

Risk Assessment title:		Protection From COVID-19 During Business Operations
Date Authored:	01/06/20	<p>We recognise that a strong commitment to continual improvement and having effective risk assessments in place which clearly identifies our commitment to the safety of our employees is essential to successful Health and Safety management.</p> <p>It is our aim that the business shall be run in a manner that will secure compliance with the Health and Safety at Work etc. Act 1974 and all current associated legislation.</p> <p>In this risk assessment the company will:</p> <ul style="list-style-type: none"> ➤ Identify hazards. ➤ Analyse or evaluate the risk associated with that hazard. ➤ Determine appropriate ways to eliminate or control the hazard. <p>In practical terms, this risk assessment is a thorough evaluation of our operations to identify those things, situations, processes, etc. that may cause harm, particularly to people. After identification is made, our task is then to evaluate how likely and severe the risk is, and then decide what measures should be in place to effectively prevent or control the harm from happening.</p>
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Task being assessed: The aim of this risk assessment process is to reduce so far as is reasonably practicable, the hazard and associated risks presented by COVID-19, whilst carrying out tasks in the yard, offices, and shop

This risk assessment also includes the current risk requirements around the COVID-19 Pandemic

Risk Rating: Risk matrix used to obtain overall risk rating for each component based on the consequence of a risk and the likelihood that the consequence will occur.

		Consequence					
		Negligible	Minor	Moderate	Severe	Major	Catastrophic
Likelihood		0	1	2	3	4	5
Remote	1	0	1	2	3	4	5
Rare	2	0	2	4	6	8	10
Unlikely	3	0	3	6	9	12	15
Possible	4	0	4	8	12	16	20
Occasional	5	0	5	10	15	20	25
Likely	6	0	6	12	18	24	30

Risk	Score	Recommended response	Reporting
Negligible	0-2	No response	Inclusion in assessment
Low	2-6	No response	Short note of justification
Moderate	7-12	Further analysis required	Full justification required
High	13-22	Stop work, Further investigation required	Full justification required
Extreme	23-30	Work stops Immediately	Detailed performance report required

No.	Hazard	Who may be harmed and how	Current Controls	Risk rating	Additional controls required	Action Assigned to:	Action completed:	Residual risk rating
1	SHOWROOM & CLICK & COLLECT Public Entry - Contamination On Surfaces	Employees, Visitors, Members Of The Public Coronavirus	<ul style="list-style-type: none"> • Showroom is remaining closed until further notice. No access is permitted to Visitors or Members of the public • Visitors are not prohibited on site to attend offices unless necessary to continue the operation of our business. • Customers are permitted to purchase online and collect products from our warehouse as a "click & collect" process 		<ul style="list-style-type: none"> • Social distancing must be maintained between Warehouse Operative and Customer whilst product is being loaded. • Contact free payment transaction to be undertaken where possible. • Where contact payment is required, the card device must be sanitised with antibacterial wipes after each transaction. 			3

2	GENERAL Spread Or Release Of Virus	Employees & Customers Coronavirus	<ul style="list-style-type: none"> Wash your hands thoroughly and regularly. Use soap and water for at least 20 seconds. Use alcohol-based hand sanitiser if soap and water is not available and hand washing technique to be adopted as directed by NHS Avoid touching your face, eyes, nose and mouth with unwashed hands and cover your cough or sneeze with a tissue then throw it in the bin. Additional hand sanitisers available throughout the warehouse & office in addition to welfare facilities Regularly clean the hand washing facilities and check soap and sanitiser levels Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal. Restrict the number of people using toilet facilities at any one time. Wash hands before and after using the facilities Enhanced the cleaning regimes for toilet facilities particularly door handles, locks and the toilet flush. Plant and machinery touch points to be wiped down with antibacterial wipes or spray. Strictly no sharing of workwear or PPE 							6
3	Spread or release of virus from congregating near others whilst working or walking around site		<ul style="list-style-type: none"> Desks are spaced to enable observation of the 2m rule and 1 person per table Staff unable to perform their role whilst working at home are to be in the office. Staff are to remain at the same office desk which are to be regularly cleaned with antibacterial product All hard surfaces regularly wiped down with antibacterial wipes by staff members. Walkways to be checked within sight line and contact with others within 2 metres to be avoided where possible Slow down, enter rooms with caution. Where rooms can only be safely occupied by 1 or 2 persons, and cannot be locked, utilise signage on doors to advise of no entry permitted. 							3
			<ul style="list-style-type: none"> Where possible drivers are to be paired with the same driver for each shift worked. 							

4	DELIVERY VEHICLES - contamination on surfaces	Employees Coronavirus	<ul style="list-style-type: none"> Where possible driving teams are to utilise the same delivery vehicle for each shift. Full wipe down of all touch points including gears, handbrake, buttons, steering wheel, hand holds, door handles etc to be completed at the end of each shift. Drivers furnished with hand sanitisers, antibacterial wipes and disposable gloves to keep in vehicle. All contact with materials, back of vehicle and hard surfaces must be with disposable gloves worn. Observing of load by others must be from at least 2 metres away. 					3
5	FORK LIFT TRUCKS - contamination on surfaces	Employees Coronavirus	<ul style="list-style-type: none"> Where possible Warehouse Operatives are to utilise the same Fork Lift Truck for each shift. Full wipe down of all touch points including gears, handbrake, buttons, steering wheel, hand holds, etc to be completed at the end of each shift. Drivers furnished with hand sanitisers, antibacterial wipes to keep on FLT. Observing of load by others must be from at least 2 metres away. 					3
6	Suspected case whilst working	Employees Coronavirus	<p>If a worker develops a high temperature or a persistent cough while at work, they should:</p> <ul style="list-style-type: none"> Notify their Line Manager immediately. Go directly to a place of quarantine (such as an unused room) where possible avoid touching anyone, any surface, tools, plant materials or equipment. Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow. Take the instructions given by their manager for going home. They must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed. Remove others from areas frequented by infected or suspect infected person, thoroughly clean 					6
			<ul style="list-style-type: none"> Deep clean of welfare areas prior to returning to work 					

7	WELFARE AREAS - Exposure from large numbers of persons	Employees Coronavirus	<ul style="list-style-type: none"> Welfare facilities are redesigned to provide access to limited number of employees Break times staggered to reduce congestion and contact at all times Hand cleaning facilities and hand sanitiser are available to use before eating food. Workers encouraged to bring own refillable drinks container where possible No sharing of any cutlery, crockery or drying hands on T towels or similar. Workers should sit 2 metres apart from each other whilst eating and avoid all contact Tables should be wiped after use All rubbish should be put straight in the bin and not left for someone else to clear up All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs and door handles,. 					6
8	First Aid Measures	Employees Coronavirus	<ul style="list-style-type: none"> Use and dispose of all PPE according to the instructions and training previously provided. Wash your hands thoroughly with soap and water before putting on and after taking off PPE. Cardiopulmonary resuscitation should only be conducted by a trained medic. After contact with the individual, wash your hands thoroughly with soap and water or alcohol hand rub at the earliest opportunity. Avoid touching your mouth, eyes and/or nose, unless you have recently cleaned your hands after having contact with the individual. There are no additional precautions to be taken in relation to cleaning your clothing/uniform other than what is usual practice. All surfaces that the symptomatic individual has come into contact with must be cleaned and disinfected. 					8
			<ul style="list-style-type: none"> Some manual handling operations with require less than 2 metre distancing. These tasks MUST be assessed dynamically and only carried out if absolutely necessary. When this happens operatives should wash their skin 					


9	Working within 2m when distancing is not possible	Employees Coronavirus	<p>thoroughly with hand sanitiser or hot water and soap.</p> <ul style="list-style-type: none"> • During the task the operatives must wear FFP3 masks. • Antibacterial wipes/ spray to be rubbed over any packaged item moved once in place. • Social interaction during the task (of less than 2 metres) must be kept to an absolute minimum. • Do not work face-to-face and communicate away from each other. 					8
10	WORKING IN HOMES – Exposure whilst working	Employees & Customers Coronavirus	<ul style="list-style-type: none"> • Wash your hands thoroughly and regularly. Use soap and water for at least 20 seconds. Use alcohol-based hand sanitiser if soap and water is not available and hand washing technique to be adopted as directed by NHS • Ensure disposable gloves are worn at all times when entering a customer's property. • Avoid touching your face, eyes, nose and mouth with unwashed hands and cover your cough or sneeze with a tissue then throw it in the bin. • Ensure all hard surfaces touched whilst in the customer's property are sanitised with the wipes provided in your vehicles. • Request the customer to wait in a different room until the service has been completed. • If the customer refuses to sign delivery paperwork, take a photo of the appliance in situ and email to customerservice@markselectrical.co.uk • Tools and equipment touch points to be wiped down with antibacterial wipes or spray. • Strictly no sharing of workwear or PPE 					12
11	SHIELED EMPLOYEES - Increased Risk Of Exposure	Employees Coronavirus	<ul style="list-style-type: none"> • All Staff considered as a High Risk person by NHS England will follow all government guidelines regarding Shielding. • If the employee is able to work from home, this is to be actioned until guidelines have been lifted. • If the employee is unable to complete their role at work the Coronavirus Job Retention Scheme will be applied until shielding guidelines have been lifted. 					3

Management

- Please ensure all staff are aware of reporting requirements and that all confirmed cases are escalated to your H&S competent person .
- Information notes are to be sent out and any updates communicated in a timely manner to the workforce.
- This must include letting staff know about symptoms and actions the medical professionals are advising people to take.
- Assessments to be reviewed every 6 months or where significant change has occurred

For Medical Assistance for COVID-19 that is NOT requiring a 999 call.

England: call NHS on 111, where you will be assessed by an appropriate specialist. NHS guidance is that you do not go directly to your GP surgery, community pharmacy or hospital unless an emergency occurs

Risk Assessment sign off - <i>By signing this form, you are acknowledging that you have read and understood the Risk Assessment.</i>			
Responsible Person	Name: Simon Brooks	Signed: 	Date: 1 st June 2020