

## Mark Walker Grounds Maintenance

<b>Risk Assessment N<sup>o</sup>: RA Covid-19B</b>	<b>COVID-19 OFFICE &amp; WORKPLACE CONTROLS</b>	<b>Last Review: 20/06/2020</b>
<b>Date of Assessment: 01/04/2020</b>	<b>Assessed By: E. Hussein</b>	<b>Next Review: 20/07/2020</b>

REF	Specific Hazard & Potential Harm / Effect	Persons At Risk	Risk Without Controls			Controls in Place	Residual Risk		
			Severity 1-5	Likelihood 1-5	Rating S x L		Severity 1-5	Likelihood 1-5	Rating S x L
1	Infection Covid-19 Coronavirus	ALL	5	4	20	<ul style="list-style-type: none"> <li>Meetings to be carried out remotely where possible</li> <li>Consider meetings to be held outdoor maintaining the 2m rule</li> <li>Meeting attendees to be sat 2m apart</li> <li>Provide hand sanisiter in meeting rooms</li> <li>All visitors to wash hands upon arrival and on exit</li> <li>Only absolutely necessary meeting participants should attend meetings and be spaced 2 meters apart</li> <li>Minimise person to person contact during deliveries</li> <li>Wash hands immediately after handling delivered goods</li> <li>Where possible and safe, have single workers load or unload vehicles</li> <li>Additional PPE beyond what is usually worn for your work activity is not beneficial, as Covid 19 needs to be managed effectively through social distancing, hygiene and fixed teams/partnering.</li> <li>Face covering can be used in spaces where social distancing is not possible (Ensure hands are washed thoroughly, avoid touching face, change face covering if</li> </ul>	5	2	10

Use the table below to calculate the severity and likelihood.

<b>Severity of Outcome;</b> 5 Very High. 4 High. 3 Moderate. 2 Minor Injuries. 1 Negligible.
<b>Likelihood of Harm;</b> 5 Almost Certain, 4 Very Likely, 3 Fair Chance, 2 Remote, 1 Very Unlikely.

Use the table below to indicate whether the Residual Risk Rating is:

	<b>RISK RATING</b>	1 – 5 = Low Risk
		6 – 10 = Medium Risk
		11+ = High Risk
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1	Infection Covid-19 Coronavirus CONTINUED	ALL	5	4	20	damp, and wash if possible <ul style="list-style-type: none"> <li>PPE required for work activities allocated to each individual and not to be shared</li> <li>Single use PPE should be disposed of so that it cannot be reused</li> <li>Revise pick and drop off collection points for handling deliveries</li> <li>Minimise person to person contact during deliveries</li> <li>Wash hands are handling goods</li> <li>Have single workers, loading and unloading vehicles</li> <li>Enable drivers to access welfare facilities</li> <li>Management will keep a record of any employee who displays symptoms and any contact they've had with others.</li> </ul>	5	2	10

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2	Transmission of Covid-19 Coronavirus from travelling to work	ALL	5	4	20	<ul style="list-style-type: none"> <li>Wherever possible workers should travel to site alone using their own transport</li> <li>Parking arrangements for additional cars and bicycles to be made available where possible</li> <li>Clean vehicle after use with disinfectant wipes</li> <li>Provide hand cleaning facilities at entrances and exits – soap and water where possible and hand sanitiser if water is not available</li> <li>Use markings and introduce one-way flow at entry and exit where possible</li> <li>Minimise not essential travel</li> <li>Management will keep a record of any employee who displays symptoms and any contact they've had with others.</li> </ul>	5	2	10

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3	Transmission of Covid-19 Coronavirus from use of a company vehicle	ALL	5	4	20	<ul style="list-style-type: none"> <li>Clean all vehicles on a regular basis</li> <li>Clean all cabins with anti-bacterial wipes after each use wearing nitrile gloves</li> <li>Reduction on staff numbers to one per vehicle where possible</li> <li>Where one person per vehicle travel is not possible, consider using fixed travel partners &amp; increase ventilation in vehicle</li> <li>Sanitise area where they come into contact with hands i.e. steering wheel, gear stick, door handles, seat belts</li> <li>Wash and sanitise hands regularly</li> <li>Management will keep a record of any employee who displays symptoms and any contact they've had with others.</li> </ul>	5	2	10

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4	Transmission of Covid-19 Coronavirus	ALL	5	4	20	<ul style="list-style-type: none"> <li>• Symptoms Fever, Dry Continuous Cough</li> <li>• If you believe you have Covid-19 symptoms – Do Not Come into Work. Call your line Manager. Or if already at work inform site management immediately</li> <li>• Arrange to self-isolate immediately</li> <li>• Visit NHS website for guidance or dial 111</li> <li>• Persons who have been in contact with someone else who has had symptoms in the last 14 days should self-isolate immediately.</li> <li>• Persons who classed as vulnerable should self-isolate immediately. This includes those who are pregnant, over 70, have existing respiratory conditions, diabetes</li> <li>• Management will keep a record of any employee who displays symptoms and any contact they've had with others.</li> </ul>	5	2	10
5	Feeling isolated, disconnected, or abandoned impacting on stress levels and mental health of the workers	ALL	3	3	9	<ul style="list-style-type: none"> <li>• Maintain regular contact with remote workers to check on their mental health and how they are coping.</li> </ul>	3	1	3

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