

GENERIC RISK ASSESSMENT

 SITE:

 OWNER:

 PROCESS/AREA ASSESSED:

 DATE:

 ASSESSOR/S:

 REFERENCE:

 REVISION DATE:

Version 1 - August 2019

NO	HAZARD Associated Risk	PERSONS AT RISK/NO AFFECTED	EXISTING CONTROLS	RISK RATING			FURTHER ACTION REQUIRED	IMPLEMENTED		NEW RISK RATING		
				S	L	R		WHO	WHEN	S	L	R
1	Contact with others Risk of confirmed COVID-19 through exposure from others in work.	All Employees Contractors Visitors	<ul style="list-style-type: none"> Continue to follow government advice on social distancing. The company will review on an ongoing basis, the working from home arrangements with those whose job means they can effectively work from home. All high-risk staff supported in line with current government guidelines. Face coverings / masks enforced when social distancing cannot be guaranteed. Face coverings / masks made available (visual aid displayed / instructions where masks are enforced) (VEL sites). 	5	2	10	<ul style="list-style-type: none"> Monitor to ensure continued compliance. The risk rating will only reduce if all those at risk comply with the existing control measures in place. 	All	Ongoing	5	1	5
2	Suspected Case / Potential Outbreak Risk of COVID-19 transmission through suspected case whilst working on site. Risk of COVID-19 outbreak in the workplace.	All Employees Contractors Visitors	<ul style="list-style-type: none"> Worker should return home immediately, avoid touching anything and follow government / NHS advice on self isolation. Under NO CIRCUMSTANCES should workers attend work if they (or a member of their household) have COVID-19 symptoms or are required to self isolate (as per government guidelines). Record of staff shift patterns maintained. COVID-19 Outbreak Management / Suspected Case Process. 	5	2	10	<ul style="list-style-type: none"> Monitor to ensure continued compliance. The risk rating will only reduce if all those at risk comply with the existing control measures in place. 	All	Ongoing	5	1	5
3	General Travel Risk of COVID-19 transmission as a result of travelling for work.	All Employees	<ul style="list-style-type: none"> Essential travel only. Utilise MS Teams video conferencing for meetings where possible. Pool cars restricted to a maximum of 2 occupants, as distanced within the vehicle space as possible. Vehicle should be well ventilated to increase the flow of air, e.g. by opening a window. Sanitising equipment provided within pool cars. Continue to follow government advice where provided. 	5	2	10	<ul style="list-style-type: none"> Monitor to ensure continued compliance. The risk rating will only reduce if all those at risk comply with the existing control measures in place. 	All	Ongoing	5	1	5
4	Access / Egress (inc walking around site) Risk of COVID-19 transmission as a result of access / egress.	All Employees Contractors Visitors	<ul style="list-style-type: none"> Continue to follow government advice on social distancing. Stop non-essential trips / visits. Sanitising stations provided throughout facility. Regular cleaning of common contact points. One-way systems implemented where possible. Doors wedged open where possible (except fire doors). Foot operated door openers (VEL sites). Modified access / egress arrangements (turnstiles) to reduce social interaction. COVID-19 related signs & floor markings throughout the facility. Staggered start & finish times where necessary. 	5	2	10	<ul style="list-style-type: none"> Monitor to ensure continued compliance. The risk rating will only reduce if all those at risk comply with the existing control measures in place. 	All	Ongoing	5	1	5
5	Hygiene Risk of COVID-19 transmission as a result of poor hygiene practices.	All Employees Contractors Visitors	<ul style="list-style-type: none"> Employees encouraged to ensure good hygiene (gov posters displayed e.g. wash your hands thoroughly and regularly using soap and water for at least 20 seconds / sanitiser regularly etc). Enhanced cleaning regime (VEL staff / AVS on VEL sites). Regular cleaning of common contact points. Sharing of PPE prohibited (only exception is lanyards & harnesses which have a cleaning regime). COVID-19 related signs & floor markings throughout the facility. 	5	2	10	<ul style="list-style-type: none"> Monitor to ensure continued compliance. The risk rating will only reduce if all those at risk comply with the existing control measures in place. 	All	Ongoing	5	1	5
6	Operational Arrangements Risk of COVID-19 transmission through direct result of operational / transport processes.	All Employees Contractors Visitors	<ul style="list-style-type: none"> Continue to follow government advice on social distancing. Sharing of workplace equipment should be avoided where possible. Sharing of PPE prohibited (only exception is lanyards & harnesses which have a cleaning regime / guidance). Windows and up-over doors can be (except dock doors) opened to allow increased circulation of fresh air. Operational processes / areas reviewed and changes implemented to ensure social distancing is practiced where possible & cross contamination risks are controlled. Revised procedure for inbound & outbound goods (key control). Face coverings / masks enforced when social distancing cannot be guaranteed. Workstations moved apart where required to ensure social distancing. Face coverings / masks made available (visual aid displayed / instructions where masks are enforced) (VEL sites). 	5	2	10	<ul style="list-style-type: none"> Monitor to ensure continued compliance. The risk rating will only reduce if all those at risk comply with the existing control measures in place. 	All	Ongoing	5	1	5
7	Workplace Equipment Risk of COVID-19 transmission through contact with contaminated surfaces.	All Employees Contractors	<ul style="list-style-type: none"> Regular cleaning and sanitising of workplace equipment using the provided sanitising equipment. Sharing of workplace equipment should be avoided where possible. Enhanced cleaning procedures for workplace equipment. 	5	2	10	<ul style="list-style-type: none"> Monitor to ensure continued compliance. The risk rating will only reduce if all those at risk comply with the existing control measures in place. 	All	Ongoing	5	1	5

8	Facilities Risk of COVID-19 transmission as a direct result of using the various facilities (inc welfare) on site (canteen, rest areas, toilets, changing facilities, showers, appliances, smoking area, kitchens etc).	All Employees Contractors Visitors	<ul style="list-style-type: none"> Continue to follow government advice on social distancing. Regular cleaning of common contact areas. Hand sanitiser made available. Tables and seating spaced to ensure social distancing. Enhanced cleaning procedures. Users of rest areas should clean up after themselves. Where possible, seating available outside for breaks. Social distance markings. Showers managed - key access (VEL sites). Microwaves, fridges, vending & coffee machines in use and managed with cleaning regime (VEL sites). Use of masks / face coverings enforced within toilets where social distancing is difficult to maintain (VEL sites). Modified smoking shelter arrangements (markings & signs displayed). Staggered break times where necessary. 	5	2	10	<ul style="list-style-type: none"> Monitor to ensure continued compliance. The risk rating will only reduce if all those at risk comply with the existing control measures in place. 	All	Ongoing	5	1	5
9	Office Environment Risk of COVID-19 transmission as a result of working in the office environment.	All Employees Contractors Visitors	<ul style="list-style-type: none"> Utilise Teams video conferencing for meetings where possible. Meeting rooms only used when it is absolutely necessary. Maximum occupancy limits set within meeting rooms. Use hand sanitiser regularly. Hand sanitiser provided in meeting rooms and offices. Teams managed to ensure staff can work effectively while maintaining social distance (e.g. working from home). Office layouts reviewed to ensure social distancing where required. On-site contractors (e.g. Nissan QA) workstations set out to ensure social distancing. 	5	2	10	<ul style="list-style-type: none"> Monitor to ensure continued compliance. The risk rating will only reduce if all those at risk comply with the existing control measures in place. 	All	Ongoing	5	1	5
10	Visitors / Contractors Risk of COVID-19 transmission as a result of visitors and contractors on site (unfamiliar with site rules).	All Employees Contractors Visitors	<ul style="list-style-type: none"> Contractor RAMs checked for sufficient COVID-19 controls prior to work commencing. Contractor COVID-19 site induction. Non-essential visits cancelled. If visitors are required, they should be escorted by the person organising the visit (who has been through the COVID awareness presentation). COVID-19 visuals (posters etc) displayed around sites. Utilise Teams video conferencing for meetings where possible. 	5	2	10	<ul style="list-style-type: none"> Monitor to ensure continued compliance. The risk rating will only reduce if all those at risk comply with the existing control measures in place. 	All	Ongoing	5	1	5
11	Training Increased risk of accidents / incidents as a result of skill fade from time away from operating MHE (furlough). Risk of lack of communication of COVID-19 controls.	All Employees	<ul style="list-style-type: none"> Trained and licenced MHE operators (20pt licence). Driving standard audit schedule, refresher training if required. COVID-19 awareness presentation. COVID-19 visuals (posters etc) displayed around sites. Staff trained on newly implemented COVID-19 controls prior to commencing work. Increased monitoring of driving standards at each site at start up by the FCE. 	5	2	10	<ul style="list-style-type: none"> Monitor to ensure continued compliance. The risk rating will only reduce if all those at risk comply with the existing control measures in place. 	All	Ongoing	5	1	5
12	Homeworkers Risk of musculoskeletal disorders through poor ergonomics (DSE). Risk of stress from potential lone working & poor communication.	All Employees	<ul style="list-style-type: none"> Managers to ensure regular communication with those working from home. Office equipment (workstation, chairs etc) available for staff to take home if required. DSE self assessment & training presentation available for homeworkers to complete. Employees encouraged to raise unsafe conditions / any ill health associated with home working to their line manager. 	3	1	3	<ul style="list-style-type: none"> Monitor to ensure continued compliance. The risk rating will only reduce if all those at risk comply with the existing control measures in place. 	All	Ongoing	3	1	3
13	Emergency Provisions Risk of COVID-19 transmission when first aiders cannot adhere to social distancing when dealing with injury. Or during emergency evacuation.	All Employees Contractors Visitors	<ul style="list-style-type: none"> First aiders are trained in First Aid at Work (FAW) and Emergency First Aid at Work (EFAW) based on the sites requirement. Modified first aid procedure and additional PPE to ensure the health & safety of first aiders carrying out their duties. In an emergency (e.g. fire), people do not have to stay 2 metres apart, the priority is to evacuate the building. Practice 	5	2	10	<ul style="list-style-type: none"> Monitor to ensure continued compliance. The risk rating will only reduce if all those at risk comply with the existing control measures in place. 	All	Ongoing	5	1	5

SUMMARY OF ASSESSMENT / FURTHER ACTION REQUIRED:

Though the symptoms / effects of COVID-19 may differ from person to person, the severity rating has been set at the worst possible scenario from contracting COVID-19. If all those at risk follow the existing control measures set out by Vantec to control the spread of COVID-19, the risk of contracting COVID-19 as a result of an activity relating to work is unlikely.

Controls may differ slightly on customer sites, you will be trained and briefed on these controls prior to commencing work. This assessment will be reviewed on a regular basis and updated (if required) based on the current government guidelines.

If uncontrolled, the operations undertaken could present unacceptable risks to all operators. However with the adoption of the identified controls the majority of hazards (residual risks) may be eliminated or satisfactorily reduced. All operators are encouraged to stop the job and seek advice if they feel it is unsafe. Site operations team must monitor controls to ensure continued compliance.

By signing below, you are confirming that you have thoroughly observed the area, process or activity and are accepting that the existing controls in place / further actions required will eliminate or reduce the risk to an acceptable level.

ASSESSOR SIGN:	M Armstrong	DATE	15/10/2020
HEAD OF OPERATIONS SIGN:	P Loughlin	DATE	15/10/2020
MANAGING DIRECTOR SIGN:	M Kendall	DATE	15/10/2020

SEVERITY X LIKELIHOOD CALCULATOR

Severity	DEATH (5)	5	10	15	20	25
	MAJOR INJURY (4)	4	8	12	16	20
	UP TO THREE DAY INJURY (3)	3	6	9	12	15
	MINOR INJURY TREATMENT OFF SITE (2)	2	4	6	8	10
	MINOR INJURY FIRST AID ON SITE (1)	1	2	3	4	5
		(1) UNLIKELY	(2) MAY HAPPEN	(3) LIKELY	(4) VERY LIKELY	(5) CERTAIN
Likelihood						

ACTION PLAN

SCORE	PRIORITY	ACTION
1-5	LOW	ACTION IS REQUIRED TO REDUCE THE RISK, ALTHOUGH LOW PRIORITY, TIME EFFORT AND COST SHOULD BE PROPORTIONAL TO THE RISK.
6-10	MEDIUM	ACTION REQUIRED SOON TO CONTROL. INTERIM MEASURES MAY BE NECESSARY IN THE SHORT TERM.
11-25	HIGH	ACTION REQUIRED URGENTLY TO CONTROL RISKS. FURTHER RESOURCES MAY BE NEEDED.