

# Risk Assessment & Safe System of Work Procedure

Task / Item:	Controlling the Spread of Coronavirus COVID-19	Ref No:	RASS 0023
		Issue No:	1
Department:	All Departments	Date:	13 <sup>th</sup> May 2020
Employees Affected:	All	Review Date:	13 <sup>th</sup> May 2021
Non-Employees Affected:	None	Assessor:	A. Lloyd
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Authorised by: <i>Tom Sprules</i> Warehouse Manager	Approved by: <i>Anthony Hitchman</i> Managing Director.
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## Note


















This risk assessment is only applicable whilst the UK Government is enforcing or recommending special measures to combat the spread of Covid-19 and will be adjusted accordingly as measures change. This was updated last on 13/05/2020. Please see our website for future versions.

## Potential injuries and Hazards

Disease.

## Safety

Public Health guidance on the use of PPE (personal protective equipment) to protect against COVID-19 relates to health care settings. In all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours.

PPE Requirement								
	Hi-Viz Clothing	✓		Face Visor			Hearing Protection	
	Steel toe caped work shoes	✓		Welding Face Shield			Gloves	✓
	Hard Hat			Dust Mask (FFP2)			Gauntlets	
	Bump Hat			Half Face Respirator			Overalls / Disposable Overalls	
	Safety Glasses			Full Face Respirator			Rubber Apron	
	Safety Goggles		Respirator Filter Type / or other PPE:				Harness and Lanyard	

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## Risk Rating Scoring Matrix

Risk Rating			Severity of the Potential Injury / Damage				
0-5 = Low Risk			Minor injuries or discomfort. No medical treatment or measurable physical effects.	Injuries or illness requiring medical treatment. Temporary impairment.	Injuries or illness requiring hospital admission <7day absence	Injury or illness resulting in permanent impairment >7day absence RIDDOR	Fatality RIDDOR
6 - 10 = Moderate Risk							
11 - 15 = High Risk							
16 - 25 = Extremely High Unacceptable Risk							
			Insignificant 1	Minor 2	Moderate 3	Major 4	Severe 5
Likelihood	Expected to occur regular under normal circumstances	Almost Certain 5	<b>5</b>	<b>10</b>	<b>15</b>	<b>20</b>	<b>25</b>
	Expected to occur at some time	Likely 4	<b>4</b>	<b>8</b>	<b>12</b>	<b>16</b>	<b>20</b>
	May occur at some time	Possible 3	<b>3</b>	<b>6</b>	<b>9</b>	<b>12</b>	<b>15</b>
	Not likely to occur in normal circumstances	Unlikely 2	<b>2</b>	<b>4</b>	<b>6</b>	<b>8</b>	<b>10</b>
	Could happen, but probably never will	Rear 1	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>

## Task Risk Assessment

Disease	5	5	25
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Hazard	Potential Injury	S L RR			Existing Measures	S L RR			Proposed Measures
		S	L	RR		S	L	RR	
Insufficient hand washing and cleaning	Disease	5	5	25	Employees to be reminded on a regular basis to wash their hands for 20 seconds with warm water and soap and the importance of proper drying.  They are also to be reminded to catch coughs and sneezes in tissues if possible. If not then to wash hands immediately (Catch it, Bin it, Kill it) and to avoid touching the face, eyes,	5	2	10	

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					<p>nose or mouth with unclean hands.</p> <p>To help reduce the spread of Coronavirus remind everyone of the public health advice</p>				
Social distancing	Disease	5	5	25	<p>We have limited staff in two large warehouses therefore keeping two meters apart is manageable.</p> <p>Breaks are take in separate areas or outside when possible due to weather.</p> <p>Rigorous checks will be carried out by the managers to ensure that the necessary procedures are being followed.</p> <p>Staff are to be reminded on a regular basis of the importance of social distancing both in the workplace and outside of it.</p> <p>Management are to check to ensure this is adhered to.</p> <p>All staff that can ARE working from home and in isolated areas on site.</p>	5	2	10	
<b>Hazard</b>	<b>Potential Injury</b>	<b>S</b>	<b>L</b>	<b>RR</b>	<b>Existing Measures</b>	<b>S</b>	<b>L</b>	<b>RR</b>	<b>Proposed Measures</b>
Wearing of gloves	Disease	4	4	16	All staff are to be reminded that the wearing of gloves is not a substitute for good hand washing.	4	1	4	
PPE required	Disease	5	5	25	Public Health guidance on the use of PPE (personal protective equipment) to protect against COVID-19 relates to health care settings. In all other settings individuals are asked to observe social distancing	5	2	10	

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					<p>measures and practice good hand hygiene behaviours.</p> <p>If staff decide to wear a face mask or cover they are advised it must be kept clean and there is little or no evidence it will offer any protection.</p>				
Symptoms	Disease	5	5	25	<p>Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a fast changing environment.</p> <p>Line management to offer support to staff who are affected by Coronavirus or has a family member affected.</p>	5	3	15	
Mental health	Disease	5	5	25	Regular communication of mental health information and open door policy for those who need additional support.	5	2	10	
Arriving and Leaving Work	Disease	5	5	25	<p>All Staff are encourage to travel to work alone and if required to use public transport try and ensure social distancing is observed.</p> <p>All Staff are to wash their hands for 20 seconds with warm water and soap and the importance of proper drying ON arrival AND Departure.</p>	5	2	10	

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## Safe System of Work

### General

(applies to all employees, management, onsite staff and staff working from home).

#### Management

- You should communicate to all staff that they should wash their hands with soap and water for 20 seconds or more at the beginning and end of every break, when they start work and before they leave. To help with this, you should consider adding additional pop-up handwashing stations or facilities, providing soap, water and/or hand sanitiser for those on the company premises.
- When entering and leaving the company premises, you should ensure your workforce stays 2 metres apart as much as possible.
- To protect your staff, you should remind colleagues daily to only come into work if they are well and no one in their household is self-isolating.
- If staff can work from home then they must do so.
- You should assign staff to the same shift teams to limit social interaction.
- You should not allow staff to congregate in break times; you should consider arrangements such as staggered break times so that staff can continue to practice social distancing when taking breaks.

### Before Work Commences

#### Management

- Where it is not possible to follow the social distancing guidelines in full in relation to a particular activity, you should consider whether that activity needs to continue for the business to continue to operate, and, if so, take all the mitigating actions possible to reduce the risk of transmission between staff.
- If you decide the work should continue, staff should work side by side or facing away from each other rather than face-to-face if possible.

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## During Work

### Staff

- Staff should stay 2 metres apart as much as possible. This applies when working and on breaks.
- Staff must wash their hands with soap and water for 20 seconds or more at the beginning and end of every break, when they arrive at work and before they leave.
- Staff should work side by side or facing away from each other rather than face-to-face if possible.
- Staff (applies to office staff and homeworkers) should increase the frequency of cleaning procedures, pausing work in the day if necessary to wipe down workstations, desks, etc. with disinfectant.
- Do not congregate in break times unless you can remain 2 metres apart.
- If coughing or sneezing do it in tissues if possible. If not then to wash hands immediately (Catch it, Bin it, Kill it) and to avoid touching the face, eyes, nose or mouth with unclean hands. Tissues are to be immediately disposed of.

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The Health and Safety at Work Act makes all employees accountable for their acts and omissions and, therefore, they shall:-

1. Take reasonable care of their own health and safety and that of others at work affected by their acts or omissions.
2. Co-operate with management and supervisors in order that legal duties and requirements may be carried out.
3. Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare.

In signing the below, the operative confirms that he/she has read and understood this document. The operative will carry out this task in accordance with this RASS and other associated documents referenced within the safety section of this document.

### OPERATOR SIGN OFF

No.	Name (Print)	Signature	Position	Date
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