

Risk Assessments and Method Statements

TMG/RA/Covid19 Exposure to Covid-19

Risk Assessment Form							
Description of Task:	Person(s) at Risk:	Approved by H&S Department:		Risk Assessment Team Members:	Risk Assessment Date:	Risk Assessment Ref:	
Exposure to Covid-19	All Employees	Yes:	<input checked="" type="checkbox"/>	No:	<input type="checkbox"/>	April 2020	TMG/RA/Covid19
		Approved for Depot/Location by:		Health and Safety Department; Executive Team	Next Review Date:	Version No:	
		Depot/Location:			Ongoing	B	
		Various					

PPE Required & Any Mandatory Safety Requirements

Specific PPE Required:
 Your usual PPE specific to the task
 Face Shields (where required to aid social distancing)

Risk Assessments and Method Statements

				Pre-Control Ratings				Post-Control Ratings		
	Activity	Hazard (Anything with the potential to cause harm)	Consequence	Severity	Likelihood	Risk	Hazard Control Measures	Severity	Likelihood	Residual Risk
01	Daily Duties – All employees	Contact with Surfaces Infected with the Virus / Contact with Persons Infected with or Carrying the Virus	Infection with Covid-19	3	3	9	<ul style="list-style-type: none"> • Employees should work at home, wherever possible. However, for most operational activities, this is not reasonably practicable. • If someone becomes unwell in the workplace with a new, continuous cough, a high temperature or a lack of sense of smell or taste, they will be sent home and advised to follow the advice to stay at home. • Employees are to be reminded to wash their hands for 40 seconds more frequently and catch coughs and sneezes in tissues. <ul style="list-style-type: none"> ◦ Handwashing poster to be displayed in bathroom, kitchens and notice boards. • Frequent cleaning and disinfecting objects and surfaces that are touched regularly using appropriate cleaning products. • Those who follow advice to stay at home due to symptoms will be eligible for statutory sick pay (SSP) from the first day of their absence from work. • Employees from defined vulnerable groups should be strongly advised and supported to stay at home and work from there if possible. • Shared equipment e.g. photocopiers, scanners, keyboards, should be cleaned down after every use. • Maintain social distancing at all times; kitchens and small areas should be limited to 2 persons at any one time. Rearrange work desks where necessary. <ul style="list-style-type: none"> ◦ Posters to be displayed in all WHM office, workshops etc. ◦ Helmet stickers advising 2m distances to be issued. • Stagger break times to minimise pinch points and congregating and 	3	1	3

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						<p>Managers to stagger shift start and finish times where practicable</p> <ul style="list-style-type: none"> • Areas where traditionally employees would congregate to be marked out where possible to indicate 2m distances. These areas to include traffic windows, swipe machines etc. Managers to monitor compliance. • Where practicable consider use of one-way system in offices, however consideration should be given to an increase in through put of foot traffic. • Employees to utilise phone, email, conference or video calls rather than face to face contact. Visiting colleagues at desks to become the exception rather than the norm. • Hot desking only to be allowed if no other desk space available and only when authorised by appropriate manager. Manager must ensure that space is thoroughly cleaned before it is next used. • High use contact points to be cleaned on a frequent basis i.e. handrails, door handles, push plates. • All office work areas to be reviewed to ensure that social distancing can be maintained wherever possible. If this cannot be maintained, then the following mitigating actions to be taken. <ul style="list-style-type: none"> ○ Using screens or barriers to separate people from each other ○ Using back to back or side to side working (rather than face to face). ○ Reducing the number of people each person has contact with by using fixed teams or partnering. • Remote meetings to be encouraged using MS Teams, Zoom etc. 				

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							<ul style="list-style-type: none"> If face to face meetings are required; <ul style="list-style-type: none"> Only absolutely necessary participants should attend, ensure 2m distancing at all times. Each WHM office to designate meeting room. Avoiding sharing pens and other objects. Hand Sanitiser to be provided. Deliveries must be coordinated and planned to reduce the numbers of deliveries of consumables to each depot / site / office. Delivery area to be identified and items to be either quarantined for 72 hrs or cleaned prior to distribution. Ensure that after cleaning that hand washing regime is undertaken. Each fixed WHM depot / site will monitor via infrared cameras employees temperatures to ensure that potentially infected employees are identified prior to entering premises 					
02	Use of Fuel Pumps incl. Fuel Pumps, Ad-blue, Washers etc.	Contact with Surfaces Infected with the Virus / Contact with Persons Infected with or Carrying the Virus	Infection with Covid-19	3	3	9	<ul style="list-style-type: none"> Gloves must be worn at all times including using pump and keying in data. Maintain social distances whilst at pumps. Poster to be displayed at pumps Management to monitor compliance 	3	1	3		
03	Travelling to Work	Contact with Surfaces Infected with the Virus /	Infection with Covid-19	3	3	9	<ul style="list-style-type: none"> Sharing your own vehicle to travel to be discouraged. Where available, anti-bac wipes to be used to wipe down hard surfaces at beginning of shift. 	3	1	3		

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	Contact with Persons Infected with or Carrying the Virus					<ul style="list-style-type: none"> Wherever possible, only travel solo in company vehicles. H&S Dept to review additional controls when using company vans. Vans which carry more than one person to have additional screening fitted. Max numbers to be determined by vehicle type. Cleaning to include all door handles (inside and out), window controls, seat adjusters, steering wheel and steering wheel height adjuster, parking brake, gear lever, indicator and wiper stalks and light controls with alcohol-based gel. Vehicle occupants must wash hands or use sanitiser prior to entering vehicle. Vehicle occupants to ensure windows are partially opened to allow ventilation. 				
04	Forklift operations including Container Lifters	Contact with Surfaces Infected with the Virus / Contact with Persons Infected with or Carrying the Virus	Infection with Covid-19	3	2	6	<ul style="list-style-type: none"> Forklift cab to be wiped down prior to starting work, using cleaning equipment provided. Cleaning to include all control levers, buttons, grab rails and handles. Ensure people / plant interface distances are adhered to. Where possible ensure that interchanging of operators between forklifts is kept to a minimum. Where this cannot be achieved then cab to be cleaned. 	3	1	3
05	Mechanics (Logistics and Construction)	Contact with Surfaces Infected with the Virus / Contact with	Infection with Covid-19	3	2	6	<ul style="list-style-type: none"> Cabs to be wiped down prior to starting work and at the end of each task, using cleaning equipment provided. Where possible mechanics to only use their tools. Shared tools must be cleaned after each use. 	3	1	3

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		Persons Infected with or Carrying the Virus					<ul style="list-style-type: none"> Ensure mechanical lifting equipment is always used wherever possible. Where work methods still require encroachment on social distancing guidelines, then face shields and gloves to be worn. Follow by hand washing regime and cleaning of face shield. Ensure access is controlled for non-workshop employees. Controlled area for deliveries to be identified, items is either disinfected or quarantined for 72hrs. 			
06	Driver (Logistics)	Contact with Surfaces Infected with the Virus / Contact with Persons Infected with or Carrying the Virus	Infection with Covid-19	3	3	9	<ul style="list-style-type: none"> Cab to be wiped down prior to starting work. Traffic offices to issue wipes pre shift start. Cleaning to include all control levers, buttons, grab rails and handles. Driver to take break in cab. Ensure people / plant interface distances are adhered to. Drivers to be issued with hand sanitiser for use when access to hand washing facilities is limited. 	3	1	3
07	On Site – Construction	Contact with Surfaces Infected with the Virus / Contact with Persons Infected with or Carrying the Virus	Infection with Covid-19	3	3	9	Follow COVID-19 SOP01	3	1	3
08	On Site – Plant Operators -	Contact with Surfaces Infected	Infection with Covid-19	3	2	6	<ul style="list-style-type: none"> Follow COVID-19 SOP01, where applicable. Cab to be wiped down prior to starting work, using cleaning 	3	1	3

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	Construction	with the Virus / Contact with Persons Infected with or Carrying the Virus					equipment provided. Cleaning to include all control levers, buttons, grab rails and handles. <ul style="list-style-type: none"> Plant operator to take break in cab. Plant dept to plan works to minimise changing over of operators. Ensure people / plant interface distances are adhered to. Plant Operators to be issued with hand sanitiser for use when access to hand washing facilities is limited. 			
09	On Site – General Operations – Construction	Contact with Surfaces Infected with the Virus / Contact with Persons Infected with or Carrying the Virus	Infection with Covid-19	3	3	9	<ul style="list-style-type: none"> Follow COVID-19 SOP01, where applicable. Ensure people / plant interface distances are adhered to. Ensure mechanical lifting equipment is always used, unless excavator is too close to building / objects. If so, manual mechanical aids to be used to position product as close as is possible to final position. Concrete products which require manual lifting must use dual lifting clamp. Use of this will allow social distancing to be observed. Where work methods still require encroachment on social distancing guidelines, then face shields and gloves to be worn. Follow by hand washing regime and cleaning of face shield. 	3	1	3
10	On Site – Driver – Construction	Contact with Surfaces Infected with the Virus / Contact with Persons Infected with or Carrying the Virus	Infection with Covid-19	3	3	9	<ul style="list-style-type: none"> Follow COVID-19 SOP01, where applicable. Cab to be wiped down prior to starting work. Traffic office to issue wipes pre shift start. Cleaning to include all control levers, buttons, grab rails and handles. Driver to take break in cab. Ensure people / plant interface distances are adhered to. Drivers to be issued with hand sanitiser for use when access to hand 	3	1	3

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							washing facilities is limited.			
11	On Site – WHM Site Offices – Construction	Contact with Surfaces Infected with the Virus / Contact with Persons Infected with or Carrying the Virus	Infection with Covid-19	3	2	6	<ul style="list-style-type: none"> Follow COVID-19 SOP01, where applicable. Managers and engineers to ensure that desks are spread out and where possible windows left open, ensure that all employees announce themselves and get approval to enter. Managers and engineers to ensure that all equipment is appropriately cleaned both before and after use. 	3	1	3
12	Driver Training	Contact with Surfaces Infected with the Virus / Contact with Persons Infected with or Carrying the Virus	Infection with Covid-19	3	3	9	<ul style="list-style-type: none"> Trainer to ask trainee if they have any Covid-19 symptoms, been in contact with anyone with symptoms, or if anyone they have been in contact with, has travelled from a high-risk, infectious region. Trainer to ensure that trainee has presented themselves in front of thermal imaging camera. Trainer and trainee must wash hands or use sanitiser prior to entering vehicle. Trainer to explain that both must cover their mouth and nose when coughing or sneezing – so a sleeve or tissue, not their hands. Trainer to ensure windows are partially opened to allow ventilation. Driver trainer will be issued with sanitising wipes and gel. Trainer provided with face shield. Driver and trainer have been provided with face coverings, to use at their discretion. Cleaning to include all door handles (inside and out), window 			

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						controls, seat adjusters, steering wheel and steering wheel height adjuster, parking brake, gear lever, indicator and wiper stalks and light controls with alcohol-based gel at the beginning and end of each training session. <ul style="list-style-type: none"> • Ensure people / plant interface distances are adhered to. • Drivers issued with hand sanitiser for use when access to hand washing facilities is limited. 				

Definitions

Risk: Is the combination of the probability of injury and the degree of injury. See rating values below.

Hazard: Situation that may give rise to personal injury or damage.

Severity: Is the consequence of HAZARD occurring (which may cause personal injury or damage)?

Likelihood: Is the likelihood of an unsafe situation arising, causing the effect identified?

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Likelihood of Harm	Severity of Injury			Risk Score = 1	Acceptable – unlikely to cause injury, risk to health or property damage
				Risk Score = 2	Acceptable – unlikely to cause injury, risk to health or property damage, work to be carried out by a competent person
	Slight – 1	Serious – 2	Major - 3	Risk Score = 3	Acceptable – possible risk of injury, risk to health or property damage, control measures to be in place
Unlikely 1	1	2	3	Risk Score = 4	Acceptable – supervision, control measures and written records must be in place
Possible 2	2	4	6	Risk Score = 6	Unacceptable – revisit work procedures to reduce the risk to a score of four or below.
Likely 3	3	6	9	Risk Score = 9	Unacceptable – refer the operation to the Manager responsible to consider alternative methods of working