

CORONAVIRUS IN THE WORKPLACE

TASK / AREA / ISSUE BEING ASSESSED	Corona Virus in the Workplace – Employees Returning to and at Work. Asset Alliance Group offices / workshops including our Fordhouses, Newmains, Ipswich & Ringwood sites.								
COMPANY	Asset Alliance Group (All Sites)								
ASSESSOR	Group Operations & Health and Safety Manager								
DATE	21/05/2020								
REVIEW DATE	Weekly , or in line with any new, updated GOV guidance								
APPLICABLE LEGISLATION	Management of Health and Safety at Work Regulation 1999 Management of Health & Safety at Work Act 1974 The Personal Protective Equipment at Work Regulations 1992								
PEOPLE AFFECTED	<input checked="" type="checkbox"/> EMPLOYEES <input checked="" type="checkbox"/> MEMBERS OF THE PUBLIC <input checked="" type="checkbox"/> ADJACENT WORKERS <input type="checkbox"/> CHILDREN/YOUNG PEOPLE <input checked="" type="checkbox"/> CONTRACTORS <input checked="" type="checkbox"/> VISITORS/CUSTOMERS <input checked="" type="checkbox"/> NEW/EXPECTANT MOTHERS <input checked="" type="checkbox"/> SERVICE USERS								
ACTIVITY	HAZARD(S)	RISK RATING L X S = R			SAFE SYSTEM OF WORK / CONTROLS	RISK RATING L X S = R			Are all required controls in place? Y / N
		L	S	R		L	S	R	
Home Life	Risk of cross infection	3	4	12	Notification to Employees for Awareness Family members should recognise the increased risk due to persons at work and practice: <ul style="list-style-type: none"> ➤ Regular hand washing ➤ Sanitising contact surfaces at home including bathrooms, food preparation surfaces ➤ Coughing and sneezing protection actions ➤ Home isolation where practicable Where possible, avoid contact with vulnerable groups: <ul style="list-style-type: none"> ➤ Cancer patients ➤ Organ transplant patients 	2	4	8	Yes

					<ul style="list-style-type: none"> ➤ People with certain genetic diseases ➤ People with serious respiratory conditions such as cystic fibrosis and severe chronic bronchitis ➤ People receiving certain drug treatments which suppress the immune system ➤ Pregnant women ➤ People with heart disease 				
New Legislation	Risk of Fines and/or Prosecution	3	2	6	<ul style="list-style-type: none"> ➤ Awareness of current H&S legislation and compliance levels. ➤ Awareness of businesses / sectors that prevented from operating. ➤ Awareness of Government guidelines in operation. ➤ Awareness of expected protection to employees in the workplace. 	2	2	4	Yes
Travel to and from Work	Risk of cross infection	3	4	12	<ul style="list-style-type: none"> ➤ Where possible, employees should travel on their own to work via car and not share travel with work colleagues. ➤ Employees are discouraged from using public transport. Where this is not possible, employees are advised to wear a face mask when social distancing cannot be maintained on public transport. ➤ Employees should carry an alcohol gel dispenser and use regularly if travelling via public transport and touching surfaces. ➤ Arrange start times in busier offices to reduce rush hour crowding. ➤ Employees should ensure hand contact surfaces of their vehicles are clean using an anti-bacterial spray and paper towels e.g. door handles & steering wheel. 	2	4	8	Yes
External Property	Unexpected visitors to depots / sites who may be infected	3	4	12	<ul style="list-style-type: none"> ➤ Signage to be displayed controlling unauthorised access unless pre-arranged, visits and delivery drivers to phone site on arrival, & not to enter buildings. ➤ Signage to be displayed on all external doors / entry points notifying of the requirement for social distancing. ➤ All non-essential entrance / exits to be locked down (excluding fire escapes). 	2	4	8	Yes
Transport Vehicles / Company work vehicles / Forklift Trucks / Company cars etc.	Risk of cross infection during transport deliveries/ use of work vehicles and cars (Company or privately owned).	3	4	12	<ul style="list-style-type: none"> ➤ Disposable gloves & masks to be supplied to staff involved in receiving / releasing vehicles and AAG transport drivers. ➤ Social distancing to be maintained wherever possible or masks to be worn where not possible. ➤ Single use, disposable gloves, sanitiser sprays and paper towels to be used to clean contact surfaces of vehicles such as door handles and steering wheels. ➤ Gloves to be disposed of in outside bins prior to entering office locations or rest rooms. ➤ Hand washing to be frequent with soap and water in line with Government guidance. ➤ Stock & Rental assets to be cleaned and valeted regularly using cleaning products supplied, including anti-bacterial wipes and anti-bacterial foggers. 	2	4	8	Yes

					<ul style="list-style-type: none"> ➤ Staff to ensure supplied PPE is used in the course of their day to carry out work duties. ➤ Minimise the sharing of Company vehicles such as work vans wherever possible. ➤ Work vehicles to be regularly cleaned & valeted; anti-bacterial wipes and valet foggers to be used. ➤ Employees to ensure Company cars and privately owned cars are kept clean and contact surfaces are cleaned with anti-bacterial wipes / sanitiser prior to use. 				
Visiting Customers & other Group sites	Risk of cross infection	3	4	12	<ul style="list-style-type: none"> ➤ Face-to-face customer meetings should be by exception. ➤ The use of conferencing facilities such as Webex should be used as an alternative. ➤ Staff traveling must hold a key worker letter & have completed a Return to Work Health Questionnaire. ➤ Establish customer COVID-19 Safe Systems of Work practices and respect the same. ➤ Staff to carry masks and sanitisers for personal use. ➤ Details of all visits; dates, times, location and person(s) visited to be recorded centrally in case COVID-19 symptoms develop later. ➤ Social distancing to be observed at all times; where not possible, masks should be worn. ➤ No visitors allowed in Company cars or privately owned cars used for Company business. 	2	4	8	Yes
Workplaces including offices, staff facilities, workshops areas.	Risk of cross infection	3	4	12	<ul style="list-style-type: none"> ➤ Employee Return to Work Health Declaration to be provided before returning. ➤ Employees to report any recognised COVID-19 symptoms immediately and thereafter to self-isolate in line with Government guidelines. ➤ Appropriate signage to be displayed throughout offices, workshops and common areas promoting safe practice and adherence with Government guidelines. ➤ Company intranet to be kept up-dated with latest Government guidelines and up-dated Company COVID-19 Risk Assessment & Safe Systems of Work. ➤ Increased frequency of 3rd party contract cleaning of offices, desks, telephones, access doors and common areas. Bins to be emptied each day. ➤ Alcohol hand Gel's or similar hand gel products placed at all entrances / exit doors to office buildings. ➤ Alcohol hand gels or similar anti-bacterial gels to be readily available to staff for use throughout the day. ➤ Desk sharing / hot desking to be avoided. ➤ Anti-Bac / Anti-Virus wipes be readily available to all staff to ensure that they can wipe their own desks, phones, IT equipment daily. ➤ 2m distancing to be maintained between staff workstations. 	2	4	8	Yes

					<ul style="list-style-type: none"> ➤ Staff to ensure 2m distancing rule is observed in offices, workshops and common areas including stairwells, toilets & smoking areas. ➤ Staff to ensure regular cleaning of hands throughout the day with soap & water for minimum 20 seconds. ➤ Staggered break times where required to ensure social distancing throughout the business. ➤ Doors / windows to be kept open wherever possible to promote a through draft to the building / office / area. ➤ Only single person use of kitchen /toilet areas at a time. ➤ All staff to ensure kitchen work surfaces and facilities that have been touched such as door/ fridge / microwave / kettle handles are wiped using anti-bacterial sprays and wipes provided and signage to confirm cleaning has been completed displayed to notify colleagues. ➤ Kitchen crockery / cutlery must not be shared between employees unless first cleaned in a hot cycle dishwasher. Where access to a dishwasher is not available, crockery and cutlery should be cleaned, dried and kept in a personal desk draw for re-use. ➤ Only disposable drying towels to be used. 				
Manual Handling	Risk of cross infection	3	4	12	<ul style="list-style-type: none"> ➤ Maintain social distance from other people to a normal distance of 2m ➤ Where an item is deemed to be too heavy for one individual to lift (>25kg) and no proprietary equipment is available, then a two-person lift is required. Gloves and face masks must be worn. ➤ Gloves and facemasks should then be disposed of in a suitable bin / bag immediately after use 	2	4	8	Yes
Personal Protective Equipment PPE	Risk of cross infection	3	4	12	<ul style="list-style-type: none"> ➤ Current stock levels of PPE to be kept under continual review and replenished to ensure staff are protected to the best of our ability. ➤ Ensure PPE is only sourced from known or recommended suppliers. ➤ Continually review PPE products in line with Government advice. 	2	4	8	Yes
Employee Welfare (all employees)	Stress and Mental Health conditions	3	3	9	<ul style="list-style-type: none"> ➤ Increased communication across the business relating to Company policy and COVID-19 guidance. ➤ Line Manager regular communication with staff working from home, furloughed or returning to work to ensure their wellbeing is prioritised. ➤ Staff personal circumstances, particularly when considering return to work to be discussed and every assistance afforded where possible. ➤ Employee access to Group H&S Manager as well as Group HR Manager available at all times. 	3	2	6	Yes

					<ul style="list-style-type: none"> ➤ In consultation with the employee, provide access to Occupational Health where appropriate. ➤ Staff returning to work to complete a Health Declaration in advance. 				
Contracting Corona Virus	Risk of cross infection	3	4	12	<p>Notification to Employees for Awareness</p> <p>All employees to be aware of Corona Virus symptoms:</p> <ul style="list-style-type: none"> ➤ a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature) ➤ a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual) ➤ Loss of taste / smell. ➤ Report to your Line Manager and self-isolate. Do not come to work 	2	4	8	Yes
People with Corona Virus	Risk of cross infection	3	4	12	<p>Notification to Employees for Awareness</p> <p>Do not leave your home if you have symptoms of COVID-19 or live with someone who does. This is called self-isolation.</p> <p>If you are self-isolating, you must:</p> <ul style="list-style-type: none"> ➤ not leave your home for any reason ➤ not go out to buy food or collect medicine – order them by phone or online, or ask someone else to drop them off at your home ➤ To protect others, do not go to places like a GP surgery, pharmacy or hospital. Stay at home ➤ not have visitors, such as friends and family, in your home ➤ you can use your garden, if you have one, to get some fresh air and exercise 	2	4	8	Yes
DOES THE WORKPLACE HAVE ANY ADDITIONAL CONTROLS NOT MENTIONED ABOVE? IF YES, LIST BELOW									

MANAGER CONFIRMATION ABOVE SAFE SYSTEMS OF WORK / CONTROLS IN PLACE OR REQUIRED ACTIONS AND TIMESCALE TO COMPLETE	DATE	MANAGER'S NAME
Covid-19 Secure certificates to be displayed at all premises once RA fully approved.	20/05/2020	Tim Banks
	Click or tap to enter a date.	
	Click or tap to enter a date.	
	Click or tap to enter a date.	
	Click or tap to enter a date.	
	Click or tap to enter a date.	
	Click or tap to enter a date.	

RISK MATRIX						
Risk to Personnel		None or minimum risk	Limited Risk	High Risk	Hospitalisation	Fatality
Severity		1	2	3	4	5
Likelihood						
Almost certain to happen	5	LOW RISK	MEDIUM RISK	MEDIUM RISK	HIGH RISK	HIGH RISK
Likely to happen at some time	4	LOW RISK	MEDIUM RISK	MEDIUM RISK	HIGH RISK	HIGH RISK
Conceivable	3	LOW RISK	LOW RISK	MEDIUM RISK	MEDIUM RISK	MEDIUM RISK
Possible but unlikely	2	LOW RISK	LOW RISK	LOW RISK	MEDIUM RISK	MEDIUM RISK
Extremely unlikely	1	LOW RISK	LOW RISK	LOW RISK	LOW RISK	LOW RISK