

COVID 19 Workplace Risk Assessment

Contract		Date of Approval	4.6.2020
Date of assessment	4.6.2020		
Assessor	Jane Hardy	Approver	Jason Ball

Describe the Task, Operation or Activity

Hazards associated with the working activities during the Covid-19 pandemic at Thompson Commercials Ltd
 Scope of RA includes, Service reception, Administration offices, Parts, Workshops and Welfare facilities
This Risk Assessment has been carried out in line with the Management of Health and Safety at Work Regulation 1999, Regulations 3 and 19

Types and number of people involved or affected by the Task, Operation, or Activity?

Types: Employees/ Visitors/ Contractors/Service and maintenance providers
 Direct: 160+ employees – unknown numbers of visitors and contractors
 Indirect: Variable

How often and for how long are these people exposed to this Task, Operation, or Activity?

During contracted working hours:-
 Monday 06:00-22:00 Tuesday – 06:00 – Saturday - 18:00 Sunday- 06:00-18:00
 24 hour exposure for breakdown response employees

Give details of previous accidents known to have resulted from this Task, Operation or Activity

None

Please circle the appropriate rating below for the activity as a whole

Risk Rating (Highest)	1 – Low Consequence	2 – Medium Consequence	3 – High Consequence
1 – Unlikely	1 – Low Risk	2 – Manage the risk	3 – Reduction Required
2 – Possible	2 – Manage the risk	4 – Priority reduction	6 – High Priority
3 - Likely	3 – Reduction Required	6 – High Priority	9 – Immediate Action

<p>Signature of Assessor</p> <p>(Print) Jane Hardy Date: 4.6.2020</p>	<p>Signature of Approver (Senior Manager)</p> <p>(Print) Jason Ball Date: 4.6.2020</p>
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This Risk Assessment must be reviewed at least annually and/or when any significant changes to: procedures; equipment; persons; substances or the workplace occurs, whichever is the sooner.

<p>1st review</p> <p>Signature of Approver (Senior Manager)</p> <p>(Print) Jane Hardy Date: 13.1.21</p>	<p>2nd review</p> <p>Signature of Approver (Senior Manager)</p> <p>(Print) Jason Ball Date: 13.1.21</p>
<p>3rd review</p> <p>Signature of Approver (Senior Manager)</p> <p>(Print) Date:</p>	<p>4th review</p> <p>Signature of Approver (Senior Manager)</p> <p>(Print) Date:</p>

Health and Safety Hazard identification, Risk evaluation, and Control – by job step

ID	Hazard / Unsafe Act (Item with potential for harm)	Risk (Event/ Injury Type/ Consequence)	Current Control (List things that prevent / reduce harm)	Consequence	Likelihood	Risk Rating	Further control	Who/When
1	GENERAL WORK IN OFFICES, WORKSHOP, PARTS AND USE OF ANCILLARY FACILITIES	<ul style="list-style-type: none"> ▪ POSSIBILITY OF CONTRACTING INFECTION OR PASSING IT ON 	<ul style="list-style-type: none"> ▪ Employees must try to maintain a minimum distance of 2 metres apart. ▪ Guidance on handwashing and infection control measures ▪ Posters in place around buildings reminding employees and customers of minimum distancing and hygiene practices. ▪ Soap and water available in toilets – hand sanitiser gel in receptions and high footfall areas. ▪ Employees must routinely clean/disinfect frequently touched objects e.g PC workstations, telephones and surfaces with antibacterial spray or wipes. Wipes or cloths can be disposed of in general waste. ▪ Employees will not gather in communal areas and will pay particular attention to social distancing in kitchens/break rooms and locker rooms. ▪ Enhanced cleaning procedures in place, particularly in communal areas and at touch points including: Taps and washing facilities 	3	2	6	<ul style="list-style-type: none"> • Monitor existing procedures • If outbreaks in the community or within the workplace, consider closure of the site in line with Government guidelines. • Where increased footfall is evident in lower ventilated areas, consideration to wear face coverings/masks will be implemented accordingly. • All Staff must have access to individual face masks, these are provided by the company. The recipient is responsible for the safe keeping & cleanliness of the mask. • If regular & prolonged interactions of less than 2 metres are necessary, correct face coverings and or masks must be worn during periods of reduced social distancing – Predominantly relating to workshop personnel completing 2 person tasks. 	Managers/ Supervisors On going

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	<p>GENERAL WORK IN OFFICES, WORKSHOP, PARTS AND USE OF ANCILLARY FACILITIES</p>	<ul style="list-style-type: none"> ▪ POSSIBILITY OF CONTRACTING INFECTION OR PASSING IT ON 	<p>Toilet flush and seats Door handles and push plates Food preparation surfaces and equipment inc.. microwaves/kettle/water dispensers/ fridges/ vending machines Photocopiers and printers Telephones and keyboards Light switches</p> <ul style="list-style-type: none"> ▪ Clear desk policy in place ▪ Consider if meetings can be held remotely, by telephone or video conferencing ▪ Shift handovers to be held between managers and supervisors and cascaded to rest of the team. ▪ Supervisors/Managers will stagger start, finish, lunch and break times. ▪ Consider remote working options, or combinations of remote and office working. Provide necessary equipment to ensure working from home is safe and effective. ▪ Rearrange offices and workspaces to improve social distancing keeping between 1 and 2 meters between staff, if 				<ul style="list-style-type: none"> • Where reasonably practicable, additional ventilation should be considered, thus meaning an additional throughput of fresh air from open widows/doors in all lower ventilated areas. • Enhanced Monitoring & recording of cleaning regimes. Shared facilities including any site ATF offices shall hold records of such regime & frequency 	

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	<p>GENERAL WORK IN OFFICES, WORKSHOP, PARTS AND USE OF ANCILLARY FACILITIES</p>	<ul style="list-style-type: none"> ▪ POSSIBILITY OF CONTRACTING INFECTION OR PASSING IT ON 	<p>this is not possible reducing the number of people each person has contact with. Ensure that those working in a smaller area are situated side by side and not face to face.</p> <ul style="list-style-type: none"> ▪ Create additional space through using meeting rooms as overflow office space. ▪ Consistent pairing system in place if people have to work in close proximity – for example two person lifting. ▪ Consider alternative means of dealing with customer facing enquiries, including online, telephone or other remote options. ▪ All customers will be issued with ‘What you can expect from your visit’ guidance ahead of their scheduled appointment. ▪ Employees who show symptoms will be sent home to self isolate for the appropriate length of time as advised by Government guidance. ▪ Where there is a confirmed case a deep clean of the office area will be carried out. 					

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2	EQUIPMENT AND TOOLING	<ul style="list-style-type: none"> ▪ POSSIBILITY OF CONTRACTING INFECTION OR PASSING IT ON 	<ul style="list-style-type: none"> ▪ All employees must clean all equipment and shared tooling in accordance with Covid-19 in response 1. The cleaning shall take place prior to use and after use. ▪ Where it is not possible to introduce a means of keeping equipment clean between use then the use will be limited to nominated employees. ▪ Workshop employees will be issued with personal cleaning equipment to ensure that there is adequate supply. ▪ Employees sharing equipment will be issued with gloves. 	3	2	6	<ul style="list-style-type: none"> • Monitor existing procedures • If outbreaks in the community or within the workplace, consider closure of the site in line with Government guidelines. 	Managers / Supervisors On going
3A	VEHICLES – COMPANY OWNED DELIVERY VEHICLES	<ul style="list-style-type: none"> ▪ POSSIBILITY OF CONTRACTING INFECTION OR PASSING IT ON 	<ul style="list-style-type: none"> ▪ All vehicles to be cleaned by the Driver at the start and end of each day – if vehicle is allocated to one driver. The Driver will be allocated a personal stock of cleaning equipment to be kept in the vehicle. ▪ If vehicle is shared between users then this is to be cleaned at the start and end of the users journey. ▪ Priority is to clean the touch points: <ul style="list-style-type: none"> door handles, steering wheel, gearstick, handbrake, indicator stick, radio - GPS, seat belt 	3	2	6	<ul style="list-style-type: none"> • Monitor existing procedures • If outbreaks in the community or within the workplace, consider closure of the site in line with Government guidelines. • Any areas for concern, vehicles will be appropriately fumigated using recommended equipment prior to being released. 	Managers / Supervisors On going

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			<ul style="list-style-type: none"> ▪ Appropriate signage will be placed in each vehicle to remind employees of cleaning regimes. ▪ If more than one employee is required to share a vehicle, then fixed travel partners will be used, windows should be open for ventilation and face coverings should be worn. ▪ When delivering goods to a customers site, follow Covid-19 social distancing guideline, limit customer contact and use hand sanitiser before re-entering the vehicle. 					
3B	VEHICLES - COURTESY VEHICLES	<ul style="list-style-type: none"> ▪ POSSIBILITY OF CONTRACTING INFECTION OR PASSING IT ON 	<ul style="list-style-type: none"> ▪ Service reception to issue customers with anti-bacterial wipes and disposable gloves to clean the touch points (door handle, steering wheel, gearstick, handbrake, indicator stick, radio, seat belt) ▪ Where possible, customers will be issued with a guidance notice in advance of collection of the vehicle concerning 'Caring for our vehicles during Covid-19' ▪ Appropriate signage will be placed in each vehicle to remind employees of cleaning regimes ▪ Keys/Fobs to be cleaned by service reception on return. 	3	2	6	<ul style="list-style-type: none"> • Monitor existing procedures • Consider withdrawal of service if outbreaks occur within the workplace or at customer sites • Any areas for concern, vehicles will be appropriately fumigated using recommended equipment prior to being released. 	Managers On going

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3C	VEHICLES – CUSTOMER VEHICLES	<ul style="list-style-type: none"> ▪ POSSIBILITY OF CONTRACTING INFECTION OR PASSING IT ON 	<ul style="list-style-type: none"> ▪ Where possible, carry out the vehicle check in process by telephone before drop off. ▪ Service reception to greet the vehicle at the drop off point. ▪ Customer to be asked to remove any personal items, and additional keys from key fob. Keys to be disinfected upon receipt by service reception. ▪ Service reception to clean the touch points prior to handover to workshop. 	3	2	6	<ul style="list-style-type: none"> • Monitor existing procedures • If outbreaks in the community or within the workplace, consider closure of the site in line with Government guidelines. • Technicians are strongly advised to wear hand protection whilst working on customer vehicles, this includes Nitrile, Vinyl gloves, & Barrier creams. Technicians are advised to replace gloves once ‘in cab’ checks are complete. Any concerns of wearing hand protection must be reported to Management at the earliest opportunity 	Managers On going
4	STRESS	<ul style="list-style-type: none"> ▪ EMPLOYEES BECOME UNWELL DUE TO CONCERNS OVER CONTRACTING COVID-19. ▪ EMPLOYEES WHO ARE VULNERABLE OR WITH UNDERLYING HEALTH CONDITIONS ATTEND THE WORKPLACE AND RISK EXPOSURE ▪ HIGH LEVELS OF STRESS CAN CAUSE ERRORS IN JUDGEMENT AND LACK OF CONCENTRATION RESULTING IN 	<ul style="list-style-type: none"> ▪ Employees will be encouraged to report any signs of stress or anxiety to their manager. ▪ Employees who are clinically vulnerable due to underlying health conditions (as detailed in Government guidance “Working safely with Covis-19) will be supported to remain at home, or work from home where possible. Managers will keep in touch regularly to check on their welfare. 	3	1	3	<ul style="list-style-type: none"> • Monitor existing procedures 	Managers On going

Thompson

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		OPERATIONAL MISTAKES, THIS COULD WEAKEN THE EFFECTIVENESS OF CONTROL MEASURES APPLIED TO OTHER WORK PLACE HAZARDS AND RESULT IN DEATH OR SERIOUS						