



RISK ASSESSMENT UKRA-032-2020

Process, activity, equipment being assessed:	Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal.
Location and Surroundings:	Ops + Sales Office, Finance Office, Commercial + Export Office, Engineering Office, Conference rooms, Workshop
Activities performed in the area:	
Equipment / substance being used:	
People involved:	All Employees

Date
14/05/2020
Review by Date:
13/02/2021
Assessor:
S Cradock
Signature:
SC

Hazard	Affected	Controls	Risk Level			Action Plan	Res Risk
			L	C	R		
Spread of Covid-19 (Coronavirus)	<ul style="list-style-type: none"> Staff Visitors to premises Cleaners Contractors Drivers Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions 	<p>Hand Washing Hand washing facilities with soap and water in place.</p> <p>Stringent hand washing taking place. See hand washing guidance - https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</p> <p>Drying of hands with disposable paper towels - https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/</p> <p>Staff encouraged to protect the skin by applying emollient cream regularly - https://www.nhs.uk/conditions/emollients/</p>	4	5	20	<p>Employees to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels.</p> <p>Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace.</p> <p>Encourage staff to report any problems and carry out skin checks as part of a skin surveillance programme - https://www.hse.gov.uk/skin/professional/health-surveillance.htm</p> <p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice - https://www.publichealth.hscni.net/news/covid-19-coronavirus</p>	2x5=10

Likelihood: 1(rare); 2(unlikely); 3(possible); 4(likely); 5(certain)

R= L x C

Consequence: 1 (no injury); 2(minor injuries); 3(< three-day absence); 4(> seven-day absence); 5(life changing / death)





		Gel sanitisers in any area where washing facilities not readily available				Posters, leaflets and other materials are available for display - https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19	
Spread of Covid-19 (Coronavirus)	<ul style="list-style-type: none"> • Staff • Visitors to premises • Cleaners • Contractors • Drivers • Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions 	<p>Cleaning</p> <p>Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods.</p>	4	5	20	<p>Increased frequency of site cleaning. Key areas for the clean, particularly in communal areas and at touch points including:</p> <ul style="list-style-type: none"> • Taps and washing facilities • Toilet flush and seats • Door handles and push plates • Hand rails on staircases and corridors • Machinery and equipment controls • All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs and door handles. • Telephone equipment • Key boards, photocopiers and other office equipment • Rubbish collection and storage points should be increased and emptied regularly throughout and at the end of each day. <p>Staff to clean down their personal work area at the end of the day.</p> <p>Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed.</p>	2x5=10
Spread of Covid-19 (Coronavirus)	<ul style="list-style-type: none"> • Staff • Visitors to premises • Cleaners • Contractors • Drivers • Vulnerable groups – Elderly, 	<p>Social Distancing</p> <p>Social Distancing -Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency - https://www.publichealth.hscni.net/news/covid-19-coronavirus https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people</p>	4	5	20	<p>Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it.</p> <p>Restrict access to site and control the number of individuals on site at one time</p> <p>Management checks to ensure this is adhered to.</p> <p>Staff who can work from home should do so to limit number of people in office</p>	2x5=10

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	<p>Pregnant workers, those with existing underlying health conditions</p>	<p>Taking steps to review work schedules including start & finish times/shift patterns, working from home etc. to reduce number of workers on site at any one time. Also relocating workers to other tasks.</p> <p>Redesigning processes to ensure social distancing in place.</p> <p>Redesigning of the office space to allow for social distancing, including removal of desks next to each other and creating one way systems.</p> <p>Conference calls to be used instead of face to face meetings.</p> <p>Social distancing also to be adhered to in all communal areas including kitchens and smoking area.</p> <p>Where it is not possible to follow the social distancing guidelines in full in relation to a activity risk reduction action must be taken</p>				<p>Staff to be encouraged to travel to office by cycling, walking or private car, to reduce risk of infection on public transport</p>	
<p>Spread of Covid 19 in workshop</p>	<p>Workshop staff</p>	<p>Staff in workshop use hands and are therefore mor likely to touch surfaces.</p> <p>This risk is controlled by:</p> <ul style="list-style-type: none"> - use of PPE such as gloves & masks - segregating tools - cleaning high touch surfaces regularly 	4	5	20	<p>Toolbox talks to cover Covid 19 to be to remind workshop staff of protocols and use of PPE</p> <p>Workshop supervisor to monitor social distancing in workshop</p> <p>Workshop supervisor ensure high touch surfaces cleaned regularly</p>	2x5=10

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