

COVID 19 General Risk Assessment 13 May 2020 Version 2

	Unacceptable
	Broadly acceptable, follow additional controls
	Acceptable

Personnel involved in activities		
A	Non-vulnerable persons	Full & part time Astley office employees; Astley employees from other areas of the business
B	Vulnerable persons	Female employees of childbearing age; pregnant works; young persons (age 16-18) on work placements or apprenticeships; (children under 16) on work experience
C	Non-employees	Contractors: air conditioning; fire extinguisher servicing; decorators; service engineers etc. window cleaners. Visitors.

astley.

ASPECT	AREA	At Risk	RISK	Risk Score	Measures of Mitigation	Residual Risk	
Pre Start	Training	A,B	New procedures not understood/adhered to		Induction to be completed prior to reintroduction to workplace, new arrival procedure including signing in and ongoing TBT. Effective communications as and when changes happen		
	Janitorial	A,B	No hot water for hand washing		Handwashing facilities available		
			Water has been in system undisturbed		Systems to be purged prior to workplace restart		
		A,B	Social distancing not adhered to		Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it. Management checks to ensure this is adhered to. Implementation of additional social distancing signs/markings and reminder communications		
			A,B	Janitorial supplies not adequate		Well stocked supplies already in place	
			A,B	Covid-19 virus may be on surfaces in premises		Frequent cleaning and disinfecting surfaces using sanitiser or wipes provided, surfaces that are touched regularly particularly in areas of high use such as switches and controls. Daily cleaning regime and log implemented for regular touch point areas. Staff to clean down machines after use.	
				A,B	Cross contamination person to person use of shared crockery		Kitchen facilities user numbers to be restricted , all staff advised in advance and told to bring own mugs, drinks, food and cutlery etc.
	A,B			Cross contamination person to person touching surfaces		Antibac spray and wipe to be installed in all shared areas with kitchen rolls. Antibac gel dispensers to be installed	
	A,B			Cross contamination person to person congregation in kitchen		Waiting area outside of kitchen to have control use levels	

Welfare Facilities	Kitchens/Canteen	A,B	Cross contamination person to person congregation in canteen		Rote system for canteen use, no more than 8 number of people to use at any one time. Staff to bring own food and not leave premises during shift. Fridge/kettle/microwave/vending machines to be wiped down after use.	
		A,B	Cross contamination person to person using vending machine		Frequent cleaning and disinfecting surfaces using sanitiser or wipes provided	
		A,B	Cross contamination person to person using microwave ovens		Frequent cleaning and disinfecting surfaces using sanitiser or wipes provided	
	TOILETS	A,B	Cross contamination person to person congregation in toilet area		Frequent cleaning and disinfecting surfaces using sanitiser or wipes provided, surfaces that are touched regularly particularly in areas of high use such as door locks and hand dryers, limit number of staff using facilities. Daily cleaning regime and log implemented for regular touch point areas.	
		A,B	Cross contamination from waste bins		Frequent cleaning and disinfecting surfaces using sanitiser or wipes provided, surfaces that are touched regularly. Daily cleaning regime and log implemented for regular touch point areas. Employees to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels	
Office	Work areas	A,B	Cross contamination person to person		Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it. Space out desks used to maintain social distancing between users	
	Working hours	A,B	Cross contamination person to person		Start/finish times to be staggered to enable safe access and egress whilst maintaining social distancing. Staff who are able to work from home should wherever possible	
	DSE	A,B	Cross contamination person to person		Staff to only use their own work station and equipment where possible	
	Meeting Rooms	A,B	Cross contamination person to person		Staff to be reminded on a daily basis of the importance of social distancing both in the workplace. Meeting to be held remotely where practicable, where not possible social distancing to be maintained.	
	Corridor/ floor plan	A,B	Cross contamination person to person		Where possible doors to be left open, one way system to be developed to limit interaction.	
	General	A,B	Cross contamination person to person		Stay in own office areas where possible, keeping movement to a minimum, use closest welfare facilities. Office specific Risk Assessment completed (RA 020)	
	Ventilation	A,B	Cross contamination person to person		If circumstances allow air conditioned to be kept to a minimum, office staff to work from home as applicable.	

Factory	Work areas	A,B	Cross contamination person to person		Work benches are posted at a minimum of 2m apart to ensure correct social distancing. Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it.	
	Manual Handling	A,B	Cross contamination person to person		Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it. When unable to carry out manual handling alone, firstly consider mechanical aids, if not possible use protective equipment provided, face mask, gloves and glasses, ensure the task is completed as quickly as is safely possible. Employees to wash their hands for a minimum of 20 seconds with water and soap. The wearing of a face mask is not required by law and is not included in government guidelines. The role of PPE is providing additional protection, this is limited and general face masks are available for those who feel more comfortable wearing them. If choosing to wear a face mask. Employees to wash their hands for a minimum of 20 seconds with water and soap before and after fitting. Avoid touching face Change mask if you touch it or it becomes damp Dispose after use in normal waste stream Continue to follow social distancing rules	
	Shared Equipment	A,B	Cross contamination person to person		Frequently cleaning and disinfecting surfaces using sanitiser or wipes provided, surfaces that are touched regularly particularly in areas of high use such as switches and controls. I.E. Forklift Trucks	
	Working hours	A,B	Cross contamination person to person		Start/finish times to be staggered to enable safe clocking on and off whilst maintaining social distancing.	
	DSE	A,B	Cross contamination person to person		Frequent cleaning and disinfecting surfaces using sanitiser or wipes provided, surfaces that are touched regularly particularly in areas of high use such as keyboards and scanners. All users to clean before and after use	
	Corridor/ floor plan	A,B	Cross contamination person to person		One way system to be employed where possible.	
	General	A,B	Cross contamination person to person		Factory Specific Risk Assessment completed (RA-2018-001)	
	Ventilation	A,B	Cross contamination person to person		Doors to remain open as much as possible to allow for good air flow	
	Pastoral Care	Staff support	A,B	Mental well being		Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a fast changing situation. Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.

	Venerable Workers	A,B	Extra Care		If employees classed as vulnerable consider if they have to return to work and if so can they carry out a 'lower' risk role	
	Breaks	A,B	Mental well being		Breaks to be staggered	
	Engagement	A,B	Feedback		All issues to be reported to either line manager or HR, Mental health first aiders on site and available.	
Reception	Visitors/customers	A,B,C	Infected person arrives at office		Regular temperature checking will take place, in the first instance all staff attending site will be checked and recorded daily. Individuals who are showing symptoms of COVID 19 must not be allowed access	
		A,B,C	Cross contamination -congregation		Visitors will only be allowed with prior permission granted by a director and therefore kept to a minimum, access monitored by receptionist	
		A,B,C	Signing in procedures		Receptionist will sign in visitors and staff	
		A,B,C	Cross contamination person to person-physical barriers		Counter barrier screen fitted for additional protection. Frequent cleaning and disinfecting surfaces using sanitiser or wipes provided	
		A,B,C	Cross contamination person to person - money & parcels		Money does not change hands, parcels to be handled as little as possible, individual parcel is for to collect and clean as appropriate before opening.	
		A,B,C	Cross contamination person to person touching surfaces		Frequent cleaning and disinfecting surfaces using sanitiser or wipes provided. Employees to wash their hands for a minimum of 20 seconds with water and soap.	
Transport/Exterior Facilities/Onsite activities	Car park	A,B	Cross contamination person to person		Until staff returns to full capacity car parking is ample and cars to be parked in every other bay, review when conditions change.	
	Bike shed	A,B	Cross contamination person to person		Frequent cleaning and disinfecting surfaces using sanitiser or wipes provided, surfaces that are touched regularly.	
	2 person van journeys	A,B	Cross contamination person to person		If the journey is essential, such as travel to work, and there is no option but to share a vehicle with people who are not part of the same household, journeys should be shared with the same individuals and with the minimum number of people at any one time. Areas of vehicle of common use such as door handles etc. to be sanitized frequently. Where practicable open windows to aid air flow	
	Public transport	A,B,C	Cross contamination person to person		Where possible staff to use alternate method of travel, if not possible staff to be offered flexible times to avoid peak usage times	
	Working Activities	A,B,C	Cross contamination person to person touching surfaces		Journeys should be shared with the same individuals and with the minimum number of people at any one time. Areas of vehicle of common use such as door handles etc. to be sanitized frequently. Where practicable open windows to aid air flow	

		A,B,C	Cross contamination person to person		AHS-TEM-003 provided with SSOW onsite activities	
	Outside areas	A,B,C	Cross contamination person to person		Area in open air, staff to maintain social distancing of 2m	
Cleaning functions	Cleaning staff	A,B	Cross contamination person to person		Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods. Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed. Daily cleaning regime and log implemented for regular touch point areas.	
Deliveries and suppliers	Goods in and warehouse	A,B,C	Cross contamination person to person		Suppliers to be made aware of restrictions and measures taking place at premises. Frequently cleaning and disinfecting objects and surfaces that are touched. Unloading and loading of vehicles. Driver to stay in cab where possible and use single person or dedicated team to load and offload. When unable to carry out manual handling alone, firstly consider mechanical aids, if not possible use protective equipment provided, face mask, gloves and glasses, ensure the task is completed as quickly as is safely possible. Employees to wash their hands for a minimum of 20 seconds with water and soap.	
Working at other premises	Meetings/sales/presentations	A,B,C	Cross contamination person to person		To be kept to a minimum and encourage remote meetings. Where not possible staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it.	
Emergency	Emergency	A,B	First aid considerations		First aiders and injured party to wear face masks and glasses, endeavour to keep treatment to a minimum and if required call emergency services, encourage injured party to apply dressings under supervision if possible.	
		A,B	Evacuation considerations		When fire alarm is raised staff to leave the building by the nearest fire exit and proceed to the assembly area, fire marshalls will account for staff and supervise social distancing measures.	
Confirmation of positive case	Staff support	A,B	Communication		HSQE and HR to monitor and communicate as applicable. Follow government guidance on self isolation and stay in touch with HR/Line manager	
	Incident recording	A,B	Record keeping/Reporting/Lessons learned		Regular management meetings to discuss issues and adjust as required	

General	Reporting	A,B,C	Concerns about protocol in place		If staff have any concerns, issues or recommendations or if they see procedures or practices they do not feel are safe or in line with the latest information please speak to their Line Manager, HR Manager or Head of HSQE as soon as possible maintaining social distancing. <i>No one is obliged to work if they consider it to be an unsafe environment</i>	
	Face masks	A,B	Cross contamination person to person		<i>Public Health guidance on the use of PPE (personal protective equipment) to protect against COVID-19 relates to health care settings. In all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours. Face masks are to be used in line with CLC guidance. FFP2 masks are provided for site work where social distancing cannot be maintained.</i>	
	Face fit Testing	A,B	Cross contamination person to person		To minimise the risk of transmission of COVID-19 during face-fit testing the following additional measures should be carried out – Both the fit tester and those being fit tested should wash their hands before and after the test. <i>Face masks must not be used by more than one individual. Fit testers should wear disposable gloves when undertaking cleaning of the tubes, hoods etc. and ensure they remove gloves following the correct procedure (PDF)</i>	
	Communication	A,B,C	Safe Systems of Work (SSOW) Up to Date		SSOW to be reviewed regularly and published on company website along with COVID 19 secure statement	