

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

*Risk matrix used in risk assessment below
RR = residual risk*

Coronavirus (COVID-19) Work Place Risk Assessment

Contents

1. Travelling to Work
2. Suspected COVID-19 Cases
3. Access & Egress of Workplace
4. Welfare & Hygiene
5. Display Screen Equipment (DSE)
6. Wellbeing
7. Working Distances

Assessment Date: Friday 15th May 2020 – Assessment No 1

Review Frequency: Four Weekly

Next Review Date: Friday 12th June 2020 – Assessment No 2

Hazard	Risk	Control measures	RR	Persons at risk
1. Travelling to Work	4 x 3 = 12	a. Staff have been advised to only travel to work where work cannot be performed at home – this only applies to the office-based staff. b. Staff have been advised to limit the use of public transport and use their own personal vehicles, bikes or legs to complete their commute to and from the work place. c. Where staff have no other alternative but to use public transport to get to work then they have been advised it is recommended that they use appropriate face covering and maintain social distancing measures where possible. d. Staff have been advised starting and finishing times for work will, where practically possible, not coincide with the start and finish times of Nelsons (Birstall) Ltd who share the same car parking facilities	4 x 1 = 4	All Staff

		and access road to the rear of the premises.		
2. Suspected COVID-19 Cases	4 x 4 = 16	<p>a. All staff will have their body temperatures taken every morning on arrival to the work place.</p> <p>b. If any staff member gives a high temperature reading and/or develops a new persistent cough they will be told to:</p> <ul style="list-style-type: none"> • Return home immediately • Avoid, as much as possible, touching hard surfaces in the work place whilst collecting their belongings. • Self-isolate for a period of 7 days <p>c. If the scenario in b) above happens, a full deep clean of the work place will be undertaken.</p> <p>d. Reporting and return to work procedures will be in line with the Government guidelines.</p>	4 x 1 = 4	All Staff
3. Access and Egress of Workplace	4 x 4 = 16	<p>a. The management have advised all staff that non-essential visitors will not be allowed to the workplace until further notice.</p> <p>b. Signage at the rear of the building has been installed to direct all visitors who come to the workplace to report to the main reception area where they will have to sign-in and sanitize their hands.</p> <p>c. The reception area now displays wall and floor signage instructing all visitors to sanitize their hands and ensure they exercise social distancing measures.</p> <p>d. As detailed under item 1d above, the management have introduced staggered start / finish times and lunch breaks to reduce contact with the adjoining business personnel; Nelsons (Birstall) Ltd.</p> <p>e. All staff have been advised they must wash their hands upon arrival to the work place (for a duration of no less than 20 seconds with warm water). Hand washing and sanitizing of hands, regularly throughout the day, is now a requirement of all staff.</p> <p>f. At the end of each working day all common contact surfaces throughout the premises will be cleaned with hard surface sanitizer sprays.</p>	4 x 1 = 4	Customers / Suppliers / All Staff
4. Welfare & Hygiene	4 x 4 = 16	<p>a. As with Item 3e above, it is now a requirement for all staff to wash and sanitize their hands regularly throughout the day.</p> <p>b. There are dedicated sanitizing stations across the work place for all staff and visitors to use - all staff have also been provided with a personal sanitizer that they will carry with them at all times.</p> <p>c. Dedicated waste bins have been provided throughout the workplace for the disposal of hand towels and tissues.</p> <p>d. All staff have been advised to avoid touching their face/eyes/nose/mouth at all times.</p> <p>e. All staff have been advised to ensure they</p>	4 x 1 = 4	Customers / Suppliers / All Staff

		<p>cover their mouths and nose, with a disposable tissue, if they cough and/or sneeze. The tissues are to be disposed of in the dedicated waste bins – following the appropriate current guidelines the contents of these bins will be disposed of and cleaned at the end of each working day.</p> <p>f. As with Item 3f above, at the end of each working day all common contact surfaces throughout the premises will be cleaned with hard surface sanitizer sprays.</p> <p>g. At the end of each working day all soap and sanitizer supplies will be replenished.</p> <p>h. Unless absolutely necessary, all visitors to the workplace will not be allowed to use the toilet facilities.</p> <p>i. Previously staff have taken their lunch breaks together in the main office. This will no longer happen and all staff will take their breaks individually.</p> <p>j. All staff have been advised they must bring pre-prepared meals and refillable drinking bottles from home.</p> <p>k. All staff can fill their refillable drinking bottles up from the either of the two water taps within the work place. These taps will receive a clean at the end of each work day.</p> <p>l. All staff must wash and sanitize their hands before and after handling food they have brought from home.</p> <p>m. All staff have been advised ventilation should be increased where possible – the office will open windows and the workshop will open the rear shutter door. The opening of the rear shutter door is blocked off to stop unauthorised access.</p> <p>n. To control any potential cross contamination staff will ensure single use PPE will be disposed of in the dedicated bins. As with item 4e above, all waste from the bins will be disposed of following the current appropriate health and safety guidance.</p> <p>o. Staff have been instructed to ensure their own reusable PPE is cleaned after use and not shared between other staff members.</p> <p>p. All staff have been advised if they come into contact with any visitors during the working day, they should ensure they wash their clothes when they get home and wear clean work clothes the following day. Sufficient work clothes have been provided to all staff members.</p>		
5. Use of Display Screen Equipment (DSE)	$3 \times 3 = 9$	<p>a. All three workstations have DSE – an assessment has been completed and each area has a sufficient 2m area around it and therefore no shields/barriers required.</p> <p>b. All DSE will receive a full clean at the end of each working day.</p>	$3 \times 1 = 3$	All Staff
6. Staff Wellbeing	4	a. The management acknowledge the effects	4	All Staff

	$\begin{array}{r} x \\ 4 \\ = \\ \mathbf{16} \end{array}$	<p>of this pandemic are likely to have created personal challenges for the staff. If any staff member feel that their mental health has been affected, they have been advised they should talk to their line manager as there is help available via the business's subscription to the Federation of Small Businesses.</p> <p>b. Staff have also been advised that flexible working arrangements can be arranged upon request.</p> <p>c. As with Item 2 above, in the interest of all staff, measures have been put in place to protect them as much as practically possible.</p>	$\begin{array}{r} x \\ 1 \\ = \\ \mathbf{4} \end{array}$	
7. Working Distances	$\begin{array}{r} 4 \\ x \\ 4 \\ = \\ \mathbf{16} \end{array}$	<p>a. All staff have been advised, where possible, they must rearrange working methods to allow tasks to be completed by one person or as little number of people to help maintain safety measures.</p> <p>b. Staff are, where possible, to exercise social distancing measures of 2 meters from each other. Where social distancing measures cannot be implemented staff have been advised they should limit the frequency of working within 2 meters distance to an absolute minimum.</p> <p>c. Staff have been advised, where practically possible, they should not work face to face with their colleagues and work facing away whenever practically possible.</p> <p>d. Staff are, where possible, to consider alternative or additional mechanical aids to reduce worker interface.</p> <p>e. Staff are required to continually consider risks associated with working methods and advise their line manager if they feel there are safer ways to complete tasks.</p> <p>f. Any concerns the staff have are to be raised with their line manager immediately.</p>	$\begin{array}{r} 4 \\ x \\ 1 \\ = \\ \mathbf{4} \end{array}$	All Staff