

Risk Assessment Form

Location: Company premises/customers			Date Assessed: 22/02/2022		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	<p>Vaccination available for all employees</p> <p>Anti virals now in use by NHS</p> <p>Social distancing in place.</p> <p>Mask wearing whilst in transit around the building.</p> <p>Daily cleaning of common areas.</p> <p>Provision of soap, sanitiser and paper towels.</p> <p>Airsterile machine in operation.</p> <p>Where possible visitors to site are kept at a minimum and use separate facilities to employees.</p> <p>Update all employees with Public Health Guidelines on symptoms and what to do.</p> <p>Encourage employees to isolate according to government guidelines.</p> <p>Majority of workers work remotely or in a hybrid role.</p> <p>In the event of an outbreak, close contacts will be asked to self-isolate.</p>	5	1	5	<p>We encourage all employees to have a Covid-19 vaccine. We do not ask employees who are working from home or in a hybrid role, to advise us of their vaccination status however they are not allowed to visit a Care Home and all meetings are performed remotely.</p> <p>The following job roles/department roles which apply are:</p> <ul style="list-style-type: none"> 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 <p>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 work from home during this time.</p>
Company drivers	Exposure to Coronavirus	Employees	<p>Vaccination available</p> <p>Anti virals in use by NHS</p> <p>Refrain from entering premises where coronavirus exposure possible.</p> <p>Comply with customer rules upon delivery.</p> <p>Leave goods by arrangement rather than entering premises where there has been an issue</p> <p>Provide materials to wipe down inside of van each day after use and sanitise hands.</p> <p>Mask wearing when delivering.</p>	5	1	5	<p>It is the law for Drivers to inform us of their vaccination status and if asked they will be able to show evidence of this before entering a Care Home, Hospital or any other healthcare environment or areas with clinically vulnerable individuals</p> <p>The following job roles which apply are:</p> <ul style="list-style-type: none"> Van Driver HGV Drivers with ADR

			No client signatures – photo and name taken to limit exposure. Update all employees with Public Health Guidelines on symptoms and what to do.			<ul style="list-style-type: none">Casual Workers who drive for the companyOperations ManagerWarehouse Team Leaders <p>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 Drivers will be instructed not to enter into to a Care Home or Healthcare environment.</p> <p>Deliveries will be kerbside outside of the premises or in an agreed location. The Driver will be instructed to wear a face mask and sanitise 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.</p>	
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	<p>It is the law for Sales People to inform us of their vaccination status and they if asked will be able to show evidence of this before entering a Care Home, Hospital or any other healthcare environment or areas with clinically vulnerable individuals.</p> <p>The following job roles which apply are:</p> <ul style="list-style-type: none">Customer Account ManagerCustomer Service ManagerBusiness Development ManagerContract ManagerKey Account ManagerDirector of SalesManaging Director <p>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 work from home during this time and carry out appointments remotely using Teams or Zoom.</p>

Engineers	Exposure to Coronavirus	Employees	<p>Vaccination available Anti virals in use by NHS Full PPE provided. Before work commences, rooms with Covid-19 patients 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.</p>	5	1	5	<p>It is the law for Engineers to inform us of their vaccination status and if asked they will be able to show evidence of this before entering a Care Home, Hospital or any other healthcare environment or areas with clinically vulnerable individuals.</p> <p>The following job roles which apply are:</p> <ul style="list-style-type: none"> Engineers Commercial Manager <p>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 work from home. Any appointments will be re-booked and/or outsourced.</p>
Visitors	Exposure to Coronavirus	Visitors	<p>Mask wearing and hand sanitising instructed. Avoid having unnecessary visitors and restrict them to parts of the business that are essential for their visit.</p>	5	1	5	<p>Review on the basis on news update and infections in area</p>

Risk/Priority Indicator Key

Severity (Consequence)
1. Negligible (delay only)
2. Slight (minor injury / damage / interruption)
3. Moderate (lost time injury, illness, damage, lost business)
4. High (major injury / damage, lost time business interruption, disablement)
5. Very High (fatality / business closure)

RISK / PRIORITY INDICATOR MATRIX						
LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5

Likelihood
1. Improbable / very unlikely
2. Unlikely
3. Even chance / may happen
4. Likely
5. Almost certain / imminent

	1	2	3	4	5
	SEVERITY (CONSEQUENCE)				

Summary		Suggested Timeframe
12-25	High	As soon as possible
6-11	Medium	Within next 3-6 months
1-5	Low	Whenever viable to do so