

COVID-19 RISK ASSESSMENT

Notes :-

Severity of the hazard (3 is High, 2 is Medium, 1 is Low)

3 = Loss of life/ Permanent disability/ Major injury

2 = Serious Injury or illness/ Temporary disability;

1 = Minor/ non-disabling injury or illness;

Likelihood of Occurrence (3 is High, 2 is Medium, 1 is Low)

3 = Probable

2 = Possible

1 = Unlikely

Risk Ranking = Severity x Likelihood of Occurrence

1 and 2 = LOW Risk

3 and 4 = MEDIUM Risk

6 and 9 = HIGH Risk

Risk Rating		Likelihood of occurrence		
		1	2	3
Severity	1	1	2	3
	2	2	4	6
	3	3	6	9

Occupational Category Creffields Timber and Boards Ltd Assessment No : 01

Risk Assessor: Nigel Creffield Date : 01/06/2020.

Position: Director

Persons exposed : Other workers : Employees: 18 Total No at risk : 18

Young persons : Public / visitors :

Hazards which could create a potential for harm

- Spread of virus - hand contact Visitors / Deliveries
- Spread of virus - inhalation
- Vulnerable persons
- Employee becomes ill at work

Hazard	Severity See notes	Likelihood See notes	Risk Rating See notes	Control Measures	Residual Risk See notes
Spread of virus - hand contact	3	2	6 - High	Handwashing advice given to all staff (Via email and TBT). Soap and hand sanitising gel (+60% alcohol), and hand towels available to all staff and drivers. Avoid using public transport wherever possible. Anti Viral cleaning products purchased and advice given to all office/depot staff. Employees to stay at home when they have symptoms of a temperature or persistent cough, or someone within household has these symptoms. Household to isolate for 14 days. IT Manager has systems in place to enable employees to work from home, including desk phones can be taken home (advice given). IT Manager can log in remotely to set up staff. Depot teams to develop fluid work contingency plans to manage workforce absences.	3 - Med
Spread of virus - inhalation	3	2	6 - High	Good hygiene practices explained to all staff. Good ventilation to be applied in all buildings; opening windows and doors whenever possible. Face Coverings (and instructions) provided for all staff who choose to wear them. Social distancing (+2 Metres between people, no physical contact e.g. shaking hands) to be practiced where possible. Work from home where possible. Use of Zoom for all meetings, rather than face to face contact. Employees to stay at home when they have symptoms of a temperature or persistent cough, or someone within household has these symptoms. Household to isolate for 14 days. IT Manager has systems in place to enable employees to work from home, including desk phones can be taken home (advice given). IT Manager can log in remotely to set up staff. Depot teams to develop fluid work contingency plans to manage workforce absences.	3 - Med
Vulnerable persons within workforce	3	2	6 - High	Vulnerable persons email/memo given to all staff. Vulnerable persons to work from home or self isolate as per government advice.	3 - Med
Employee becomes ill at work	3	2	6 - High	Response plan advice given to the Office Manager detailing the steps to be taken should this occur.	3 - Med
Visitors	3	2	6 - High	Use of Zoom for all meetings, rather than face to face contact. Where physical meetings are essential - Social distancing (+2 Metres between people) to be practiced, including no physical contact (e.g. handshakes).	3 - Med
Goods in/out. Deliveries	3	2	6 - High	Use own pen to sign for deliveries. Wash hands immediately after dealing with parcels/post. Clean all goods and merchandise entering the site with antiviral wipes/spray. Wash hands immediately afterwards. Cleaning of vehicles - Clearing workspaces and removing waste and belongings from the vehicle at the end of a shift. Retaining sufficient quantities of hand sanitiser /wipes within vehicles to enable workers to clean hands after each delivery / drop-off, and before entering the vehicle. Frequent cleaning of objects and surfaces that are touched regularly, such as door handles, fuel pumps and vehicle keys, and making sure there are adequate disposal arrangements. Frequent cleaning of work areas and equipment between uses, using antiviral wipes/spray. Restrict non-business deliveries, e.g. personal deliveries to workers.	3 - Med
Travel to workplace(s)/sites - Spread of virus - hand contact/inhalation	3	2	6 - High	Travel to work using public transport - Avoid using public transport where possible. Wash hands (use hand gel provided by the company) when getting on and off the vehicle. Practice social distancing. Use contactless payment. Face Coverings should be worn on public transport as per government recommendations. Consider washing clothes regularly as the virus may be retained on fabric for a few days. Travel to work using own/company vehicles - Maximum of 1 person per vehicle. Cleaning of vehicles - Clearing workspaces and removing waste and belongings from the vehicle at the end of a shift. Retaining sufficient quantities of hand sanitiser /wipes within vehicles to enable workers to clean hands after each delivery / drop-off, and before entering the vehicle. Frequent cleaning of objects and surfaces that are touched regularly, such as door handles, fuel pumps and vehicle keys, and making sure there are adequate disposal arrangements. Frequent cleaning of work areas and equipment between uses, using antiviral wipes/spray.	3 - Med
Spread of virus - working in close proximity to others	3	2	6 - High	Adapt office layout where necessary to allow work areas of 2m (Screens, barriers, changing workplace layout, side to side or back to back (not face to face)). Put tape in place around desk areas to show 2m distance. No hot desking. Limit number of persons within enclosed spaces, e.g. toilet areas, kitchen, changing rooms, corridors - display signage to indicate how many people are allowed in at 1 time. Use pre-prepared food, do not prepare food in kitchen area. Wash hands before and after handling food/eating. Cleaning regime to be produced and implemented, esp. high touch areas - clean as you use / clean and sanitise as you go system. If they cannot be done virtually - Toolbox Talks/Safety briefings to take place outside, with 2m between people.	3 - Med
Mental Health	3	2	6 - High	Covid-19 Mental Health guidance given to staff. Online Mental Health Training available - contact Nigel Creffield for further details.	3 - Med