

Site	Department	Location , M/C No.	Date	Assessor	Assessment Ref No.
Hampstead Avenue	All	All	10 th March 2020	Nik Smith	COVID-19 20-06

 = HIGH RISK

 = MEDIUM RISK

 = LOW RISK

Action Plan Created	
Actions Complete	
Assessment checked by H&S Manager	
Review Required	As per updates

Review 1	17 th March 2020
Review 2	18 th March 2020
Review 3	23 rd March 2020
Review 4	30 th March 2020
Review 5	14 th May 2020
Review 6	29 th May 2020

Review 7	8 th June 2020
Review 8	3 rd July 2020 No Changes
Review 9	3 rd August 2020
Review 10	19 th October 2020
Review 11	19 th November 2020
Review 12	6 th January 2021

Ref	Task	Hazard / Harm	Persons Affected	Existing Control Measures	Risk Rating			Further Control measures to be Implemented	Risk Rating actions complete		
					L	S	R		L	S	R
1	General Health	Concern over possible Infection	All personnel	Government guidelines states: If you have been in contact with someone with coronavirus or have returned from an affected area identified by the Chief Medical Officer as high risk and you are feeling unwell with a cough, difficulty breathing, fever or loss in taste/smell stay at home and arrange a free NHS COVID Test.	4	8	32	Personnel are not to come to their place of work if they have symptoms or if they believe they have been in contact with someone from an affected area they must follow government advice. Managers are to be contacted as soon as possible	2	8	16
2	Personnel Preventative Measures	Lack of hygiene/spreading infection	All personnel	Personnel are trained to wash hands on regular occasions and washing facilities are provided across the site. Hand sanitisers have been placed across the site and are visible to all personnel.	4	8	32	<p>Personnel are to wash hands more often than usual, for 20 seconds using soap and hot water, particularly after coughing, sneezing and blowing their nose, or after being in public areas where other people are doing so. Use hand sanitiser if that's all you have access to.</p> <p>To reduce the spread of germs when coughing or sneezing, cover mouth and nose with a tissue, or sleeve (not hands) if there is no tissue. Throw the tissue away immediately. Wash your hands or use a hand sanitising gel.</p> <p>Suitable level of supplies to allow for increase in washing/cleaning.</p> <p>Clean and disinfect regularly touched objects and surfaces using regular cleaning products to reduce the risk of passing the infection on to other people. Cleaning products are distributed across the site for use by all personnel.</p> <p>Hand sanitiser Clean and disinfect regularly touched objects and surfaces using regular cleaning products to reduce the risk of passing the infection on to other people. Cleaning products are distributed across the site for use by all personnel.</p> <p>Hand sanitisers have been placed across the site and are visible to all personnel.</p> <p>All personnel are issued with facemasks/face shields that are worn when moving through the business or when a minimum distance of 2 meters cannot be maintained. Instruction has been given to all personnel on the wearing of masks.</p>	4	6	24

Site	Department	Location , M/C No.	Date	Assessor	Assessment Ref No.
Hampstead Avenue	All	All	10 th March 2020	Nik Smith	COVID-19 20-06

Ref	Task	Hazard / Harm	Persons Affected	Existing Control Measures	Risk Rating			Further Control measures to be Implemented	Risk Rating actions complete		
					L	S	R		L	S	R
3	General Health	Misinformation	All personnel	Company briefs and information leaflets	4	8	32	Personnel are only to respond to information from the British Government or the World Health Organisation. The company H, S & E Advisor will check official websites for the latest information and discuss any changes with the company director. Power point brief for personnel has been created and briefed accordingly. Personnel have received a brief and letters with pay slips to advise on changes and to remind them of the dangers and to maintain their vigilance/strict routines. New information is passed to personnel to assist in understanding Government guidelines	2	1	3
4	Containment	Spread of Infection from person suspected of infection	All personnel	Official Information	4	8	32	A room is available for isolation and it is possible to open windows for ventilation. If the person involved does not have a mobile phone they will require a landline to contact NHS111 Other personnel are to avoid all contact with the person and must stay a minimum of 2 metres away. The person should be advised to avoid touching people, surfaces and objects. A disposal bin lined with a bin bag is available for any tissues used by the isolated person. Where possible a bathroom is to be provided for the use of this person only. Cleaning products are available for sanitising the area and a WI 000594 is in place to ensure this is carried out with the minimum risk to other personnel Contact is to be maintained with the local health authority regarding assistance and advice. Facemasks and suitable gloves are available for all personnel.	4	4	16

Site		Department		Location , M/C No.		Date			Assessor		Assessment Ref No.		
Hampstead Avenue		All		All		10 th March 2020			Nik Smith		COVID-19 20-06		
Ref	Task	Hazard / Harm	Persons Affected	Existing Control Measures	Risk Rating			Further Control measures to be Implemented	Risk Rating actions complete				
					L	S	R		L	S	R		
5	Cleaning	Contact with Virus	All personnel	Cleaning and sanitising products are used by the company at all times. Gloves are worn by cleaner during daily tasks	4	8	32	After a confirmed case advice on cleaning of communal areas such as offices or toilets will be given by the Health Protection Team. Follow WI Cleandown Procedure of an area or a machine after Conformation of Infectious Disease Contamination Areas should be cleaned using disposable cloths and household detergents. All used items are to be placed directly into disposal bags. Extra cleaning products are available in all areas.	4	4	16		
6	Containment of suspected contaminated items	Possible contact with virus	All personnel	Full bin bags are placed into plastic wheeled bins for disposal by waste contractor	4	4	16	Extra bin bags are required to double bag suspected contaminated waste. An area is required to store suspect waste until information from the Health Authority is received as to the disposal route. Area will require to be secured from unauthorised access.	2	4	8		
7	Visitors to business	Spreading of Virus	All personnel	Visitors are booked in through reception. All visitors are required to wear a face-covering or face-mask while on any company site	4	10	40	Only vital business support contractor/visitors are allowed access to the buildings. Contractor/visitor is to confirm health iaw current guidelines. Visitor book is available for track and trace as required. Records of visit are kept by H&S Advisor	4	4	16		
8	Delivery drivers	Spreading of Virus	All personnel	Delivery drivers are confined to certain areas of the business and can only access caged areas before entry.	4	10	40	If the driver requires use of toilet facilities ensure they use hand sanitiser before entering the premises and carry out correct hygiene measures while using our facilities.	4	6	24		
9	Receipt of items/product	Spreading of Virus	All personnel	Items are delivered and booked in by stores personnel. Hand sanitiser is situated by cage area.	2	4	8	Current procedures are suitable. Government advice is that there is no perceived increase in risk for handling post or freight from specified areas.	2	4	8		
10	Daily General Business	Government advises that personnel at high risk may be asked to self-isolate for an extended period of time.	All working personnel	High risk personnel and those shielding have followed government advice	4	6	24	Managers/supervisors are to ensure all personnel details are up to date including address, phone number and email. Production planning is to address safety if a large drop of personnel is experienced.	2	2	8		

Site	Department	Location , M/C No.	Date	Assessor	Assessment Ref No.
Hampstead Avenue	All	All	10 th March 2020	Nik Smith	COVID-19 20-06

Ref	Task	Hazard / Harm	Persons Affected	Existing Control Measures	Risk Rating			Further Control measures to be Implemented	Risk Rating actions complete		
					L	S	R		L	S	R
11	Working from Home	Work Equipment failure	Working personnel	Company equipment is electrically tested and suitable for use	2	8	16	Ensure items are turned off and unplugged when not in use.	2	1	3
12	Working from home	Lone working	Working personnel	Regular contact is maintained between personnel and supervisor/manager.	2	1	3	Ensure welfare of the person is checked and person can take breaks away from work as required. Work related visitors/contractors are not to be allowed access or meetings at person's homes.	2	1	3
13	Working from home	RSI/WRULDS	Working personnel	Personnel are to as far as reasonably practical follow DSE good practice when working away from their workstation	4	4	16	Ensure personnel are provided with a digital DSE assessment to achieve best possible practice when working away from their workstation	4	1	4
14	Attendance at work	Spread of Virus after returning from overseas trips	Personnel	Government has advised that all non-essential travel overseas is to be carefully considered. Travel is monitored and .Gov website is regularly reviewed.	4	10	40	Personnel are to be informed of government advice and are to inform their manager of intent to travel outside of the UK. On return to UK personnel are to check the latest government guidelines for returning from the country they visited and act accordingly. If any ill effects are felt the person is to self-isolate and must not return to work. A return to work interview must be carried out over the phone to confirm the travel details and a temperature taken upon the persons return to the work place.	4	6	24
15	Work Stations	Transference of Virus	Working Personnel	Most but not all work stations do allow for separation as required	4	10	40	Personnel have been briefed as to separation and the need for distance. Areas where separation is not possible are assessed and preventative measures put in to place. Dual working is to be stopped unless there is no other possible alternative and the task cannot be delayed.	4	6	24
16	Transiting through the business	Transference of Virus	Working Personnel/ Contractor	Some areas are by permit only and access is not possible unless authorised	4	10	40	New routes have been briefed to personnel to ensure the chance of contact is greatly reduced between areas. Hand sanitiser is placed in different areas along pedestrian routes	2	10	20
17	Transiting In & Out of the building	Transference of Virus	Working Personnel	Positioning of Hand Sanitisers	4	10	40	Shifts are to be slightly staggered to prevent multipole persons arriving on site and leaving site at the same time to ease congestion	2	10	20

Site	Department	Location , M/C No.	Date	Assessor	Assessment Ref No.
Hampstead Avenue	All	All	10 th March 2020	Nik Smith	COVID-19 20-06

Ref	Task	Hazard / Harm	Persons Affected	Existing Control Measures	Risk Rating			Further Control measures to be Implemented	Risk Rating actions complete		
					L	S	R		L	S	R
18	Working in Workshops and Offices	Transference of Virus	Working Personnel	Social Distancing/Dividing Lines	4	8	32	Limited numbers of personnel in some areas is policed and numbers of people displayed at entrances to offices and workshops to allow for distancing	2	2	4
19	Joint working	Transference of Virus	Working Personnel	Limited number of personnel on machines and distancing possible	4	10	40	Where possible fixed team partnering is to be introduced to ensure the possibility of mixing personnel is reduced as far as possible	4	8	32
20	Breaks and rest periods	Transference of Virus	All personnel	Canteen facilities are available. Washing facilities and waste disposal facility provided	4	10	40	Personnel are informed as to segregation during breaks. Personnel are encouraged to go outside in fine weather for breaks where possible. Canteen facilities are to be cleaned on regular occasions. Areas to be marked to ensure understanding of separation	4	6	20
21	Cease work	Contamination of work surfaces	All personnel	End of shift clean downs	4	8	32	Suitable sanitising products are to be used on shared machinery, workstations between shifts and between personnel changes. Cleandown are to be signed off in diary and inspected by supervisors daily.	4	8	32
22	Disposal of Personal rubbish left in offices work areas	Transference of Virus	All personnel	Waste bins/receptacles	4	8	32	All waste and rags are to be placed in correct waste bins and emptied when full. Personnel employed to check through waste that may contain explosive items is to be given suitable protection to prevent contamination	2	8	16
23	Communication across site	Transference of Virus	All personnel	None	4	10	40	All telephones and keyboards are to be regularly wiped down with suitable disinfectant.	4	8	32
24	Company Travel	Transference of Virus	All personnel	Company travel limited and meetings held by communication media systems	2	2	4	If a company vehicle is used all surfaces are to be cleaned with suitable disinfectant before and after use	2	2	4

Site	Department	Location , M/C No.	Date	Assessor	Assessment Ref No.
Hampstead Avenue	All	All	10 th March 2020	Nik Smith	COVID-19 20-06

Ref	Task	Hazard / Harm	Persons Affected	Existing Control Measures	Risk Rating			Further Control measures to be Implemented	Risk Rating actions complete		
					L	S	R		L	S	R
25	First Aid	Transference /infection of Virus	All Personnel	First Aiders follow clean protocols due to nature of task. All personnel are aware of COVID-19 symptoms and will not come to the workplace if feeling ill	4	8	32	Following HSE advice all First Aiders have been informed to follow HSE guidelines when dealing with injuries. Self-treatment by individual with First Aider advice is encouraged. Facemasks have been added to all first aid kits in the buildings	2	8	16

Risk Assessment Signature Record

Sign below when you have received an explanation of the above risk assessment and fully understand its content.

Date	Name	Signature	Date	Name	Signature