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| **Risk Assessment Form** | | | | | | | |
| **Location: Company premises/customers** | | | **Date Assessed: 07/06/2022** | | **Assessed by: Nicholas Parrish** | | |
| **Task/ Activity: Working** | | | **Review Date: 22/02/2023** | | **Reference Number: COV3** | | |
| **Activity/ Task** | **Hazard/Risk** | **Persons at risk** | **Controls in place** | **Severity (1-5)** | **Likelihood**  **(1-5)** | **Risk/**  **Priority** | **Additional controls required** |
| Individuals at work using office and restrooms | Exposure to Coronavirus | Employees | Vaccination available for all employees  Anti virals now in use by NHS  Social distancing in place.  Voluntary mask wearing whist in transit around the building.  Daily cleaning of common areas.  Provision of soap, sanitiser and paper towels.  Airsterile machine in operation.  Where possible visitors to site are kept at a minimum and use separate facilities to employees.  Update all employees with Public Health Guidelines on symptoms and what to do.  Encourage employees to isolate according to government guidelines.  Majority of workers work remotely or in a hybrid role.  In the event of an outbreak, close contacts will be asked to work from home where they can | 5 | 1 | 5 | We encourage all employees to have a Covid-19 vaccine and any boosters. We request that all employees follow policies in place at sites they visit. It is recommened that masks are worn in areas with many people, poor ventilation and confined spaces.  The following job roles/department roles which apply are:   * Accounts and Payroll * Director of Finance and IT * Category Managers * Customer Service Advisor * Director of Operations * Forklift Truck Driver * HR and Quality * IT * Nightshift * Pricing * Stock Controller * Cleaner * Marketing * Internal Sales   It is not a legal requirement for a person to advise the company they have tested positive for Covid-19. However, if a person provides this information, or is showing symptoms of Covid-19, guidance will be given to either self-isolate at home for 5 days or until they test negative.If they feel able they can work from home during this time. |
| Company drivers | Exposure to Coronavirus | Employees | Vaccination available  Anti virals in use by NHS  Refrain from entering premises where coronavirus exposure possible.  Comply with customer rules upon delivery.  Leave goods by arrangement rather than entering premises where there has been an issue  Provide materials to wipe down inside of van each day after use and sanitise hands.  Unless site rules require visitors to wear a mask, mask wearing is optional  No client signatures – photo and name taken to limit exposure.  Update all employees with Public Health Guidelines on symptoms and what to do. | 5 | 1 | 5 | Drivers no longer need to be vaccinated to enter a care home, but should advise the company if they have symtoms  The following job roles which apply are:   * Van Driver * HGV Drivers with ADR * Casual Workers who drive for the company * Operations Manager * Warehouse Team Leaders   It is not a legal requirement for a person to advise the company they have tested positive for Covid-19. However, if a person provides this information, or is showing symptoms of Covid-19, guidance will be given to either self-isolate at home until tfor at least 5 days or until they test nagtive. Drivers will be instructed not to enter into to a Care Home or Healthcare environment.  Deliveries will be kerbside outside of the premises or in an agreed location. Drivers should comply with the policies of the sites they visit, including the mask wearing and sanisitsing their hands before making the delivery. The customer will not be asked to sign for goods, instead photo evidence of the delivery will be taken. |
| Sales people | Exposure to Coronavirus | Employees | Vaccination available  Anti virals in use by NHS  Refrain from entering premises where coronavirus exposure possible.  Comply with customer rules when visiting premises.  Update all employees with Public Health Guidelines on symptoms and what to do. | 5 | 1 | 5 | Sales People should comply with the policies of the sites that thye visit. They are no longer required to advise of vaccination status.  The following job roles which apply are:   * Customer Account Manager * Customer Service Manager * Business Development Manager * Contract Manager * Key Account Manager * Director of Sales * Managing Director   It is not a legal requirement for a person to advise the company they have tested positive for Covid-19. However, if a person provides this information, or is showing symptoms of Covid-19, guidance will be given to either self-isolate at home for at least 5 days or until they test negative. If they feel able to they can work from home during this time and carry out appointments remotely using Teams or Zoom. |
| Engineers | Exposure to Coronavirus | Employees | Vaccination available  Anti virals in use by NHS  Full PPE provided.  Before work commences, rooms with Covid-19 paitents in are highlighted and these rooms should be avoided.  Comply with customer rules including LFT tests before entering premises.  Provide materials to wipe down inside of van each day after use and sanitise hands.  Update all employees with Public Health Guidelines on symptoms and what to do. | 5 | 1 | 5 | Engineers should comply with the policies of the sites they visit. The advice is to wear PPE when in a confined space. They are no longer required to advise of vaccination status  The following job roles which apply are:   * Engineers * Commercial Manager   It is not a legal requirement for a person to advise the company they have tested positive for Covid-19. However, if a person provides this information, or is showing symptoms of Covid-19, guidance will be given to either self-isolate at home for at least 5 days or until they test negative. Any appointments will be re-booked and/or outsourced. |
| Visitors | Exposure to Coronavirus | Visitors | Mask wearing and hand sanitising recommended but not required.  Avoid having unnecessary visitors and restrict them to parts of the business that are essential for their visit. | 5 | 1 | 5 | Review on the basis on news update and infections in area |

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| **Risk/Priority Indicator Key** |

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| **Severity (Consequence)** |  | **RISK / PRIORITY INICATOR MATRIX** | | | | | | |
| 1. Negligible (delay only) |  | LIKELIHOOD | 5 | 5 | 10 | 15 | 20 | 25 |
| 2. Slight (minor injury / damage / interruption) |  | 4 | 4 | 8 | 12 | 16 | 20 |
| 3. Moderate (lost time injury, illness, damage, lost business) |  | 3 | 3 | 6 | 9 | 12 | 15 |
| 4. High (major injury / damage, lost time business interruption, disablement) |  | 2 | 2 | 4 | 6 | 8 | 10 |
| 5. Very High (fatality / business closure) |  | 1 | 1 | 2 | 3 | 4 | 5 |
|  |  |  | | 1 | 2 | 3 | 4 | 5 |
| **Likelihood** |  | SEVERITY (CONSEQUENCE) | | | | |
| 1. Improbable / very unlikely |  |  |  |  |  |  |  |  |
| 2. Unlikely |  | **Summary** | | **Suggested Timeframe** | | | | |
| 3. Even chance / may happen |  | 12-25 | High | As soon as possible | | | | |
| 4. Likely |  | 6-11 | Medium | Within next 3-6 months | | | | |
| 5. Almost certain / imminent |  | 1-5 | Low | Whenever viable to do so | | | | |