



H.R. OWEN

HR Owen plc

Covid 19 Service 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>Items needed</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 	<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. <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 recognised Covid 19 symptoms.


<p>Vehicle Protection Kits</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/disposable seat covers 2. Plastic/disposable steering wheel covers 3. Paper floor mats 4. Plastic/disposable gear shift & handbrake covers 	<p>Vehicles should be cleaned both inside and outside and sanitised prior to repairs.</p> <p>The following vehicle protection should be used as a minimum on each vehicle:</p> <ol style="list-style-type: none"> 1. Plastic/disposable seat cover 2. Plastic/disposable steering wheel cover 3. Paper floor mats 4. Plastic/disposable gear shift & handbrake covers <p>These should be put in place by staff who are wearing the appropriate PPE as outlined above.</p> <p>The vehicle protection kits should be removed after repairs and placed in bins with lids after each repair.</p> <p>Vehicles should be cleaned both inside and outside and sanitised again after repairs and vehicle returned to customer.</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 recognised 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 common tools and spray equipment and disposed off after use.</p> <p>Never share PPE issued particularly Heavy Duty Gloves, Masks and Visors</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 recognised Covid 19 symptoms.
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<p>Reception Tea / Coffee / Drinks / Magazines etc</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 	<p>These should be removed from customer use.</p> <ol style="list-style-type: none"> 1. Reception can provide drinks if requested but if disposable cups used these should be disposed of in sealed bins afterwards. 2. Ceramic cups should be washed on the hottest dishwasher cycle. 3. Magazines and other materials should be removed from reception to avoid contamination. 4. All bins should be fitted with bin liners and sealed, and removed daily or more often if required. 	<p>Possible (3)</p>	<p>Moderate Injury (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 recognised Covid 19 symptoms.
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<p>Canteens, 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. Seating should be organised to ensure 2 meter distancing is provided at rest room tables 2. Tables and chairs and kitchen surfaces should be cleaned at the start of each shift using your standard cleaning / anti-bacterial cleaning products. 3. Cups, plates, kitchen utensils etc should be washed on the hottest dishwasher cycle after each use. 4. Any paper plates or packaging should be disposed off in bins with lids. 5. All bins should be fitted with bin liners and sealed, and removed daily or more often if required. 6. We encourage all employees to bring your own lunch in and must be eaten on your own or observe the 2 meter rule. 7. Only one person at a time should be using kitchen work surfaces, kettles, microwaves etc 8. Access doors should be left open to avoid constant contact with door handles. If it is a fire door then an automatic release device should be fitted to close if the fire alarm is activated. 9. Alternatively door handles should be cleaned after each use. 	<p>Possible (3)</p>	<p>Moderate Injury (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 recognised Covid 19 symptoms.
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<p>Self Distancing - Reception</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 meter 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. Avoid cash payments where possible to reduce contact with potentially contaminated surfaces. 4. Staff should wear gloves and masks / shields during transactions. Masks can be used for the duration of shifts. 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. 8. Do not share work items such as pens, staplers, rulers etc. 	<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 recognised Covid 19 symptoms.
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<p>Self Distancing - Workshop</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 on vehicle lifts there is a minimum distance of 2 meters working distance between the next workstation / ramp. 2. If this distance cannot be achieved then the next workstation/ ramp must not be used. 3. When requesting 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. 4. Trays / containers must be cleaned thoroughly after each transaction. 	<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 recognised 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 recognised 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 the 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