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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 employeesAnti virals now in use by NHSSocial 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 availableAnti virals in use by NHSRefrain 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 issueProvide 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 optionalNo 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 symtomsThe following job roles which apply are: * Van Driver
* HGV Drivers with ADR
* Casual Workers who drive for the company
* Operations Manager
* Warehouse Team Leaders

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| Sales people | Exposure to Coronavirus | Employees | Vaccination availableAnti virals in use by NHSRefrain 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

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| Engineers | Exposure to Coronavirus | Employees | Vaccination availableAnti virals in use by NHSFull 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 statusThe following job roles which apply are: * Engineers
* Commercial Manager

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| 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 |