



RISK ASSESSMENT COVID 19 (VERSION 1) 1/6/20

WHAT ARE THE HAZARDS?	WHO MIGHT BE HARMED?	CONTROLS REQUIRED?	ADDITIONAL CONTROLS.	ACTION BY WHO?	ACTION BY WHEN?	DONE	
SPREAD OF COVID 19 (CORONAVIRUS)	STAFF, VISITORS, CONTRACTORS, ANYONE WHO COMES INTO CONTACT WITH THE BUISNESS.	TO REDUCE RISK TO THE LOWEST REASONABLY PRACTICABLE LEVEL.	INCREASING THE FREQUENCY OF HAND WASHING AND SURFACE CLEANING USING SCREENS AND BARRIERS TO SEPERATE PEOPLE FROM EACH OTHER. USING BACK TO BACK OR SIDE TO SIDE WORKING. (RATHER THAN FACE TO FACE) REDUCING THE NUMBERS OF PEOPLE ON SITE.	T/L's ZR T/L's RJ/MH	23/3/20 01/06/2020 30/3/20 23/3/20	ON GOING. DONE DONE	
		WHO IS ESSENTIAL ON SITE?	ONLY KEY STAFF AND STAFF THAT CANNOT WORK FROM HOME TO BE ON SITE.	RJ/MH	ONGOING.	ON GOING.	
		MONITOR WELL BEING OF STAFF.	HR TO MONITOR WELL BEING OF STAFF WHO ARE FURLOUGHED AND TO STAY CONNECTED BY EMAIL OR TELEPHONE.	HR	ON GOING	ON GOING.	
		OUTWORKERS/HOME WORKERS NEEDS AND WELL BEING.	RISK ASSESSMENT TO BE CARRIED OUT FOR NEEDS AND WORKING CONDITIONS AT HOME.P FORD TO BE CONTACTED FOR ADVICE ON WORKING ON LAPTOPS AT HOME. P FORD – E MAIL = HOMEWORKERS TO BE CONTACTED BY HR AND ADVISED TO TAKE REGULAR BREAKS FROM THE SCREEN.	D JONES D JONES	27/4/20 25/4/20	DONE.	



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SPREAD OF COVID 19 (CORONAVIRUS)	STAFF, VISITORS, CONTRACTORS, ANYONE WHO COMES INTO CONTACT WITH THE BUISNESS.	PROTECTING PEOPLE WHO ARE AT HIGH RISK.	PROVIDING SUPPORT FOR WORKERS WHO ARE FURLOUGHED DUE TO BEING A HIGH RISK CATEGORY.	HR	ON GOING.	ON GOING.
		TO MAINT 2M SOCIAL DISTANCING WHEREVER POSSIBLE. INCLUDING WHILE ARRIVING AT AND DEPARTING FROM WORK.	STAGGER ARRIVAL AND DEPARTURE TIME.	RJ/MH	30/3/20	DONE
		HAND WASHING FACILITIES.	MARKINGS TO BE USED ON RECEPTION, WAREHOUSE FLOORS TO INDICATE WAY OF DIRECTIONAL TRAVEL.	ZR	20/5/20	DONE
			2METER MARKERS IN RECEPTION AND SEARCH	ZR	20/5/20	DONE
			HOT WATER TO BE CHECKED FOR TEMPERATURE. (50 DEG MINIMUM TEMP AFTER 30 SEC FLOW) AND TO BE CHECKED WEEKLY.	VERTAS	20/5/20	ON GOING
			POSTERS FOR HAND WASHING IN ALL TOILET AND CANTEEN AREAS WITH INSTRUCTIONS REQUIRED FOR OPTIMUM RESULTS.	ZR	20/5/20	DONE
			HAND SANITISERS TO BE PLACED IN ENTRANCE AND EXIT OF SITE. HAND SANITISERS, FACE MASKS AND GLOVES TO BE MADE AVAILABLE TO STAFF. (PPE POINT ON ENTRY TO FACTORY)	MH	20/5/20	DONE
STAFF TO BE REMINDED OF IMPORTANCE OF SKIN CARE ROUTINE.	T/L's	ON GOING				
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				WHO?		
SPREAD OF COVID 19 (CORONAVIRUS)	STAFF, VISITORS, CONTRACTORS, ANYONE WHO COMES INTO CONTACT WITH THE BUISNESS.	MAINTAIN SOCIAL DISTANCING BETWEEN STAFF WHEN AT WORK STATIONS.	REVIEW LAYOUTS TO ALLOW STAFF TO WORK FURTHER APART. USE FLOOR TAPE TO KEEP 2 M DISTANCE. INSTALL SCREENS IF POSSIBLE TO SEPERATE STAFF FROM ONE ANOTHER. WORKSTATIONS SHOULD BE ASSIGNED TO AN INDIVIDUAL IF POSSIBLE. IF NOT, EXTRA ATTENTION NEEDS TO BE PAID TO CLEANING EQUIPMENT.	ZR/RJ/MH	ON GOING	DONE
		REDUCE TRANSMISSION FROM FACE TO FACE MEETINGS AND MAINTAIN SOCIAL DISTANCING IN MEETINGS.	USE REMOTE WORKING TOOLS TO AVOID IN PERSON MEETINGS. IF MEETINGS ARE NECESSARY THEN STAFF SHOULD MAINTAIN 2M SEPERATION. NO SHARING OF PENS IN MEETINGS. HAND SANITISERS TO BE USED.	ALL STAFF	23/3/20	DONE
		MAINTAIN SOCIAL DISTANCING IN CANTEEN AREAS.	STAGGERING OF BREAK TIMES. LETTING STAFF OFF SITE FOR BREAKS.	ZR/RJ/MH	1/6/20	ON GOING
		MANAGING CONTACTS	REDUCE NUMBER OF VISITS AND ENCOURAGE REMOTE CONNECTION.	SENIOR STAFF.	ON GOING	DONE
		CLEANING OF SITE.	DETERMINE IF VISITS FROM OUTSIDE SERVICES ARE NECESSARY.	RJ/MH	20/5/20	DONE
			ENSURE THAT VERTAS CAN PROVIDE COVID-19 CLEANING TO SITE ADDITIONAL CLEANING MATERIALS TO BE BOUGHT SPECIFIC TO COVID – 19. MSDS AND COSHH TO BE OBSERVED.	RJ/VERTAS RJ/MH	20/5/20 20/5/20	DONE DONE
		FREQUENT CLEANING OF OBJECTS AND SURFACES THAT ARE TOUCHED		ALL STAFF	ON GOING	



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SPREAD OF COVID 19 (CORONAVIRUS)	STAFF.	TO REDUCE TRANSMISSION THROUGH CONTACT OF OBJECTS IN THE WORKPLACE.	CLEANING MATERIALS TO BE PUT IN PLACE FOR SHARED OBJECTS. ENCOURAGE INCREASED HAND WASHING. REGULAR CLEANING OF ITEMS THAT ARE SHARED USE. GLOVES AND WASTE BAGS TO BE PROVIDED.	T/L'S	20/5/20	DONE
	SALES REPS	SAFETY OF SALES REPS WHILST CARRYING OUT THEIR DUTIES.	SALES REPS ISSUED WITH FACE MASKS, GLOVES AND SANITISER. SALES REPS TO BE AWARE OF COVID – 19 AND TO ENSURE THEY ARE AWARE OF INSTORE PROCEDURES PRIOR TO APPOINTMENT	REPS	15/6/20	ON GOING
	SECURITY	INBOUND & OUTBOUND GOODS.	TO MAINTAIN DISTANCING AND AVOID TRANSMISSION WHEN GOODS ENTER AND LEAVE SITE. (MINIMUM CONTACT WITH DELIVERY DRIVERS)	GOODS IN /POSTROOM	30/5/20	DONE
	STAFF	ENTRY AND EXIT OF BUILDING	STAFF TO BE BRIEFED ON PROCEDURES BEFORE RETURNING TO WORK VIA E MAIL BY LINE MANAGER (COPY HR)	T/L'S	ONGOING	ON GOING
	STAFF	WEARING OF FACE MASKS.	WEARING A FACE MASK IS OPTIONAL AND IS NOT REQUIRED BY LAW. IF CHOSEN TO WEAR IT IS INPORTANT TO WEAR PROPERLY AND TO WASH HANDS BEFORE PUTTING ON AND TAKING OFF.	T/L'S	ONGOING	ON GOING
	STAFF	REMOVAL OF GLOVES AND MASKS.	WORKERS NEED TO KNOW ABOUT HAND WASHING PROCEDURE. AVOID TOUCHING FACE COVERING. CHANGE FACE COVERING IF IT BECOMES DAMP.CONTINUE TO WASH HANDS REGULARLY.	T/L'S	ONGOING	ON GOING
			STAFF WILL BE TAUGHT HOW TO REMOVE GLOVES AND MASKS PROPERLY AS TO NOT SPREAD CONTAMINATION.	T/L'S	ONGOING	ON GOING



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COVID 19 (CORONAVIRUS)	STAFF, VISITORS, CONTRACTORS, ANYONE WHO COMES INTO CONTACT WITH THE BUSINESS.	IF ANYONE BECOMES UNWELL WITH A NEW COUGH OR HIGH TEMPERATURE IN THE WORKPLACE	INDIVIDUAL WILL BE SENT HOME AND ADVISED TO FOLLOW COMPANY STAY AT HOME GUIDE LINES. HR TO MAINTAIN REGULAR CONTACT WITH STAFF MEMBERS DURING THIS TIME. INTERNAL COMMUNICATION CHANNELS AND CASCADING OF MESSAGES THROUGH LINE MANAGERS/ LINE MANAGERS WILL BE CARRIED OUT REGULARLY TO REASSURE AND SUPPORT EMPLOYEES IN A FAST CHANGING SITUATION	HR	N/A	ON GOING
		IF ADVISED THAT A MEMBER OF STAFF HAS COV – 19 AND WERE RECENTLY ON THE PREMISES.	MANAGEMENT TEAM/ HR TO CONTACT PUBLIC HEALTH TO DISCUSS THE CASE, IDENTIFY PEOPLE THAT HAVE BEEN IN CONTACT WITH THEM AND WILL TAKE ADVICE ON ANY PRECAUTIONS THAT SHOULD BE TAKEN. MANAGERS, TEAM LEADERS TO OFFER SUPPORT TO STAFF WHO ARE AFFECTED BY CORONAVIRUS OR HAS A FAMILY MEMBER AFFECTED.	HR MGRS / T/L'S	N/A WHEN NEEDED	ON GOING
		MENTAL HEALTH.	MANAGEMENT TO PROMOTE MENTAL HEALTH AND WELL BEING AWARENESS DURING THE OUT BREAK OF CORONAVIRUS. REGULAR COMMUNICATION OF MENTAL HEALTH INFORMATION. OPEN DOOR POLICY FOR THOSE THAT NEED ADDITIONAL SUPPORT. HR TO KEEP IN TOUCH WITH FURLOUGHED STAFF. HR TO SEND OUT UPDATES ON UPDATES OF COMPANY.	HR / MGRS / T/L'S HR HR	WHEN NEEDED WEEKLY WEEKLY	ON GOING ON GOING ON GOING

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