



Reference No	UKTNG - RA – 03 (Group)
Description of task	Working During the COVID-19 outbreak after step 4 relaxation measures have been implemented (19/07/2021)

What are the hazards?	Who might be harmed and how?	Uncontrolled Risk Level (L x S)	What are you already doing?	Residual Risk Level (L x S)	Any Further action necessary ?	Action by whom and when
<p>Corona Virus (Covid-19) Symptoms Fever, tiredness and a dry cough. Some patients may also have a runny nose, sore throat, nasal congestion and aches and pains or diarrhoea. Some people report losing their sense of taste and/or smell.</p> <p>About 80% of people who get Covid-19 experience a mild case – about as serious as a regular cold and recover without needing any special treatment.</p> <p>About one in six people become seriously ill. The elderly and people with underlying medical problems like high blood pressure, heart problems, overweight, smokers, diabetes, or chronic respiratory conditions, are at a greater risk of serious illness from Covid-19.</p>	<p>All Staff Members</p> <p>(Field based, office site based or home/occasional office based)</p>	L3 x S5 (22)	<p>Even after the relaxation of restrictions from the 19th July, We, (Thurlow Nunn Group) have decided to continue with the social distancing listed below. Our reasoning for this is that we want to continue providing a safe working environment for our staff coupled with the need to stop the potential risk of a spread which ultimately could close one of our sites if a high number of staff test positive or have to isolate</p> <p>Social distancing measures of 2m or 1m plus due to operational reasons will remain in force</p> <p>From the 19th July, masks will be become optional for staff as will be the case for our customers/clients, however we would ask everyone to respect each other's wishes as some staff will continue to wear face masks especially if you are working in close proximity and/or in a poorly ventilated area</p> <p>Higher hygiene standards will still be expected; posters placed prominently highlighting expected standards (washing hands, sanitising workstations, common areas etc.)</p> <p>Alcohol gel, sanitising spray is in place around the workplace for staff/customer use. Replacements can be ordered through the Parts departments</p>	L2 X S5 (19)	None	N/A

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Approved by: James Thurlow	Review Date: RA / 03 (Group) review 13/07/22	Issue 2015 - 1.0: Page 1 of 7
Reason for change: New RA		



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<p>A vaccine has been created and is currently being distributed. This comes in 2 doses. The government created a cascading list from the most vulnerable to the youngest in society who would have the vaccine which is currently 18 years old. The role out of this vaccine is underway with the numbers increasing on a daily basis</p> <p>The vaccine is not a cure, it reduces the likelihood of an individual who becomes infected having to attend hospital. It currently reduces the likelihood of a hospital admission by 80%</p> <p>As of the 19th July 2021, the government are relaxing the social distancing measures as it feels enough of society have been fully vaccinated so as not to overwhelm the hospitals</p> <p>The Thurlow Nunn Group will at this time continue to adopt the control measures listed to ensure the safety of our staff and the continuity of our business</p>			<p>Additional PPE, Gloves, Face Shields, Snoods & Face masks are available</p> <p>When a customer enters the building, you are to maintain social distancing and customers are encouraged via wash/sanitise stations to use them upon entry</p> <p>Card payments are encouraged</p> <p>Staff MUST report any symptoms to their managers immediately so isolation/testing can commence. HR are to be informed</p> <p>Lateral flow testing is in effect and although not mandatory has been encouraged. Testing takes place at home on a Sunday and Wednesday evening. Regular deliveries of kits to each site are being completed</p> <p>Face masks continue to be encouraged if there is a need to share a vehicle/tractor, for example if a customer vehicle/tractor is being delivered and there is no part exchange to return in</p> <p>Desk sneeze shields will remain in place to provide additional protection especially where staff are customer facing /For example parts/ service advisors speaking to customers</p>			

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Issue 2015 - 1.0: Page 2 of 7

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			<p>Regular updates will be given by the senior staff members and will continue to use suitable computer platforms such as Microsoft Team and Skype along with the usual forms of communication such a bulletin's, meetings, company intranet and tool box talks</p> <p>Company will review all actions/controls continuously abiding government advice</p> <p>All field based or staff members visiting a different site ARE to sign the visitor book. For example, a member of the HR, Finance, H&S, or Director</p> <p>Please remember, the most effective measure is and always has been, sanitising and social distance</p>			

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Reason for change: New RA		



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As above, the same hazards exist	Visitors & contractors	L3 x S5 (22)	<p>If possible, continue to speak to Clients, Visitors and Contractors remotely such as teams/web/telephone based</p> <p>Can the meeting, weather permitting be held outside?</p> <p>If not, the Client, Visitor(s) & Contractors are to conform to our policies/procedures and the wearing of masks is to be encouraged</p> <p>Social distancing measures are to be maintained</p> <p>For contractors, it is expected that the responsible staff member will have reviewed their arrangements before agreeing to the works being completed</p> <p>The "Visitor Screen Forms" and visitor book must be signed by all visitors/clients and contractors when visiting out premises. They are located at reception</p>	L1 X S5 (15)	None	N/A

This risk assessment shall be reviewed and amended if required periodically. Any updates will be highlighted in **RED**

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Reason for change: New RA		



5x5 Matrix

		SEVERITY				
		S1 - Minor	S2 - Moderate	S3 - Serious	S4 - Major	S5 - Catastrophic
LIKELIHOOD	L5-Almost Certain	Medium 11	High 16	Extreme 20	Extreme 23	Extreme 25
	L4-Likely	Low 7	Medium 12	High 17	Extreme 21	Extreme 24
	L3-Possible	Low 4	Medium 9	Medium 13	High 18	Extreme 22
	L2-Unlikely	Low 2	Low 5	Medium 10	Medium 14	High 19
	L1-Rare	Low 1	Low 3	Low 6	Low 8	Medium 15

SEVERITY of an event occurring	Type of Potential Event (Incidents)	
	Injury	Environmental Damage
C5-Catastrophic	Life Threatening Event: Fatality or significant permanent disability. Prohibition Notice and HSE prosecution likely.	Major impact: (immediate and/or serious long-term harm), high potential for adverse publicity, potential EA prosecution
C4-Major	Potential Life Threatening Event: Serious LTI (lost days duration 7 days or more, potential for permanent disability; Potential for HSE prosecution	Off-site impact and EPA reportable incident: (off-site = effecting neighbouring property/water), measurable environmental harm penalised by EA
C3-Serious	Serious Injury Event: Lost Time Injury (LTI) potential Injury for 1-3 days; Medical Treatment Injury likely with work restricted duties; Improvement Notice likely	Localised impact - contained within the site boundary: Reportable to EA with infringement potential; Reported as Significant Incident (Company)
C2-Moderate	Minor Injury Event: Medical Treatment Injury with no restricted duties, Technical breach/infringement of HSE Regulation potential for Improvement Notice	Minor impact: - immediate containment/control, potential harm to environment, clean up required, reportable to EA with infringement potential. Reported as Significant Incident (Company)
C1-Minor	Nil or potential minor injury event: No injury likely or potential for minor First Aid Case. No HSE regulatory breach, Minor illness	Negligible impact or temporary inconvenience: not requiring EA notification

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