

RISK ASSESSMENT AND SAFE SYSTEM OF WORK

TASK / AREA / ISSUE BEING ASSESSED	Corona Virus in the Workplace Asset Alliance Group offices / workshops including our Fordhouses, Newmains, Ipswich, Ringwood & Middleton locations.								
COMPANY	Asset Alliance Group (All Sites)								
ASSESSOR	Group Operations & Health and Safety Manager								
DATE	24/06/2022								
REVIEW DATE	Annual or in line with any new updated GOV Guidance following above date.								
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 checked="" 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	
New Legislation	Risk of Fines and/or Prosecution	1	1	1	➤ Awareness of Government Guidelines in operation at current time.	1	1	1	Yes
Workplaces including offices, staff facilities, workshops areas.	Risk of cross infection	2	2	4	<ul style="list-style-type: none"> ➤ Employees to report any recognised Covid-19 symptoms immediately to their line manager and thereafter stay at home and avoid contact with other people for 5 days and avoid meeting people at higher risk from Covid-19 for 10 days. ➤ If symptoms persist beyond 5 days, you must stay at home until symptoms pass. ➤ Employee's must remain in contact daily with their line manager from day 6 where symptoms persist. ➤ Frequency of 3rd party contract cleaning of the offices to remain increased as throughout the Covid-19 pandemic, with increased attention being paid to desks, telephones, access doors and common areas. 	2	2	4	Yes

					<ul style="list-style-type: none"> ➤ Alcohol hand gels or similar hand gel products placed at all entrances to offices & buildings. ➤ Alcohol hand gels or similar hand gel products to be readily available to all staff for use throughout their day, these are to be checked weekly by an AAG Site Operative. ➤ Anti-Bac / Anti-Virus wipes be readily available to all staff throughout to ensure that they can wipe their own desks, IT equipment daily. ➤ Doors / windows to be kept open wherever possible to promote a through draft to the buildings / offices / areas. ➤ Anti-bacterial spray supplied in all toilets to spray & wipe down touch points (handles, flush) ➤ Only disposable drying towels / electronic hand dryers to be used throughout AAG. ➤ Perspex screens can remain in place where an individual / dept choose, but they are no longer a requirement. 				
Personal Protective Equipment PPE	Risk of cross infection	2	2	4	<ul style="list-style-type: none"> ➤ Current stock levels of PPE to be kept under review and replenished as required. ➤ Review PPE products in line with any new updated Government advice. 	2	2	4	Yes
People with Corona Virus	Risk of cross infection	3	2	6	<ul style="list-style-type: none"> ➤ Employees should not come into the office. Report Covid-19 symptoms immediately to their line manager, remain at home and avoid contact with other people for 5 days and avoid meeting people at higher risk from Covid-19 for 10 days. ➤ If symptoms persist beyond 5 days, you must stay at home until symptoms pass. ➤ Employee's must remain in contact daily with their line manager from day 6 where symptoms persist. 	2	2	4	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 existing 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
All above measures are in place, any changes to this Risk Assessment will follow Government Guidance.	23/06/2022	Tim Banks

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