

Covid19 - Risk Assessment Record

Hazard	Who might be harmed & how	Existing Covid19 Control Measures in Place	Current Risk Rating *			Additional Control Measures Required	Date Completed	Risk Rating with Additional Controls *		
			L	C	R			L	C	R
Too many people on site	Higher risk to all onsite staff if social distancing cannot be maintained	None	5	4	20	<ul style="list-style-type: none"> Limit staff on site. Office staff and others who can work from home to do so. 	18 th May 2020	3	4	12
Too few staff on site	Health & Safety of all on site put at risk	None	5	4	20	<ul style="list-style-type: none"> Ensure minimum number of staff on site to operate safely. 		3	4	12
Mental health & wellbeing of staff working at home	Staff working alone at home could suffer	None	5	4	20	<ul style="list-style-type: none"> Management to keep in touch with team members and monitor with 1 to 1 and group contact, including social, health and work based. Ensure staff are aware of the services of Ben. 		3	4	12
Safety of staff working from home	Poor set up / equipment could lead to ineffective working conditions	None	5	4	20	<ul style="list-style-type: none"> Ensure correct equipment is provided for people to work safely from home. 		3	4	12
Self-Isolation	Staff at home could suffer from isolation	None	5	4	20	<ul style="list-style-type: none"> Management to ensure that individuals who are advised to stay at home do not attend site. Maintain regular contact with colleagues who are in self-isolation. Ensure staff are aware of the services of Ben. 		3	4	12
Equality in the workplace	Disabled workers, new or expectant mothers, carers or religious beliefs – existing working adjustments should not be compromised	None	5	4	20	<ul style="list-style-type: none"> Consider all existing measures in place. Liaise with staff members to enquire whether further adjustments are necessary. Ensure staff are at no more risk or disadvantage than others. 		3	4	12

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Enhanced risk of catching Covid19	Staff who are at 'higher risk' need to self-isolate	None	5	4	20	<ul style="list-style-type: none"> Facilitate staff working from home if appropriate. Liaise with staff about what additional measures may be needed. 	18 th May 2020	3	4	12
Arriving and leaving site	Potential for contracting Covid19 from other staff, customers and visitors	None	5	4	20	<ul style="list-style-type: none"> Wherever possible staff to travel alone in their own vehicles. Walking / cycling to be encouraged if possible. Separate entry / exit points used and sign posted. Signage used to promote one way system through building. Hand sanitiser provided at main entry points. 		3	4	12
Entry & Exit Doors	Customers & staff passing at close proximity, using key pads, door handles	None	5	4	20	<ul style="list-style-type: none"> Separate doors for entry & exit. Implement one-way system. Provide sanitiser station on entry. Avoid the use of key pads or use disposable gloves where unavoidable. Keep doors open where possible. Clean 'touch' points regularly. 		3	4	12
Movement around site	Staff & customers passing at close proximity	None	5	4	20	<ul style="list-style-type: none"> Minimise number of staff on site. Restrict movement around site, use phone, email if possible. Implement one way system through site. Implement and enforce 2m distancing. Allocate customers appointment times. Use of signage to communicate the above. 		3	4	12

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Social Distancing of Staff	Staff working in close proximity of each other	None	5	4	20	<ul style="list-style-type: none"> Staff to work from home where possible. Ensure desks / workstations are 2m apart. If unable to place desks 2m apart work side by side or back to back. Implement one-way systems through offices / workshops. If staff need to work in close proximity together use 'buddy' system and face coverings. Limit time involved in such activities. 	18 th May 2020	3	4	12
Social Distancing of Customers	Customers & staff coming within 2m of each other	None	5	4	20	<ul style="list-style-type: none"> Limit number of staff on premises. Limit number of customers on premises. Advise visitors of the social distancing measures we are taking before they visit site via phone or website where possible. Information on site social distancing and hygiene rules explained to visitors to site by use of posters and signage. Implement one way system. Use floor markings to mark out the 2m spacing. Use screens between staff & customers on reception, service and sales desks. 		3	4	12
Meetings	Enhanced risk of infection to staff	None	5	4	20	<ul style="list-style-type: none"> Online meetings only. 		3	4	12

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Common Areas	Staff / customers grouping together increasing the risk of infection	None	5	4	20	<ul style="list-style-type: none"> Vending machines have been turned off. Customer waiting areas are not to be used. Drinking water stations should be cleaned regularly with the 'tap' being wiped after every use. Frequently touched surfaces to be cleaned regularly. Used gloves and tissues to be placed in the bins provided. Use of floor markings to mark out 2m spacing. Posters to remind of increased hygiene rules. 	18 th May 2020	3	4	12
Contractors / Visitors to site	Staff, visitors and customers already on site face additional risk	None	5	4	20	<ul style="list-style-type: none"> Postpone all but essential visits to site. Maintain a record of all visitors to site. 		3	4	12
Equipment	Increased risk to multiple users	None	5	4	20	<ul style="list-style-type: none"> No 'hot-desking'. Work area to be kept clear. Area to be cleaned daily by cleaners. Objects regularly touched / handled to be cleaned frequently. Shared equipment to be wiped before and after every use (inc card payment machines). 		3	4	12

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Hygiene	Increased risk for all if not maintained at a high standard	None	5	4	20	<ul style="list-style-type: none"> Use of posters and signs to heighten awareness and provide as reminders. Sanitiser gels on all desks and entry points. Mini gels provided for inside vehicles. Staff to increase frequency of hand washing. Additional cleaning by contract cleaners. Additional bins provided for the disposal of used disposable gloves and tissues. Disposable paper towels to be used in toilets for hand drying. Shared equipment to be wiped before and after every use. 	18 th May 2020	3	4	12
Face Coverings	Heightened false sense of security of wearer – Non Clinical	None	5	4	20	<ul style="list-style-type: none"> Hands to be washed before and after removing covering. Avoid touching covering and face whilst wearing. Change the covering daily. Change covering if it becomes damp or you have touched it. Wash hands frequently. If washable wash in line with manufacturer's instructions, if not dispose of carefully. Still practice social distancing where possible. 		3	4	12
Transfer of documents / spare parts etc	Increased risk of breaking social distancing	None	5	4	20	<ul style="list-style-type: none"> Use of 'drop off' / 'collection' areas. 		3	4	12
Customer service vehicle collection / delivery	Staff member in customer controlled space	None	5	4	20	<ul style="list-style-type: none"> Ensure car 'pack' is used every time. 	18 th May 2020	3	4	12

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						<ul style="list-style-type: none"> Sanitise hands before entering and after leaving the car. Use disposable gloves. 				
Test Drives	Breaking of social distancing rules with staff member and customer in confined space	None	5	4	20	<ul style="list-style-type: none"> No accompanied test drives to be undertaken 		3	4	12
Car Functionality	Breaking of social distancing rules with staff member and customer in confined space	None	5	4	20	<ul style="list-style-type: none"> Use of video presentations to be used. Online leaflets to be promoted. 		3	4	12
Staff Communications	Confused and misinformed staff could lead to non-conformance	None	5	4	20	<ul style="list-style-type: none"> Regular clear updates from the SD Co-Ordinator to the site SD's. Information to be relayed to the staff on site by SD's. Staff empowered and encouraged to speak up with any concerns to SD. Site SD's to complete and return monthly H&S review to H&S Co-Ordinator for audit purposes. H&S Co-Ordinator to contact SD's on a weekly basis for update. Ad-hoc visits / photos to be taken by BL's / Directors when visiting sites and send to H&S Co-Ordinator for audit purposes. Advise staff of the content of this risk assessment. Display this risk assessment on site. Display the Covid19 safety poster. 		3	4	12
Deliveries	Non-Birchwood Staff on site unaware of our procedures potentially putting our staff and customers at risk	None	5	4	20	<ul style="list-style-type: none"> Implement a 'hands free' drop off point. Minimise the number of deliveries by ordering more, less often. 	18 th May 2020	3	4	12

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First Aid & Fire	Additional risk to staff	None	5	4	20	<ul style="list-style-type: none"> The primary responsibility remains to preserve life and first aid should be administered if required and until the emergency services attend. In an emergency, for example, an accident or fire, people do not have to stay 2m apart if it would be unsafe. People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards including washing hands. 		3	4	12
Training	<ul style="list-style-type: none"> SD's to be training on process and procedures for Covid19 risk management. Staff to be briefed on new controls / process and procedures now in place in relation to Covid19 risk management. 									
Ongoing Management Requirements	<ul style="list-style-type: none"> Ensure all staff are aware of reporting requirements and that all confirmed cases are escalated to the H&S Co-Ordinator Information updates to be communicated in a timely manner to the workforce, including letting staff know about symptoms and actions the medical professionals are advising people to take. Assessment to be reviewed every month or where significant change has occurred. A colleague who has been isolated for 14 days cannot return to work until the appropriate 'fit note' documentation is provided by their GP/healthcare provider to demonstrate they are now fit to return to work. SD's to monitor the arrangements to ensure that they are effective. 									

Likelihood	Certain	Very Likely	Possible	Unlikely	Very Likely
Consequence	Death	Major Injury	Over 7 Day	Minor	No Time Off
Rating	5	4	3	2	1

Increasing Likelihood	5	10	15	20		20-25	Stop
	4	8	12	16	20	15-16	Urgent Action
	3	6	9	12	15	8-12	Action
	2	4	6	8	10	3-6	Monitor
	1	2	3	4	5	1-2	No Action
Increasing Consequence							