

## RISK ASSESSMENT AND SAFE SYSTEM OF WORK

<b>TASK / AREA / ISSUE BEING ASSESSED</b>	Corona Virus in the Workplace – Employees Returning to and at Work. Asset Alliance Group offices / workshops including our Fordhouses, Newmains, Ipswich, Ringwood & Middleton locations.								
<b>COMPANY</b>	Asset Alliance Group (All Sites)								
<b>ASSESSOR</b>	Group Operations & Health and Safety Manager								
<b>DATE</b>	04/03/2021								
<b>REVIEW DATE</b>	Weekly , or in line with any new, updated GOV guidance								
<b>APPLICABLE LEGISLATION</b>	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								
<b>PEOPLE AFFECTED</b>	<input checked="" type="checkbox"/> <b>EMPLOYEES</b> <input checked="" type="checkbox"/> <b>MEMBERS OF THE PUBLIC</b> <input checked="" type="checkbox"/> <b>ADJACENT WORKERS</b> <input checked="" type="checkbox"/> <b>CHILDREN/YOUNG PEOPLE</b> <input checked="" type="checkbox"/> <b>CONTRACTORS</b> <input checked="" type="checkbox"/> <b>VISITORS/CUSTOMERS</b> <input checked="" type="checkbox"/> <b>NEW/EXPECTANT MOTHERS</b> <input checked="" type="checkbox"/> <b>SERVICE USERS</b>								
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	<b>Notification to Employees for Awareness</b>  Family members should recognise the increased risk due to persons at work and practice: <ul style="list-style-type: none"> <li>➤ Regular hand washing</li> <li>➤ Sanitising contact surfaces at home including bathrooms, food preparation surfaces</li> <li>➤ Coughing and sneezing protection actions</li> <li>➤ Home isolation where practicable</li> </ul> Where possible, avoid contact with vulnerable groups: <ul style="list-style-type: none"> <li>➤ Cancer patients</li> <li>➤ Organ transplant patients</li> </ul>	2	4	8	Yes

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

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

					<ul style="list-style-type: none"> <li>➤ Staff to ensure 2m social distancing rule is observed in offices, workshops and common areas including stairwells, toilets &amp; smoking areas.</li> <li>➤ Staff to ensure regular cleaning of hands throughout the day with soap &amp; water for minimum 20 seconds.</li> <li>➤ Staggered break times where required to ensure social distancing throughout the business.</li> <li>➤ Doors / windows to be kept open wherever possible to promote a through draft to the building / office / area.</li> <li>➤ Only single person use of kitchen / toilet areas at a time.</li> <li>➤ 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.</li> <li>➤ 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.</li> <li>➤ Toilet seat to be placed down prior to flushing to prevent the potential spread of Covid-19.</li> <li>➤ Anti-bacterial spray to be used in all toilets to spray &amp; wipe down touch points (handles, flush)</li> <li>➤ Only disposable drying towels to be used.</li> </ul>				
<b>Manual Handling</b>	Risk of cross infection	3	4	12	<ul style="list-style-type: none"> <li>➤ Maintain social distance from other people to a normal distance of 2m</li> <li>➤ Where an item is deemed to be too heavy for one individual to lift (&gt;25kg) and no proprietary equipment is available, then a two-person lift is required. Gloves and face masks must be worn.</li> <li>➤ Gloves and facemasks should then be disposed of in a suitable bin / bag immediately after use</li> </ul>	2	4	8	Yes
<b>Personal Protective Equipment PPE</b>	Risk of cross infection	3	4	12	<ul style="list-style-type: none"> <li>➤ Current stock levels of PPE to be kept under continual review and replenished to ensure staff are protected to the best of our ability.</li> <li>➤ Ensure PPE is only sourced from known or recommended suppliers.</li> <li>➤ Continually review PPE products in line with Government advice.</li> </ul>	2	4	8	Yes
<b>Employee Welfare (all employees)</b>	Stress and Mental Health conditions	3	3	9	<ul style="list-style-type: none"> <li>➤ Increased communication across the business relating to Company policy and COVID-19 guidance.</li> <li>➤ Line Manager regular communication with staff working from home, furloughed or returning to work to ensure their wellbeing is prioritised.</li> </ul>	3	2	6	Yes

					<ul style="list-style-type: none"> <li>➤ Staff personal circumstances, particularly when considering return to work to be discussed and every assistance afforded where possible.</li> <li>➤ Employee access to Group H&amp;S Manager as well as Group HR Manager available at all times.</li> <li>➤ In consultation with the employee, provide access to Occupational Health where appropriate.</li> <li>➤ Staff returning to work to complete a Health Declaration in advance.</li> </ul>				
<b>Contracting Corona Virus</b>	Risk of cross infection	3	4	12	<p><b>Notification to Employees for Awareness</b></p> <p>All employees to be aware of Corona Virus symptoms:</p> <ul style="list-style-type: none"> <li>➤ a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)</li> <li>➤ 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)</li> <li>➤ Loss of taste / smell.</li> <li>➤ Report to your Line Manager and self-isolate. Do not come to work</li> </ul>	2	4	8	Yes
<b>People with Corona Virus</b>	Risk of cross infection	3	4	12	<p><b>Notification to Employees for Awareness</b></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"> <li>➤ not leave your home for any reason</li> <li>➤ 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</li> <li>➤ To protect others, do not go to places like a GP surgery, pharmacy or hospital. Stay at home</li> <li>➤ not have visitors, such as friends and family, in your home</li> <li>➤ you can use your garden, if you have one, to get some fresh air and exercise</li> </ul>	2	4	8	Yes
<b>DOES THE WORKPLACE HAVE ANY ADDITIONAL CONTROLS NOT MENTIONED ABOVE? IF YES, LIST BELOW</b>									
Individual Site inspections are being carried out Monthly to ensure all measures are being adhered too.									


<b>MANAGER CONFIRMATION ABOVE SAFE SYSTEMS OF WORK / CONTROLS IN PLACE OR REQUIRED ACTIONS AND TIMESCALE TO COMPLETE</b>	<b>DATE</b>	<b>MANAGER'S NAME</b>
	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