RISK ASSESSMENT

Company:	Arrow Selfdrive		Date of Assessment:	May 2020
Area / Location:				
Description of work activity / process being assessed:	Exposure to Covid-19 as a result of any work-based activities.			

Persons exposed:		Type of assessment:	
Employees	☒	Initial	☒
Contractors	☒	Change in process / activity / legislation / following an accident etc	☐
Visitors / Members of the public	☒	Operational review	☐

COVID – 19 (Corona Virus)

COVID-19 affects the lungs and airways of those infected and is primarily spread through respiratory droplets, which means to become infected, people generally must be within six feet of someone who is contagious and come into contact with these droplets. It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or their eyes.

Symptoms of COVID-19 appear usually within two to 14 days after exposure and include fever, cough, runny nose and difficulty breathing. Generally, these infections can cause more severe symptoms in people with weakened immune systems, older people, and those with long-term conditions like diabetes, cancer and chronic lung disease.

At the time of writing the following risk assessment includes Government guidance https://www.gov.uk/coronavirus You should keep up to date with Government guidance in case the control measures you have implemented need adapting.

This risk assessment will focus on several areas you need to consider, including around your site, your colleagues, your customers and insurance implications.

Some key headlines to consider include:

Communicating with colleagues

- Managing their anxiety
- Action required if employees are unwell
- Understanding specific needs such as:
  - Vulnerable persons and pregnant women to remain working from home
  - Domestic circumstances
  - De-furloughing, e.g. who comes back and when? (People will need to know in advance so they can plan)
  - Public Transport, e.g. is public transport available to colleagues who use this form of transport to come to work? Are there alternate ways to commute?
- Break down of functions to improve social distancing and business resilience

Infrastructure of the business looking at the various business functions

- Employee working conditions
- Visitors – service and repair

Introduction of controls

- Social distancing
- Cleaning
- Facilities to wash and eat
- Personal Protective Equipment (PPE)
- Appoint person(s) to control the COVID-19 risk – Rachel Birtles
- Adequate coverage for first aid and fire wardens (the Health and Safety Executive (HSE) have published guidance during the Coronavirus outbreak – see Further Reading)

Hazards:	Control measures already in place:	Additional control measures	Who will	By when:	Date

		required to reduce the risk:	complete?		completed:
General Hazard - Potential Exposure to Covid – 19 (corona Virus):	Use guidance from World Health Organization and NHS to ensure the risk assessment is following the latest advice. Follow UK Government guidelines in reducing the likelihood of exposure. https://www.gov.uk/government/topical-events/coronavirus-covid-19-uk-government-response • Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze. • Put used tissues in the bin straight away. • Wash your hands with soap and water often – use hand sanitiser gel if soap and water are not available. • Try to avoid close contact with people who are unwell. • Clean and disinfect frequently touched objects and surfaces. • Do not touch your eyes, nose or mouth if your hands are not clean. • Limit travel where possible to reduce potential exposure. • Ensure vulnerable persons (elderly, pre-existing health condition, lower immunity etc.) employees are individually assessed.				
Staying at home if you, or someone in your household, has symptoms of coronavirus (COVID-19) on site	• If anyone becomes unwell with a new, continuous cough or a high temperature in the business or workplace they should be advised to follow the stay at home guidance for households with possible coronavirus (COVID-19) infection. • If these symptoms develop whilst at work they should be sent home, they should return home quickly and directly. If they have to use public transport, they should try to keep away from other people and catch coughs and sneezes in a tissue. • If a member of staff has helped someone who was taken unwell with a new, continuous cough				

	or a high temperature, they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell with symptoms consistent with coronavirus (COVID-19) infection.
	• It is not necessary to close the business or workplace or send any staff home, unless government policy changes. Keep monitoring the government response page for the latest details.
	• If you, or an employee, need clinical advice, they should go to NHS 111 online, or call 111 if they don't have internet access. In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.
	• If the member of staff lives in a household where someone else is unwell with symptoms of coronavirus (COVID-19) then they must stay at home in line with the stay at home guidance.

Considerations	Control Measures in Place	Additional Control Measures	Who will complete?	By when?	Date completed:
Workplace	• Employee expectations set, with an emphasis on making them feel secure:				

Preparing the workforce before they return.	- Returning to work – how we have prepared. - Visitors to the premises. - Employee travel – public transport/own transport • Anxiety of returning to the workplace has been mitigated through the actions that we have taken to make the right changes. • Consideration given on why people can benefit from returning to work – productivity from proximity to colleagues, socialisation, amenities and work tools and resources. • Detailed plan in place on how to return to work.				
Control Access	• Entry points to site / buildings are controlled. • Building protocols communicated through signage, social distancing, cleaning protocols etc.				
Social Distancing	• 2 metres (6.5 feet) segregation in place as much as possible. • Numbers allowed in the building are controlled e.g. appointments booked, collection and delivery times agreed, number of persons allowed in the building monitored etc. • Work areas divided into zones, with personnel allocated to work within each zone. Movement between zones is minimised and controlled. • Staff density reduced on site reduced by: - Altering working hour patterns to reduce worker numbers. - Reducing office density/support staff through working from home or split shift arrangements. - Prohibit shared use of small rooms and convert them to single occupant use only. - Specify seating arrangements for employees to ensure staff adhere to minimum work distances. - Isolating individual buildings. - Limiting the number of meetings,				

	including length and proximity of gatherings between colleagues/others.				
Personal Protective Equipment (PPE)	• Face coverings provided if requested. • Disposable gloves available.				
Cleaning	• Site cleaned on a regular basis with suitable cleaning products (anti-bacterial). • On-going cleaning regimes on site have been reviewed e.g. toilets, high touch areas, kitchen				
Hygiene	• Additional hand gel stations installed at strategic points around the site, including entrance and exit. • Hygiene practices are important to prevent spread of Covid-19. Appropriate signage in place to prevent infection spread: - Wash hands properly and regularly and especially after coughing or sneezing, after toilet use, before eating, if in contact with a sick person (especially those with respiratory symptoms). It is important to follow good practices for hand washing, which includes using soap and water and washing for over 20 seconds. - Touching of the face should be avoided. Regular hand washing with soap and water is effective for the removal of Covid-19. Where washing is not available, use of hand sanitisers is recommended. - Cover your mouth when coughing and sneezing. Cover your nose and mouth with disposable tissues. If you don't have a tissue, cough or sneeze into your arm or sleeve (not hand), put used tissues into a sealed bin and then wash your hands. - Avoiding making close contact with people e.g. do not shake hands.				
Facilities	• The use of kitchen facilities (bringing food/drinks to people) has been restricted/staggered. • There must only be one person at a time in the kitchen – it would be best if employees brought their own food and drinks to avoid touching				

	kettles, geyser etc.				
Legionella	• Legionella checks undertaken prior to the site re-opening e.g. flush all under used systems.				
Plant and Equipment	• Thorough examination and testing of lifting and pressure equipment during the Coronavirus outbreak are undertaken. Site follows HSE guidance. The HSE have published further detailed guidance during Coronavirus outbreak. See further reading. • Internal inspections e.g. machine checks and maintenance, ladder checks etc are undertaken.				
Vehicles e.g. FLT, company vehicles	• Try to only have one driver per vehicle and if this is not possible make sure that the vehicle is wiped down between users.				
First Aid and Fire Warden	• Adequate numbers of "first aiders" on site. • Adequate number of fire wardens on site. • Internal checks e.g. fire call point checks, emergency lighting, first aid box checks etc are undertaken.				
Waste	• Waste collections have been reinstated.				
The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)	• Site follows HSE guidance. The HSE have published further detailed guidance during Coronavirus outbreak. See further reading.				

Review period:	**After any UK Governmental Department announcement.**

Further Reading

Government
https://www.gov.uk/coronavirus

HSE

www.hse.gov.uk/news/coronavirus.htm

First Aid
www.hse.gov.uk/news/first-aid-certificate-coronavirus.htm

RIDDOR
www.hse.gov.uk/news/riddor-reporting-coronavirus.htm

Examination (work equipment)
www.hse.gov.uk/news/work-equipment-coronavirus.htm

PPE
www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm