

RISK ASSESSMENT FORM

Version: 01

Document Reference No:

Title: Covid -19 BSK

Risk Assessor: Paul Hunt

Local Review by: S.Bailey

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Severity / Consequence Categories	
Severity	Description
Catastrophic	Multiple fatalities (employees or third parties). Catastrophic environmental impact, resulting in irreversible/long term harm to environment.
Significant	Single fatality (employee or third party), loss of limbs, permanent severe disablement. Severe environmental incident resulting in significant impact requiring management by external authorities and / or high level of resources for response and remedy. Reversible/medium term harm to environment.
Moderate	Major injury / ill-health effect such as breaking a major bone or temporary disablement requiring hospital / casualty treatment and resulting in time off work. Moderate environmental impact requiring management response to aid recovery and resulting in reversible / short-term harm to the environment.
Low	Minor injury / ill-health effect requiring medical treatment beyond first aid. Restricted duties may be possible. Low environmental impact, not requiring management response.
Negligible	First aid case, no lost time. Negligible safety impact. Negligible environmental impact not requiring management response.

		Severity / Consequence >>>						
		Negligible	Low	Moderate	Significant	Catastrophic		
Likelihood (Chance of Risk) >>>	Certain	>90%	M	M	H	H	H	H High - Stop operations and rectify immediately. Senior management decision required to accept or reject risk. M Medium - Maintain current controls. Management to review and determine if further controls are required. L Low - No further controls are required.
	Likely	>50% < 90%	M	M	M	H	H	
	Possible	>10% < 50%	L	L	M	M	H	
	Remote	>1% <10%	L	L	L	M	M	
	Unlikely	<1%	L	L	L	M	M	

Process/Activity/Task/Step/Change	Hazard	Who May be Harmed?				Existing Risk Controls	Interim Risk		FOR LOCAL REVIEW PURPOSES						
									Controls Adequate?		Additional Risk Controls (Not applicable if controls are adequate)		Residual Risk		
									Yes / No	Action	Person Responsible	Date	Consequence	Likelihood	Rating (H-M-L)
Description in Sequence		Employee	Contractor	Client / Public	Environment	Consequence	Likelihood	Rating (H-M-L)							
R1 - transmitting Covid-19, communal areas	Staff gatherings in communal areas. Social distancing not possible	x		x		Restriction placed on canteen and vending machine usage. Areas marked out as designated seating 1 per table with excess chairs and tables removed from facility. Vending machine restricted to 1 person with no queuing within a 2 meter distance. Floor markings in place for tables, chairs and vending machine. 1 person in kitchen at a time.	S	P	M	YES					
R2 - transmitting Covid-19, working on site, unable to maintain 2 metre distancing	Staff segregation in operational areas	x		x		Staff briefed on maintaining a 2 meter distance form others whilst carrying out their daily duties. Work being allocated to individuals based on safe working distances within the inbound department. Staff briefed on maintaining a 2 meter distance whilst picking goods, not entering aisles until the area required has been vacated. Despatch stations have been screened off, creating individual cubicles.	S	P	M	YES					
R3 - transmitting Covid-19 - cleaning of the site.	Hygiene levels - contamination	x		x		Cleaners conducting additional wipe downs of all communal areas, door handles, hand rails, banisters and other areas. Surface disinfectant cleaning wipes provide at each PC terminal / desk. Instructions given to all staff to wipe down equipment before and after usage.	S	P	M	YES					
R4 - transmitting Covid-19 - Personal hygiene	Personal hygiene, spreading the virus.	x		x		All staff briefed on personal hygiene to stop any potential spread of germs / viruses. All staff issued with a 100ml bottle of hand gel that is to be carried with them at all times, along with a 500ml bottle of hand gel. All staff briefed on the importance of washing hands for 20 seconds with soap and hot water, with information on notice boards	S	P	M	YES					
R5 - transmitting Covid-19 - smoking area	Smoking area build up of people, 2 metre distancing not possible.	x		x		Floor areas marked out in the designated smoking area to allow 2 meter segregation. Staff to maintain the required distance at all times and continue to use the dedicated receptacles for waste.	S	P	M	YES					
R6 - transmitting Covid-19 - Break time	Build up of people on break, 2 metre distancing not possible	x		x		Staff breaks to be staggered so as to comply with segregation / 2 meter rule. Not more than 1 person to have break in the same car at the same time.	S	P	M	YES					
R7 - transmitting Covid-19 - access and egress of building.	Personal hygiene when entering and exiting building. Spreading virus	x		x		Hand sanitising foam machine has been installed at the warehouse entrance. All staff to use the hand sanitising foam when entering or exiting the building. Additional hand sanitising gel in reception to be used along same guidelines.	S	P	M	YES					
R8 - transmitting Covid-19 - using shared equipment	Equipment usage - contamination	x		x		Staff being allocated to dedicated PC usage where possible so as minimise the number of people using the equipment. Staff using dedicated MHE where possible. Sanitising wipes provided for both instances.	S	P	M	YES					

Process/Activity/Task/Step/Change	Hazard	Who May be Harmed?				Existing Risk Controls	Interim Risk		FOR LOCAL REVIEW PURPOSES								
		Employee	Contractor	Client / Public	Environment		Consequence	Likelihood	Rating (H-M-L)	Controls Adequate?	Additional Risk Controls (Not applicable if controls are adequate)			Residual Risk			
										Yes / No	Action	Person Responsible	Date	Consequence	Likelihood	Rating (H-M-L)	
Description in Sequence																	
R9 - transmitting Covid-19 - using shared MHE	MHE - Contamination	x				As MHE may be used by multiple persons, each change of driver will require a complete wipe down of all controls, hand rails and places that may have been infected. The wipes are available at the goods-in desk near the MHE. The site briefed as a requirement of use.	S	P	M	YES							
R10 - transmitting Covid-19 - Sharing work space.	Office spaces - sharing an office, spreading virus.	x		x		Offices have been rearranged to ensure that the majority of persons working will be at least 2m apart, visitors will have a clear path away from the office workers where possible. Separate in /out paths where possible. Signs indicating social distance.	S	P	M	YES							
R11 - transmitting Covid-19 - moving around the building	pathways - not able to maintain 2 metres.	x		x		Where possible paths are 1 way or marked with 2m markers to encourage social distancing.	S	P	M	YES							
R12 - transmitting Covid-19 - Visitors to site.	visitors - possible transmitting of Covid-19	X		X		Visitors are restricted to essentials, like emergency maintenance and delivering drivers. Drivers are required to meet strict guidelines on 2m distancing and asked to wait in their vehicle cab.	S	P	M	YES							
Review Date	Reviewed by					Reason for review/Changes made											
14/05/2020	Paul Hunt/H&S Rep/S.bailey					New government guidelines -extra controls added.											