



H.R.OWEN

HR Owen plc

Covid 19 - Parts Risk Assessment

Location: All sites

Date: 1st May 2020


Covid 19 Employee - Risk Assessment


Location: **All Sites**


Assessment Carried Out By: **Raymond Riley**


Review Date: **TBA**


Hazards:	Control Measures:	Level of Risk Likelihood	Level of Risk Severity	Overall Risk Risk Rating	Who might be harmed? List the groups of people who are specifically at risk from the hazards identified.	What further action is necessary to control the risk?
<p>Look only for hazards that you could reasonably expect to result in significant harm under the conditions of operation. Check for the following possible hazards:</p> <p>Personal protective Equipment</p> <p>Lack of PPE increases the risk of infection</p> <p><u>Items needed</u></p> <ol style="list-style-type: none"> 1. Nitrile / Latex Gloves 2. FFP2 Face Masks / Shields 3. Hand Sanitisers 4. Hand Soaps and Hot water 5. Heavy Duty Gloves 6. Sealed bins with bin liners 	<p>The following PPE must be provided to all employees whilst this risk assessment is in place:</p> <ol style="list-style-type: none"> 1. Nitrile / Latex Gloves 2. FFP2 Face Masks / Shields 3. Hand Sanitisers 4. Hand Soaps and Hot water. 5. Heavy Duty Gloves <p>Adhere to latest government guidelines on self distancing.</p> <p>Change gloves before accessing customer vehicles and dispose of old gloves in waste bins with lids.</p> <p>Wash hands with soap and water after each repair or when touching any vehicle, or other areas where contamination is possible for at least 20 seconds.</p> <p>Keep 2 meters away from other employees and customers when at work as much as possible.</p>	<p>Possible</p> <p>(3)</p>	<p>Moderate Injury</p> <p>(3)</p>	<p>Medium</p> <div style="background-color: yellow; width: 20px; height: 15px; margin: 0 auto;"></div>	<p>Self, Work colleagues and customers</p>	<ol style="list-style-type: none"> 1. Adhere to latest government guidelines on self distancing 2. Inform your manager immediately if feeling unwell with any of the recognized Covid 19 symptoms.


<p>Goods Inwards and Storage</p> <p>Risk of coming into contact with surfaces that contain the Covid 19 virus</p> <p>Items needed:</p> <ol style="list-style-type: none"> 1. Anti-bacterial cleaning products 2. Heavy duty or nitrile gloves. 	<p>Where possible wipe down or spray cages / containers with disinfectant products prior to handling</p> <p>Parts deliveries should be handled using personal heavy duty or nitrile gloves.</p> <p>Cages and containers should then be stored awaiting disposal or return in a safe area if possible.</p> <p>Parts in storage should be organised so that older parts are used first that have not been handled for 72 hours where possible.</p>	<p>Possible</p> <p>(3)</p>	<p>Moderate Injury</p> <p>(3)</p>	<p>Medium</p> 	<p>Self, Work colleagues and customers</p>	<ol style="list-style-type: none"> 1. Adhere to latest government guidelines on self distancing 2. Inform your manager immediately if feeling unwell with any of the recognized Covid 19 symptoms.
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<p>Hygiene Standards</p> <p>Risk of coming into contact with surfaces that contain the Covid 19 virus</p> <p>Items needed:</p> <ol style="list-style-type: none"> 1. Anti-bacterial cleaning products. 2. Alcohol-based Hand sanitisers and handwash 	<p>Frequently clean and disinfect objects and surfaces that are touched regularly, using your standard cleaning / anti-bacterial cleaning products.</p> <p>Use suitable nitrile/latex gloves during the cleaning and dispose of in covered bins</p> <p>Wash your hands thoroughly and regularly. Use soap and water for at least 20 seconds. Use alcohol-based hand sanitiser if soap and water is not available.</p> <p>Avoid touching your face/eyes/nose/mouth with unwashed hands and cover your cough or sneeze with a tissue then throw it in the covered bin.</p> <p>Disposable gloves should be worn when handling parts on both delivery and issue.</p> <p>Never share any PPE products issued, particularly These must be personal issue only.</p> <p>Hand sanitisers and disinfectant wipes should be available at all work stations and parts counter.</p>	<p>Possible</p> <p>(3)</p>	<p>Moderate Injury</p> <p>(3)</p>	<p>Medium</p> 	<p>Self, Work colleagues and customers</p>	<ol style="list-style-type: none"> 1. Adhere to latest government guidelines on self distancing 2. Inform your manager immediately if feeling unwell with any of the recognized Covid 19 symptoms.
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<p>Parts Deliveries</p> <p>Items needed:</p> <ol style="list-style-type: none"> 1. Plastic Trays 2. Gloves and Masks 3. Anti-bacterial cleaning products 	<ol style="list-style-type: none"> 1. Items picked should be handled using gloves and masks. 2. Parts delivery drivers should organise parts and supporting paperwork into delivery vehicles. 3. When delivering parts to customers, drivers must observe the 2 meters social distancing rules when issuing parts to site. 4. Any paperwork requiring signature should be issued ideally on a plastic tray and customers must use own pens. 5. Trays / containers used at customer premises must be cleaned thoroughly after each transaction. 6. Large panels and other items should be vehicle referenced and left at premises must observe the 2 meter social distancing rules. 7. Staff should wear gloves and masks / shields during transactions with customers. 8. Masks or visors can be used for the duration of shifts. Visors should be cleaned and masks replaced at least daily. 	<p>Possible</p> <p>(3)</p>	<p>Moderate Injury</p> <p>(3)</p>	<p>Medium</p> 	<p>Self, Work colleagues and customers</p>	<ol style="list-style-type: none"> 1. Adhere to latest government guidelines on self distancing 2. Inform your manager immediately if feeling unwell with any of the recognized Covid 19 symptoms.
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<p>Canteen, toilets and kitchen areas</p> <p>Items needed:</p> <ol style="list-style-type: none"> 1. Disposable cups 2. Sealed bins with bin liners 3. Anti-bacterial cleaning products 4. Alcohol-based Hand sanitisers and handwash 	<ol style="list-style-type: none"> 1. Tables and chairs and kitchen surfaces should be cleaned at the start of each shift using your standard cleaning / anti-bacterial cleaning products. 2. Cups, plates, kitchen utensils etc should be washed on the hottest dishwasher cycle after each use. 3. Any paper plates or packaging should be disposed off in bins with lids. 4. All bins should be fitted with bin liners and sealed, and removed daily or more often if required. 5. Only one person at a time should be using kitchen work surfaces, kettles, microwaves etc. 6. Access doors should be left open to avoid constant contact with door handles. If it is a fire door then an automatic release devise should be fitted to close if the fire alarm is activated. 7. Alternatively door handles should be cleaned after each use. 8. Seating should be organised to ensure 2 meter distancing is provided at rest room tables. 9. We encourage all employees to bring your own lunch in and must be eaten on your own or observe the 2 meter rule. 	<p>Possible</p> <p>(3)</p>	<p>Moderate Injury</p> <p>(3)</p>	<p>Medium</p> 	<p>Self, Work colleagues and customers</p>	<ol style="list-style-type: none"> 1. Adhere to latest government guidelines on self distancing 2. Inform your manager immediately if feeling unwell with any of the recognized Covid 19 symptoms.
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<p>Self Distancing - Reception & Parts Counters</p> <p>Risk of coming into contact with surfaces that contain the Covid 19 virus</p> <p>Items needed:</p> <ol style="list-style-type: none"> 1. Face Masks / Gloves 2. Plastic Trays 3. Anti-bacterial cleaning products 4. Hand Sanitisers 	<ol style="list-style-type: none"> 1. Ensure that any chairs in reception are set 2 meters apart 2. Mark a line or other physical barrier in reception 2 meters from the desk and inform customers to observe the line. Others should wait in seated area before entering the reception desk space. Alternatively, a Perspex barrier should be fitted to the desk and cleaned after each customer transaction. 3. Payments should be made via Bank Transfer or by a card machine preferably contactless and should be cleaned after use with suitable cleaning product in the key pad is used. Avoid cash payments where possible to reduce contact with potentially contaminated surfaces. 4. Staff should wear gloves and masks / shields during transactions. Masks or visors can be used for the duration of shifts. Visors should be cleaned and masks replaced at least daily. 5. Keys, receipts, job cards etc should be presented to customers in a plastic tray. This should be left on a desk/reception and then using self distancing guidelines move away so customers can collect or leave in place as required. Trays must be cleaned thoroughly after each transaction. 6. Access doors should be left open to avoid constant contact with door handles. If it is a fire door then an automatic release devise should be fitted to close if the fire alarm is activated. 7. Alternatively door handles should be cleaned after each use. 	<p>Possible</p> <p>(3)</p>	<p>Moderate Injury</p> <p>(3)</p>	<p>Medium</p> 	<p>Self, Work colleagues and customers</p>	<ol style="list-style-type: none"> 1. Adhere to latest government guidelines on self distancing 2. Inform your manager immediately if feeling unwell with any of the recognized Covid 19 symptoms.
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<p>Self Distancing - Parts Department</p> <p>Risk of coming into contact with surfaces that contain the Covid 19 virus</p> <p>Items needed:</p> <ol style="list-style-type: none"> 1. Plastic Trays 2. Anti-bacterial cleaning products 	<ol style="list-style-type: none"> 1. Make sure that when working in the warehouse and office areas there is a minimum distance of 2 meters working distance between the next workstation. 2. If this distance cannot be achieved then the next workstation must not be used. 3. When issuing parts from the parts counter these should ideally be pre-picked and left in plastic containers ready for collection observing the current self distancing rules. Alternatively a Perspex barrier should be fitted to the desk and cleaned after each customer transaction. 4. Trays / containers must be cleaned thoroughly after each transaction. 5. Large panels and other items should be vehicle referenced and left outside parts counter ready for collection. 6. Only one person at a time should be served at the parts counter. 7. General social distance of 2 meters should be maintained whilst moving around in the warehouse. 	<p>Possible</p> <p>(3)</p>	<p>Moderate Injury</p> <p>(3)</p>	<p>Medium</p> 	<p>Self, Work colleagues and customers</p>	<ol style="list-style-type: none"> 1. Adhere to latest government guidelines on self distancing 2. Inform your manager immediately if feeling unwell with any of the recognized Covid 19 symptoms.
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<p>Exposure from others due to:</p> <p>1) Living with someone with a confirmed case of COVID-19.</p> <p>2) Have come into close contact (within 2 meters for 15 minutes or more) with a confirmed case of COVID-19.</p> <p>3) Being advised by a public health agency that contact with a diagnosed case has occurred.</p>	<ol style="list-style-type: none"> 1. Update Human Resources with absence identifying Coronavirus and manage absence in line with company HR policies / procedures. 2. Social distancing encouraged and limit non essential travel where possible. 3. Do not come into work where someone you live with has been diagnosed. 4. Follow NHS / 111 advice as required. Do not attend GP surgery or public places if confirmed to help reduce spread of the disease. 5. Company to ensure vulnerable persons (elderly, pre-existing health condition, lower immunity) employed are individually assessed and should not be available for working during this period. 6. Follow good hygiene measures at all times. 7. Colleagues must not come to work if they are showing any kinds of symptoms; <ul style="list-style-type: none"> • Temperature exceeds 37.5 degrees • Feeling feverish • Muscular pains • Dry Cough • Shortness of breath • Loss of taste and smell • Intense tiredness 	<p>Possible</p> <p>(3)</p>	<p>Moderate Injury</p> <p>(3)</p>	<p>Medium</p> 	<p>Self, Work colleagues and customers</p>	<ol style="list-style-type: none"> 1. Adhere to latest government guidelines on self distancing 2. Inform your manager immediately if feeling unwell with any of the recognized Covid 19 symptoms.
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Comments

Please ensure a manager’s brief has been completed alerting to company specific process / procedures

<https://www.nhs.uk/conditions/coronavirus-covid-19/>

<https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-advice/>

<https://www.nhs.uk/conditions/coronavirus-covid-19/advice-for-travellers/>

<https://www.gov.uk/government/publications/coronavirus-action-plan>

<https://www.who.int/teams/risk-communication/employers-and-workers>

Management

- Please ensure all employees are aware of reporting requirements and that all confirmed cases are escalated to your HR Department.
- Information notes are to be sent out and any updates communicated in a timely manner to the workforce.
- This must include letting staff know about symptoms and actions the medical professionals are advising people to take.
- Assessments to be reviewed every 6 months or where significant change has occurred

Overall Risk Assessment is Medium based on the above assessment and control measures

Likelihood		Severity		Risk Level	(Likelihood x Severity)
1	Very Unlikely	1	Very Minor Injury	1 - 3	Very Low
2	Unlikely	2	Minor Injury	3 - 5	Low
3	Possible	3	Moderate Injury	6 - 11	Medium
4	Probable	4	Serious / Disabling Injury	12 - 16	High
5	Certain	5	Fatal	17 +	Very High