infection being passed from contacts or with contaminated premises and equipment	Employees, Third-parties, Members of the public, Clients	<ul style="list-style-type: none"> Temperature checks carried out before each shift and recorded. Staff advised is to keep contact with people to minimum so if video calls can be arranged instead or non-essential meetings postponed then all sales/management teams advised to do so Workforce instructed to maintain the advised 2m separation from contacts where possible. If entry to premises is required they are instructed to ask whether anyone has been diagnosed with COVID-19 or has been required to self-isolate, and act accordingly. Workforce instructed to avoid contacts who are coughing, show signs of difficulty in breathing or sweating/fever. If this occurs they are empowered to leave the premises. Workforce instructed to clean their hands frequently, using an alcohol-based hand sanitiser that contains at least 60-95% alcohol, or to wash their hands with soap and water for at least 20 seconds. Monitor for Dermatitis issues as constant handwashing can cause irritation to skin Workforce instructed not to touch their eyes, nose or mouth, if their hands are not clean. Workforce instructed that physical contact with clients, such as handshakes, hugs, etc. are not to be undertaken. See transport R/A regarding deliveries. 	5	2	10			

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Failure to follow Government policies	Will lead to the spread of coronavirus infection among our workforce and anyone they come into contact with.	Employees, Third-parties, Members of the public, Clients	<ul style="list-style-type: none"> The Government's COVID Act and associated Regulations and Orders have set a framework to prevent the spread of the virus. We have developed procedures and arrangements to work within those rules and guidance. Our arrangements and procedures are reviewed daily in the light of additional government guidance as published at gov.uk/coronavirus We continue to operate because the service we provide falls into the Government's category of essential activities. None of our mobile workforce are in the vulnerable or at-risk categories. Where we are aware of this to any of our employees they will be working at home if that is possible, if it not they will be furloughed. Staff with family members in at risk categories or believe their circumstances to have changed have been instructed to inform their management team without delay. Decisions on home working or furlough in accordance with Government policy are taken on a case by case basis. Staff returning from furlough sign covid 19 form regarding procedures. Please note the risk of prosecution – HSE are enforcing the Covid Act now along with local authorities and fines are being handed out 	5	2	10		
Uninformed workforce	Uninformed staff who are not fully aware and understanding of the procedures and arrangements we have put in place to work within Government Policy on essential working could compromise our arrangements and jeopardise the health of others.	Employees, Third-parties, Members of the public, Clients	<ul style="list-style-type: none"> Specific procedures and measures to reduce the risk of spreading Coronavirus have been prepared. These are based on NHS, Public Health and Government guidance and instruction. They are updated daily to reflect any changes in the official advice and guidance. Every member of staff has been fully briefed to ensure that that they are aware of the hazards and risks and understand the rules and procedures we have put in place. Tool Box Talks on BUSINESS SAFE ONLINE to be utilised to train staff on this risk assessment. Also 2 E-Learning courses on BUSINESS SAFE ONLINE for employees and for Managers which can also be utilized. NHS and Public Health warning posters displayed at all our fixed workplaces and printed copies given to mobile workers. We have shared with our customers, by email and or phone, the arrangements we have in place and how we would expect them to cooperate with our staff at their premises. 	5	2	10		


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Travel and vehicles	Risk of the spread of infection from vehicles and during travel.	Employees, Third-parties, Members of the public, Clients	<ul style="list-style-type: none"> Public transport will only be used where absolutely essential. Workers instructed on avoiding contact with surfaces, distancing and hand washing as per Government policies. Workers who use their own vehicles have been advised to ensure that surfaces and controls are routinely sanitised. Please note any sales meetings can be done on Video Call if possible, non-essential travel is not advised. Where company cars are used they will be restricted to a single driver and will not be shared. Drivers have been issued with sanitisers and are required to routinely sanitise surfaces and controls throughout the working day. No passengers are to be carried in any car being used for business purposes. If a second worker is required for any part of the work activity they will travel separately. 	5	2	10		
Personal hygiene	Inadequate personal hygiene standards pose a risk of contracting the infection and cross contaminating and surfaces	Employees, Third-parties, Members of the public, Clients	<ul style="list-style-type: none"> Where on site washing facilities are not available, use hand sanitizer gels or anti-bac/anti-virus wipes. Workforce instructed to clean their hands frequently, using a hand sanitiser containing at least 60% alcohol, or to wash their hands with soap and water for at least 20 seconds. Sanitiser has been provided. Workforce instructed not to touch their eyes, nose or mouth, if their hands are not clean. Workforce instructed that a disposable tissue, should be used when coughing and or sneezing then put into bag and binned or pocketed until that procedure can be followed. <p>Workforce instructed that any potentially contaminated clothing and or personal protective equipment should be taken off and placed in a suitable plastic bag or container for appropriate action.</p> <p>Toilets to be restricted to ensure that the number of people entering toilets is one at a time</p>	5	2	10		
Food and drink	Potential for cross-infection at client premises and take away outlets.	Employees, Third-parties, Members of the public, Clients	<ul style="list-style-type: none"> Workforce instructed to politely refrain from consuming beverages and food products that are offered by clients, due to the risks associated with cross contamination. Workforce encouraged to prepare food and drink at home and carry it with them through the working day so that they can take rest breaks from driving and at meal times so avoiding the need to visit take away outlets and potential exposure to infection. Workforce are discourage from going out at lunch to buy food off site – this is just another route of infection from a place out of their control. 	5	2	10		

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<p>Personal Protective Equipment</p>	<p>Contact with potentially cross contaminated PPE may transmit infection</p>	<p>Employees, Third-parties, Members of the public, Clients</p>	<ul style="list-style-type: none"> • Where personal protective equipment is offered for use by a customer or client it must be politely declined and only the equipment we have provided is to be used. • Personal protective equipment is required to remain PERSONAL to person to whom it was issued. Workers instructed not to borrow from colleagues. • Where personal protective equipment is required in the course of work it has been provided. Workers instructed that it must be used when required. If it may have become contaminated it must be bagged and the contamination notified to management. PPE is recommended where it was already needed – i.e. for dust. The use of face masks is not advised in workplaces currently to protect against COVID. However if people wear masks then there is no reason to stop it 	<p>5</p>	<p>2</p>	<p>10</p>
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Telephone and IT equipment	Contact with potentially cross contaminated equipment may transmit infection	Employees, Third-parties, Members of the public, Clients	<ul style="list-style-type: none"> Workers instructed not to use customer or client computers, accessories and telephones during any site visit. Workers instructed to ensure that all IT equipment, mobile phones, that may be used on client or customer premises are cleaned/disinfected on a regular basis using the cleaning wipes and sanitisers that have been provided. <p>Workers instructed to refrain from sharing their work mobile phone with other people. If they use personal phones they are advised to follow this rule. Please note each persons' office station should be their own and not shared – no hot desking, they should be encouraged to take ownership of hygiene of their own work area. Where 2m cannot be ensured between desks other measures are required: screens, restricting no of workers returning from furlough.</p>	5	2	10		
Smoking	Inhalation of tobacco smoke and or vapours from e-cigarettes may make smokers vulnerable to coronavirus infection	Employees, Third-parties, Members of the public, Clients	<ul style="list-style-type: none"> As a precautionary measure workers advised not to smoke and to avoid inhaling tobacco smoke and e-cigarette vapour emitted from other persons whilst visiting client's sites. Workers are reminded to comply with no smoking regulations at all times. 	5	2	10		
Shared use of machinery or equipment	Contact with potentially cross contaminated equipment may transmit infection	Employees, Third-parties, Members of the public, Clients	<ul style="list-style-type: none"> Cleaning shared machinery after use with antibacterial sprays or soap and water after use. Gloves to be offered to staff for their use. 	5	2	10		

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Working on sites with confirmed cases	Potential for cross-infection at client premises	Employees, Third-parties, Members of the public, Clients	<ul style="list-style-type: none"> • Ensure we follow the latest Public Health England (PHE) advice and where possible we will NOT attend the infected site unless deemed safe under guidelines from Public Health England. • We will NOT enter any exclusion zones - Sites with confirmed cases of coronavirus we will follow advice from PHE and MUST follow all restrictions that are introduced on an individual site. • We will NOT enter any contaminated buildings. Use client buildings only where necessary and ensure all operatives wash hands when leaving any building. Follow all on site control measures in place at all times. • Recommended that a question set is sent to sites we will visit as to vulnerable persons, we should know if there are clinically vulnerable people at any site visited and work out how to avoid contact with them 	5	2	10
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Site Meetings – in groups	Potential for cross-infection and reduction of social distancing	Employees, Third-parties, Members of the public, Clients	<ul style="list-style-type: none"> There will not be no meetings in large groups, on site video and conference calls All non-essential meetings either postponed or completed via other means as above. Use of web meetings such as Microsoft Team to complete meetings where required 	5	2	10				
Infection at site	Potential for cross-infection	Employees, Third-parties, Members of the public, Clients	<ul style="list-style-type: none"> All equipment regularly cleaned and disinfected. All employees to wash their hands thoroughly before using any kitchen facility, or before making tea / coffee. Signage in place to remind correct technique. Please note employees to wash hands before and after making drinks and to wipe down surfaces with Anti Bac. Empty fridges – virus can live for up to 72 hours on non-porous surfaces – good practice is to empty the fridge daily by the cleaners so nothing is left in there which can be touched by another person If contamination confirmed, the Company Business Continuity Plan will be activated. Alternative office / site management procedures will be followed. Ensure all actions from Public Health UK are completed. Full deep clean will take place prior to site being brought back into use within the business. 	5	1	5				
Contact with Vulnerable People	Potential for cross-infection	Employees, Third-parties, Members of the public, Clients	<ul style="list-style-type: none"> Avoid contact with any vulnerable people i.e. people over 70 & people with other ailments e.g. Heart issues, chronic lung disease, diabetics etc. are most at risk from serious consequences of exposure. All employees are briefed and aware of potential consequences with exposure. Any employee's with signs of symptoms of coronavirus must not attend work and self-isolate and follow advice given by health care professionals. All works planned to ensure works are not completed near vulnerable groups. 	5	2	10				
Employees within vulnerable groups	Employees exposure to Coronavirus	Employees, Third-parties, Members of the public, Clients	<ul style="list-style-type: none"> Any employees within vulnerable groups are to remain at home for 12 weeks or as directed by government advise. 	5	1	5				

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Hazard Severity & Likelihood		Severity (S) X Likelihood (L) = Risk Rating (RR)	No Action Required			Monitor Task			Action Required				Urgent Action Required Stop work				
Severity	Likelihood		1	2	3	4	5	6	8	9	10	12	15	16	20	25	
1. Negligible – No Injury	1. Very Unlikely (1 in 10000)																
2. Slight – Minor Injury	2. Unlikely (1 in 1000)																
3. Moderate – Lost time Injury	3. Fairly Likely (1 in 100)																
4. High – More than 3 days injury	4. Likely (1 in 10)																
5. Very High – Death	5. Very Likely (1 in 1 – Almost certain)																

PPE Requirements						Additional Equipment / Training
Safety Boots (BS EN397)	Gloves (BS EN388)					Awareness & symptoms of coronavirus via business briefs Alcohol based Hand Wipes or gel provided The importance of hand washing and good personal hygiene, therefore, cannot be overemphasised.
