

RISK ASSESSMENT AND SAFE SYSTEM OF WORK

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 & Leeds locations.								
COMPANY	Asset Alliance Group (All Sites)								
ASSESSOR	Group Operations & Health and Safety Manager								
DATE	23/11/2020								
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 & our requirements in terms of what is expected from visitors (masks / gloves) etc. ➤ All non-essential entrance / exits to be locked down (excluding fire escapes). ➤ Where possible increased use of gates / barriers to ensure control of visitors visiting our sites. 	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	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. 	2	4	8	Yes

	privately owned).				<ul style="list-style-type: none"> ➤ Stock & Rental assets to be cleaned and valeted regularly using cleaning products supplied, including anti-bacterial wipes and anti-bacterial foggers. And in all instances after being viewed by customers by either the sales staff or valeting staff. ➤ 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 travelling 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 social 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. ➤ Toilet seat to be placed down prior to flushing to prevent the potential spread of Covid-19. ➤ Anti-bacterial spray to be used in all toilets to spray & wipe down touch points (handles, flush) ➤ 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. 	3	2	6	Yes

					<ul style="list-style-type: none"> ➤ 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. ➤ 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									
Individual Site inspections are being carried out Monthly to ensure all measures are being adhered too.									

MANAGER CONFIRMATION ABOVE SAFE SYSTEMS OF WORK / CONTROLS IN PLACE OR REQUIRED ACTIONS AND TIMESCALE TO COMPLETE	DATE	MANAGER'S NAME
	Click or tap to enter a date.	
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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