

Coronavirus (COVID-19) Risk Assessment

Assessment date: 15th May 2020

Review date: 13th May 2021

Version: 2.0

		LIKELIHOOD				
		Very Unlikely	Unlikely	Possible	Likely	Very Likely
		1	2	3	4	5
SEVERITY	Negligible	1	2	3	4	5
	Minor	2	4	6	8	10
	Moderate	3	6	9	12	15
	Major	4	8	12	16	20
	Extreme	5	10	15	20	25

HAZARD	RISK	CONTROL MEASURES	RR	PERSONS AT RISK
Exposure from others due to: 1) Living with someone with a confirmed case of COVID-19. 2) Have come into close contact (within 2 metres for 15 minutes or more) with a confirmed case of COVID-19. 3) Being advised by a public health agency that contact with a diagnosed case has occurred.	4 x 3 = 12	<ul style="list-style-type: none"> To follow government action of self-isolation and only to leave house on the following circumstances: for medical reason; to shop for necessary food supplies; and for essential works including those deemed 'key workers' Maintain contact with line management and Human Resources (HR) and to follow company policy / guidance. Travel is only required for essential travel; reduce the amount of time using public transport and to implement social distancing where possible (2m clearance from persons and not to travel in groups of more than 2 unless it is immediate family) To continue following ongoing government guidance Stay at home and only attend hospital in an emergency. Do not attend GP surgery and phone NHS line (111) if further advice is required Company to ensure extremely vulnerable persons are shielding themselves and following their specific medical advice issued to them Follow good NHS hygiene measures at all times Avoid all visitors to your home unless they are providing a medical requirement Do not approach delivery staff, allow packages to be left on the doorstep Do not take any antibiotics as they do not work against viruses. 	4 x 1 = 4	Employee
Ill health from infection and social distancing.	3 x 3 = 9	<ul style="list-style-type: none"> Staff briefed on social distancing and hygiene controls No unnecessary physical contact Gloves to be worn when handling car keys or items handled by others that have not been sanitized 	4 x 1 = 4	Employee

HAZARD	RISK	CONTROL MEASURES	RR	PERSONS AT RISK
Suspected case whilst working on site	3 x 3 = 9	If a worker develops a high temperature or a persistent cough while at work, they should: 1) Return home immediately 2) Avoid touching anything 3) 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. 4) They must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed.	4 x 1 = 4	Employee
Access / egress to site	4 x 4 = 16	Where possible, please consider and implement the following practices: 1) Stop all non-essential visitors 2) Provide clear guidance on social distancing and hygiene to people on arrival, for example, signage or visual aids and before arrival, for example, by phone or by email 3) Introduce staggered start and finish times to reduce congestion and contact at all times 4) Monitor site access points to enable social distancing 5) Require all workers to wash or clean their hands before entering or leaving the site 6) Allow plenty of space (two metres) between people waiting to enter site 7) Regularly clean common contact surfaces in reception, offices, access control and delivery areas e.g. scanners, screens, telephone handsets, desks, particularly during peak flow times	4 x 1 = 4	Employee / Contractors / Public
Hygiene	4 x 4 = 16	<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/mouth with unwashed hands and cover your cough or sneeze with a tissue then throw it in the bin. 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 Ensure extra supplies of soap, hand sanitiser and paper towels which need to be securely stored. Restrict the number of people using toilet facilities at any one time. Wash hands before and after using the facilities. Enhance the cleaning regimes for toilet facilities particularly door handles, locks and the toilet flush. In addition to daily contracted cleaning, when possible, anti-bacterial spray, disposable cloths & PPE (gloves, face masks) will be provided Hand sanitizers & PPE (gloves & masks) to be placed each department, reception area & meeting rooms 	4 x 1 = 4	Employee

HAZARD	RISK	CONTROL MEASURES	RR	PERSONS AT RISK
Canteen / Outside Common area	4 x 4 = 16	<ol style="list-style-type: none"> 1) Break times should be staggered to reduce congestion and contact at all times 2) Using outside areas for breaks 3) Hand cleaning facilities or hand sanitiser should be available at the entrance of any room where people eat and should be used by workers when entering and leaving the area 4) The workforce should be asked to bring pre-prepared meals and refillable drinking bottles from home 5) Workers should sit 2 metres apart from each other whilst eating and avoid all contact 6) Drinking water should be provided with enhanced cleaning measures of the tap mechanism introduced 7) Tables should be cleaned between each use 8) All rubbish should be put straight in the bin and not left for someone else to clear up 9) All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles, vending machines and payment devices. 	4 x 1 = 4	Employee
Working within 2 metres of working team	4 x 4 = 16	<ol style="list-style-type: none"> 1) Always consider if the task can be performed differently without having to breach the 2m social distancing rule 2) Workers are to limit face to face working and work facing away from each other when possible 3) Limit the frequency of working within 2m to an absolute minimum and ensure it is for strictly low intensity, sporadic work where exposure to this distance is less than 15 mins 4) Workstations to be placed 2m apart or screens provided where this is not possible 5) Where possible, floors to be marked to indicate 2m spacing 6) Where possible, one way system to be put in place and marked up accordingly 7) Continue to conduct dynamic risk assessments whilst completing the work and speak up if there is a safer way of completing the task 8) All equipment to be thoroughly cleaned prior and after using it 9) Sites should consider PPE for Coronavirus (Covid-19) where the two metre social distancing guidelines is not met. 10) Consideration given to disposable gloves, mask and eyewear to prevent and reduce potential contamination 11) Single use PPE should be disposed of so that it cannot be reused and to control potential contamination is controlled (waste removed by a responsible, approved contractor) 12) Only absolutely necessary participants should attend meetings and should maintain 2m separation throughout 13) Avoiding transmission during meetings, for example, sharing pens and other objects 	4 x 2 = 8	Employee

HAZARD	RISK	CONTROL MEASURES	RR	PERSONS AT RISK
Public Interaction	4 x 4 = 16	1) Designated one-way systems to be observed at all times 2) Customers instructed during bookings / appointment arrangements to observe social distance floor markings 3) Remind customers to visit the premises alone where possible 4) Ensure all public visitors wear gloves and face mask when entering the site 5) Only available hours in the workshop diary to be utilised 6) Advise customers of vehicle decontamination processes 7) Sanitise pens, keys, PDQ and desk after each interaction 8) Supply drinks to customers – do not allow them to self-serve	4 x 2 = 8	Employee

Additional Information

- **INTUITY Coronavirus (Covid-19) and Pandemic Awareness Training Course.**
- **Specific guidance for vehicle deliveries**
- **Specific guidance for vehicle cleaning and decontamination**
- **Specific guidance for Aftersales**
- **COVID-19 Staff Induction**
- **COVID-19 General Staff Guidance**