



# Midlands Truck & Van

## COVID 19

Midlands Truck & Van

Risk Assessment Number RA-00003-1

CONFIDENTIAL

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Assessor: Alan Botherway

Assessed on: 13-May-2020 Approver: Alan Botherway

Approved On: 14-May-2020 Status: Live

Department: All Departments

Details: General Risk Assessment for dealing with Covid 19 in the workplace

### Hazards and Controls:

		Identified Risk		Residual Risk	
Item No.	Hazard Identification	Hazard Potential & Consequences	People at Risk	Risk	Control Measures
1	Covid 19 Covid 19 is a new illness that can effect your lungs and airways	Coronavirus Symptoms can be mild, moderate, severe or fatal	All Staff, Vistors, Cleaners, Contractors, Drivers and anyone who comes into the Business	High 3	Hand washing: Stringent regular washing with soap and hot water following the NHS 20 seconds hand washing guides. Drying of hands: Use of paper towels disposed correctly after use. Coughs and Sneezes. Follow the "catch it" bin it" kill it" process, avoid touching the face, eyes, nose or mouth with unclean hands. Skin checks: Carry out skin checks as part of a surveillance programme as per hse.gov.uk/skin/professional/health-surveillance.htm Gel: Sanitisers are in areas where washing facilities are not available. Cleaning: Frequent cleaning and disinfecting of objects and surfaces that are touched regularly particularly areas of high use such as door handles, light switches, reception areas using appropriate cleaning materials and methods. Social Distancing: Reducing the number of persons in the work area to comply with the 2 Metre (6.5) foot gap as recommended by the Public Health Agency. Review work schedules, start times, shift patterns, work from home etc to reduce the numbers within the business. Relocate workers to other tasks. Staff Meetings: Use Conference call rather than face to face meetings. Rest Breaks: Use staggered break times to maintain Social Distancing. The Wearing of Gloves: Where a Risk Assessment identifies the wearing of gloves is a requirement of the job gloves will be provided and staff instructed on their fitting and disposal. RPE (Respiratory Protective Equipment): Where RPE is a requirement for risks associated with the work undertaken the following guidelines must be followed. The suppliers instructions are to be read and followed on the fitment, use, removal and disposal. Fitment of RPE must be with clean hands before and after the fitting test. It is not permitted to deviate from these instructions and makers guidelines. Wearers of RPE should be clean shaven and goggles or safety glasses should not interfere with the RPE seals. Symptoms of Covid 19: if anyone becomes unwell with a new continuous cough or high temperature in the workplace they will be sent home and advise to follow the stay at home guidelines. Regular contact will be made with staff member during this time. If advised if a member of staff or visitor
				High 3	Residual Risk



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**Hazards and Controls:**

Item No.	Identified Risk			Residual Risk		Residual Risk
	Hazard Identification	Hazard Potential & Consequences	People at Risk	Risk	Control Measures	
					has developed Covid 19 and were recently on the premises (including where a member of staff has visited other workplace) the Management Team will contact the Public Health Authority, discuss the case, identify the people who have been in contact with them and take advice accordingly. Drivers: Procedures in place to ensure adequate welfare facilities are available during their work. Persons should not share cabs where suitable distancing cannot be achieved. Mental Health: Management will promote Mental Health and Wellbeing awareness to staff during the Covid 19 outbreak and offer support where they can to help. An open door policy will be available to those needing support. Covid 19 Updates and Changes will be monitored and changes may be made to this Risk Assessment	



Title Ballyvesey (5 x 5) V2  
 Risk Calculator Type 2-factor  
 Risk Rating = Probability x Consequence

	Very Likely	Probable	Possible	Unlikely	Very Unlikely
Critical	5	4	3	2	1
Major	4	3	2	2	1
Significant	3	2	2	1	1
Minor	2	2	1	1	0
Insignificant	1	1	1	0	0

### Probabilites

Label	Description	Percentage
Very Likely	(could occur in 90% of occasions). The potential incident has occurred frequently in the past, and an injury will definitely occur again	100%
Probable	(could occur in 75% of occasions). The potential incident has occurred on numerous occasions in the past and an injury will more than likely occur again	80%
Possible	(could occur in 50% of occasions). The potential incident has occurred before and an injury would probably occur again	60%
Unlikely	(could occur in 25% of occasions). The potential incident has occurred before, but very rarely and existing are adequate	40%
Very Unlikely	(could occur in 10% of occasions). The potential has never happened before where an injury has resulted	20%

### Consequences

Label	Description	Percentage
Critical	The potential injury results in the injured person being permanently disabled or almost certain death	5
Major	The potential injury results in the Injured person temporarily disabled, or is classified as Major RIDDOR regulations	4
Significant	The potential injury requires the Injured person to unable to attend work for 7 days or more	3
Minor	The potential injury results in a visit to the hospitalisation for more than 24hrs	2
Insignificant	The potential injury results in first aid treatment only	1

### Rating Categories

Label	Description	Colour	Threshold
Low	Low Risk	Green	0
Medium	Medium Risk	Yellow	2
High	High Risk	Red	3



### Actions Arising

Number	Type	Status	Assigned to / Location	Summary
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CM-000131	Corrective Action	Completed	
			<p>Hand washing: Stringent regular washing with soap and hot water following the NHS 20 seconds hand washing guides.</p> <p>Drying of hands: Use of paper towels disposed correctly after use.</p> <p>Coughs and Sneezes: Follow the "catch it" bin it" process, avoid touching the face, eyes, nose or mouth with unclean hands.</p> <p>Skin checks: Carry out skin checks as part of a surveillance programme as per <a href="http://hse.gov.uk/skin/professional/health-surveillance.htm">hse.gov.uk/skin/professional/health-surveillance.htm</a></p> <p>Gel: Sanitisers are in areas where washing facilities are not available.</p> <p>Cleaning: Frequent cleaning and disinfecting of objects and surfaces that are touched regularly particularly areas of high use such as door handles, light switches, reception areas using appropriate cleaning materials and methods.</p> <p>Social Distancing: Reducing the number of persons in the work area to comply with the 2 Metre (6.5) foot gap as recommended by the Public Health Agency.</p> <p>Review work schedules, start times, shift patterns, work from home etc to reduce the numbers within the business. Relocate workers to other tasks.</p> <p>Staff Meetings: Use Conference call rather than face to face meetings.</p> <p>Rest Breaks: Use staggered break times to maintain Social Distancing.</p> <p>The Wearing of Gloves: Where a Risk Assessment identifies the wearing of gloves is a requirement of the job gloves will be provided and staff instructed on their fitting and disposal.</p> <p>RPE (Respiratory Protective Equipment): Where RPE is a requirement for risks associated with the work undertaken the following guidelines must be followed. The suppliers instructions are to be read and followed on the fitting, use, removal and disposal. Fitment of RPE must be with clean hands before and after the fitting test.</p> <p>It is not permitted to deviate from these instructions and makers guidelines.</p> <p>Wearers of RPE should be clean shaven and goggles or safety glasses should not interfere with the RPE seals.</p> <p>Symptoms of Covid 19: If anyone becomes unwell with a new continuous cough or high temperature in the workplace they will be sent home and advise to follow the stay at home guidelines. Regular contact will be made with staff member during this time.</p> <p>If advised if a member of staff or visitor has developed Covid 19 and were recently on the premises (including where a member of staff has visited other workplace) the Management Team will contact the Public Health Authority, discuss the case, identify the people who have been in contact with them and take advise accordingly.</p> <p>Drivers: Procedures in place to ensure adequate welfare facilities are</p>



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An open door policy will be available to those needing support.  
Covid 19 Updates and Changes will be monitored and changes may be made to this Risk Assessment