

Risk Assessment for Corona Virus

Risk Assessment for Corona Virus										
Site:	Marston Magna			Area:			Date:	08/04/2020		
Assessor/s:	A Fergusson						Reviewed			
Reference Documentation or notes										
HM Gov Advice Guidance for Employer Guidance for First Aiders										
Hazard)	Associated Risks	PEOPLE EXPOSED	Initial Risk Level			Controls Implemented	Residual Risk			Further Actions
			Likelihood	Severity	Risk		Likelihood	Severity	Risk	
Biological Hazard	Contracting COVID-19 Respiratory Illness	Staff, Visitors and contractors	3	5	15	<p>If you are classified as a vulnerable person you must inform your line manager and follow the published government guidance.</p> <p>If at work or travelling to and from work and you start to display symptoms of COVID-19 you must inform your line manager immediately and distance yourself from colleagues.</p> <p>In addition, you must follow current NHS instructions and published government guidelines. Government guidance and directives available from https://www.gov.uk/coronavirus</p>	2	5	10	
Biological Hazard	Contracting COVID-19 Respiratory Illness through contact with contaminated persons	Staff, Visitors and contractors	3	5	15	<p>Maintain a minimum distance of 2 metres where possible (if this cannot be achieved at least 1 metre plus) between yourself and all persons at all times (this includes travelling to work activities and break times).</p> <p>Prioritise tasks - where possible schedule tasks to times when the likelihood of contact with others is reduced.</p> <p>Explore alternative methods of carrying out tasks to maintain Social Distancing where possible.</p> <p>Reduce the number of people to the minimum required to undertake the task.</p>	2	5	10	
Biological Hazard	Contracting COVID-19 Respiratory Illness through contact with contaminated surfaces	Staff, Visitors and contractors	3	5	15	<p>Maintain good hand hygiene, wash your hands with soap and water for a minimum of 20 seconds, and often, especially if coming into contact with frequently touched surfaces i.e. door handles, work surfaces, handrails, steering wheel. Hand sanitiser may be used where access to soap and water is not available</p> <p>Avoid touching your mouth, nose and eyes with unwashed hands</p> <p>Frequently touched surfaces should be cleaned regularly and on completion of tasks.</p> <p>If wearing impervious gloves ensure these are changed regularly, disposed of appropriately and wash or sanitise hands between glove changes.</p>	2	5	10	
Biological Hazard	Contracting COVID-19 Respiratory Illness through contact with contaminated persons where Social Distancing is not possible	staff, Visitors and contractors	3	5	15	<p>IF a minimum distance of 2 metres cannot be maintained care should be taken to ensure all staff work on the same side of a line. With everyone facing in the same direction.</p> <p>Review any workplace "pinch points" to remove these if possible</p> <p>Provide additional hygiene points</p> <p>Stagger work breaks to limit numbers in the canteen at any one time</p> <p>Investigate addition break areas</p>	2	5	10	

Risk Assessment for Corona Virus

Site:	Marston Magna	Area:	Offices and meeting rooms	Date:	08/04/2020
Assessor/s:	A Fergusson	Reviewed			

Reference Documentation or notes

Hazard)	Associated Risks	PEOPLE EXPOSED	Initial Risk Level			Controls Implemented	Residual Risk			Further Actions
			Likelihood	Severity	Risk		Likelihood	Severity	Risk	
Biological Hazard	Contracting COVID-19 Respiratory Illness	Staff, Visitors and contractors	3	5	15	<p>If you are classified as a vulnerable person you must inform your line manager and follow the published government guidance.</p> <p>If at work or travelling to and from work and you start to display symptoms of COVID-19 you must inform your line manager immediately and distance yourself from colleagues.</p> <p>In addition, you must follow current NHS instructions and published government guidelines. Government guidance and directives available from https://www.gov.uk/coronavirus</p>	2	5	10	
Biological Hazard	Contracting COVID-19 Respiratory Illness through contact with contaminated persons	Staff, Visitors and Drivers	3	5	15	<p>Where you cannot stay 2 metres apart (or 1 metre with risk mitigation where 2 metres is not viable) you should:</p> <ul style="list-style-type: none"> •only work together up to 15 minutes at a time •use screens and barriers to separate people where possible •work side by side or back-to-back rather than face-to-face •have fixed teams to minimise exposure <p>Keep weighbridge sliding window closed whenever possible</p> <p>Ask drivers to: NOT lean in through the hatch Place paperwork on the top, not pass it over To sign using their own pen</p> <p>Use of nitrile or similar gloves to handle paperwork, along with frequent washing of hands by weighbridge staff</p> <p>Frequent cleaning of all surfaces</p>	2	5	10	

Hazard)	Associated Risks	PEOPLE EXPOSED	Initial Risk Level			Controls Implemented	Residual Risk			Further Actions
			Likelihood	Severity	Risk		Likelihood	Severity	Risk	
Biological Hazard	Contracting COVID-19 Respiratory Illness through contact with contaminated surfaces	Staff, Visitors and contractors	3	5	15	Reducing the need for individuals to touch potentially contaminated surfaces. For example by signing documents, picking up weighbridge tickets etc Ensure hand gel is available in Reception for use by visitors and drivers as they enter Request drivers to use their own pen when signing documentation Enhanced cleaning regimes of areas which people are touching regularly. For example keypads, phones, door handles etc Regular hand washing for at least 20 seconds or regular use of a hand sanitiser Avoidance of someone touching their eyes, nose or mouth with unwashed hands Gloves may help BUT they should be impervious, i.e. nitrile and changed regularly. It is also important to realise that the glove can become contaminated and therefore it is still important to avoid someone touching their eyes, nose or mouth until the gloves have been removed and hands washed. In addition, contamination of hands can easily occur when gloves are removed.	2	5	10	
Biological Hazard	Contracting COVID-19 Respiratory Illness through contact with contaminated persons where Social Distancing is not possible	staff, Visitors and contractors	3	5	15	Only one person allowed in reception entrance at any time - operate one out, one in policy Provide additional hygiene points Provide tissues and sanitiser in each office in sufficient volumes to ensure they are close to hand for all Stagger work breaks to limit numbers in the kitchen at any one time Investigate additional break area	2	5	10	

Risk Assessment for Corona Virus

Site:	Marston Magna/Bridgwater/Appledore	Area:	Induction and Training for new Office Staff	Date:	12/06/2020
Assessor/s:	A Fergusson	Reviewed			

Reference Documentation or notes

Hazard)	Associated Risks	PEOPLE EXPOSED	Initial Risk Level			Controls Implemented	Residual Risk			Further Actions
			Likelihood	Severity	Risk		Likelihood	Severity	Risk	
Biological Hazard	Contracting COVID-19 Respiratory Illness	Staff	3	5	15	If you are classified as a vulnerable person you must inform your line manager and follow the published government guidance. If at work or travelling to and from work and you start to display symptoms of COVID-19 you must inform your line manager immediately and distance yourself from colleagues. In addition, you must follow current NHS instructions and published government guidelines. Government guidance and directives available from https://www.gov.uk/coronavirus	2	5	10	
Biological Hazard	Contracting COVID-19 Respiratory Illness through contact with contaminated persons	Staff	3	5	15	Maintain a 2-metre distance if possible When this is not possible, as a minimum; •sit facing in the same direction. •wear suitable face covering •open as many window as possible to ensure a good flow of air is maintained Ensure hand sanitiser is available Enhanced cleaning regimes of areas which people are touching regularly. •For example keypads, phones, door handles etc Regular hand washing for at least 20 seconds or regular use of a hand sanitiser Office equipment (keyboards, mice, desks, pens etc.) should not be shared unless fully sanitised between use. Avoidance of someone touching their eyes, nose or mouth with unwashed hands To take notes/write using their own personal pen Use of gloves to handle paperwork: Gloves may help BUT they should be impervious, i.e. nitrile and changed regularly. It is also important to realise that the glove can become contaminated and therefore it is still important to avoid someone touching their eyes, nose or mouth until the gloves have been removed and hands washed. In addition, contamination of hands can easily occur when gloves are removed. Frequent cleaning of all surfaces	2	5	10	

Hazard)	Associated Risks	PEOPLE EXPOSED	Initial Risk Level			Controls Implemented	Residual Risk			Further Actions
			Likelihood	Severity	Risk		Likelihood	Severity	Risk	
Biological Hazard	Contracting COVID-19 Respiratory Illness through contact with contaminated surfaces	Staff	3	5	15	Reducing the need for individuals to touch potentially contaminated surfaces. For example by signing documents, picking up weighbridge tickets etc Ensure hand gel is available in Reception for use by visitors and drivers as they enter Request drivers to use their own pen when signing documentation Enhanced cleaning regimes of areas which people are touching regularly. For example keypads, phones, door handles etc Regular hand washing for at least 20 seconds or regular use of a hand sanitiser Avoidance of someone touching their eyes, nose or mouth with unwashed hands Gloves may help BUT they should be impervious, i.e. nitrile and changed regularly. It is also important to realise that the glove can become contaminated and therefore it is still important to avoid someone touching their eyes, nose or mouth until the gloves have been removed and hands washed. In addition, contamination of hands can easily occur when gloves are removed.	2	5	10	
Biological Hazard	Contracting COVID-19 Respiratory Illness through contact with contaminated persons where Social Distancing is not possible	Staff	3	5	15	Limit the number of people in the area Provide additional hygiene points Provide tissues and sanitiser in each office in sufficient volumes to ensure they are close to hand for all Stagger work breaks to limit numbers in the kitchen at any one time Consider holding meeting outside if possible especially where several people need to be involved	2	5	10	

Risk Assessment for Corona Virus

Site:	Marston Magna	Area:	Production areas	Date:	08/04/2020
Assessor/s:	A Fergusson			Reviewed	

Reference Documentation or notes

Hazard)	Associated Risks	PEOPLE EXPOSED	Initial Risk Level			Controls Implemented	Residual Risk			Further Actions
			Likelihood	Severity	Risk		Likelihood	Severity	Risk	
Biological Hazard	Contracting COVID-19 Respiratory Illness	Staff, Visitors and contractors	3	5	15	<p>If you are classified as a vulnerable person you must inform your line manager and follow the published government guidance.</p> <p>If at work or travelling to and from work and you start to display symptoms of COVID-19 you must inform your line manager immediately and distance yourself from colleagues.</p> <p>In addition, you must follow current NHS instructions and published government guidelines. Government guidance and directives available from https://www.gov.uk/coronavirus.</p> <p>More information is also available in the Staff Memo on Covid-19</p>	2	5	10	
Biological Hazard	Contracting COVID-19 Respiratory Illness through contact with contaminated persons	Staff, Visitors and contractors	3	5	15	Maintain a minimum distance of 2 metres where possible (if this cannot be achieved at least 1 metre plus) between yourself and all persons at all times (this includes travelling to work activities and break times).	2	5	10	
Biological Hazard	Contracting COVID-19 Respiratory Illness through contact with contaminated surfaces	Staff, Visitors and contractors	3	5	15	<p>Maintain good hand hygiene, wash your hands with soap and water for a minimum of 20 seconds, and often, especially if coming into contact with frequently touched surfaces i.e. door handles, work surfaces, handrails, steering wheel. Hand sanitiser may be used where access to soap and water is not available</p> <p>Avoid touching your mouth, nose and eyes with unwashed hands</p> <p>Frequently touched surfaces should be cleaned regularly and on completion of tasks.</p> <p>If wearing impervious gloves ensure these are changed regularly, disposed of appropriately and wash or sanitise hands between glove changes.</p>	2	5	10	
Biological Hazard	Contracting COVID-19 Respiratory Illness through contact with contaminated persons where Social Distancing is not possible	staff, Visitors and contractors	3	5	15	<p>If a minimum distance of 2 metres cannot be maintained care should be taken to ensure you are not in this area for any length of time</p> <p>Only Perry's staff allowed to be inside production areas. Visiting drivers are requested to remain in their vehicles at all times</p>	2	5	10	

Risk Assessment for Corona Virus

Site:		Marston Magna	Area:			All areas where mobile plant is used	Date:		08/04/2020	
Assessor/s:		A Fergusson	Reviewed							
Reference Documentation or notes										
Hazard)	Associated Risks	PEOPLE EXPOSED	Initial Risk Level			Controls Implemented	Residual Risk			Further Actions
			Likelihood	Severity	Risk		Likelihood	Severity	Risk	
Biological Hazard	Contracting COVID-19 Respiratory Illness	Staff, Visitors and contractors	3	5	15	<p>If you are classified as a vulnerable person you must inform your line manager and follow the published government guidance.</p> <p>If at work or travelling to and from work and you start to display symptoms of COVID-19 you must inform your line manager immediately and distance yourself from colleagues.</p> <p>In addition, you must follow current NHS instructions and published government guidelines. Government guidance and directives available from https://www.gov.uk/coronavirus</p>	2	5	10	
Biological Hazard	Contracting COVID-19 Respiratory Illness through contact with contaminated persons	Staff, Visitors and contractors	3	5	15	Maintain a minimum distance of 2 metres between yourself and all persons at all times (this includes travelling to work activities and break times).	2	5	10	
Biological Hazard	Contracting COVID-19 Respiratory Illness through contact with contaminated surfaces	Staff, Visitors and contractors	3	5	15	<p>Maintain good hand hygiene, wash your hands with soap and water for a minimum of 20 seconds, and often, especially if coming into contact with frequently touched surfaces i.e. door handles, work surfaces, handrails, steering wheel. Hand sanitiser may be used where access to soap and water is not available</p> <p>Avoid touching your mouth, nose and eyes with unwashed hands</p> <p>Frequently touched surfaces should be cleaned regularly and on completion of tasks. Cleaning should pay particular attention to door-handles, hand holds/rails, dashboards, steering wheels, levers, and other controls Spray in place</p> <p>Nitrile Gloves available</p>	2	5	10	
Biological Hazard	Contracting COVID-19 Respiratory Illness through contact with contaminated persons where Social Distancing is not possible	staff, Visitors and contractors	3	5	15	Keep window closed whenever possible - better to talk to a colleague or driver through a closed window	2	5	10	

Risk Assessment for Corona Virus

Site:	Marston Magna	Area:	Company Drivers	Date:	08/04/2020
Assessor/s:	A Fergusson			Reviewed	

Reference Documentation or notes

Hazard)	Associated Risks	PEOPLE EXPOSED	Initial Risk Level			Controls Implemented	Residual Risk			Further Actions
			Likelihood	Severity	Risk		Likelihood	Severity	Risk	
Biological Hazard	Contracting COVID-19 Respiratory Illness	Staff, Visitors and contractors	3	5	15	<p>If you are classified as a vulnerable person you must inform your line manager and follow the published government guidance.</p> <p>If at work or travelling to and from work and you start to display symptoms of COVID-19 you must inform your line manager immediately and distance yourself from colleagues.</p> <p>In addition, you must follow current NHS instructions and published government guidelines. Government guidance and directives available from https://www.gov.uk/coronavirus</p>	2	5	10	
Biological Hazard	Contracting COVID-19 Respiratory Illness through contact with contaminated persons	Staff, Visitors and contractors	3	5	15	<p>Maintain a minimum distance of 2 metres between yourself and all persons at all times (this includes travelling to work activities and break times).</p> <p>Observe customer rules when exiting vehicle to load</p> <p>Use hand sanitiser before leaving vehicle cab</p> <p>Wear gloves at all times (where possible) while outside of vehicle cab</p>	2	5	10	
Biological Hazard	Contracting COVID-19 Respiratory Illness through contact with contaminated surfaces	Staff, Visitors and contractors	3	5	15	<p>Maintain good hand hygiene, wash your hands with soap and water for a minimum of 20 seconds, and often, especially if coming into contact with frequently touched surfaces i.e. door handles, work surfaces, handrails, steering wheel. Hand sanitiser must be used where access to soap and water is not available</p> <p>Avoid touching your mouth, nose and eyes with unwashed hands</p> <p>Frequently touched surfaces should be cleaned regularly and on completion of tasks.</p> <p>Always use your own pen if documentation needs to be signed.</p> <p>If wearing impervious gloves ensure these are changed regularly, disposed of appropriately and wash or sanitise hands between glove changes.</p>	2	5	10	
Biological Hazard	Contracting COVID-19 Respiratory Illness through contact with contaminated persons where Social Distancing is not possible	staff, Visitors and contractors	3	5	15	<p>IF a minimum distance of 2 metres cannot be maintained care should be taken to ensure you are not in this area for any length of time</p> <p>Only Perrys staff to be carried in a company vehicle, try to limit how many people travel in or use your vehicle</p>	2	5	10	

Hazard)	Associated Risks	PEOPLE EXPOSED	Initial Risk Level			Controls Implemented	Residual Risk			Further Actions
			Likelihood	Severity	Risk		Likelihood	Severity	Risk	

Risk Assessment for Corona Virus

Site:	Marston Magna	Area:	Visiting Drivers to Perrys Site	Date:	08/04/2020
Assessor/s:	A Fergusson	Reviewed			

Reference Documentation or notes

Hazard)	Associated Risks	PEOPLE EXPOSED	Initial Risk Level			Controls Implemented	Residual Risk			Further Actions
			Likelihood	Severity	Risk		Likelihood	Severity	Risk	
Biological Hazard	Contracting COVID-19 Respiratory Illness	Staff, Visitors and contractors	3	5	15	<p>If you are classified as a vulnerable person you must inform your line manager and follow the published government guidance.</p> <p>If at work or travelling to and from work and you start to display symptoms of COVID-19 you must inform your line manager immediately and distance yourself from colleagues.</p> <p>In addition, you must follow current NHS instructions and published government guidelines. Government guidance and directives available from https://www.gov.uk/coronavirus</p>	2	5	10	
Biological Hazard	Contracting COVID-19 Respiratory Illness through contact with contaminated persons	Staff, Visitors and contractors	3	5	15	<p>Maintain a minimum distance of 2 metres where possible (if this cannot be achieved at least 1 metre plus) between yourself and all persons</p> <p>Keep weighbridge sliding window closed whenever possible</p> <p>Ask drivers to: NOT lean in through the hatch Place paperwork on the top, not pass it over To sign using their own pen</p> <p>Use of nitrile or similar gloves to handle paperwork, along with frequent washing of hands by weighbridge staff</p> <p>Frequent cleaning of all surfaces</p>	2	5	10	
Biological Hazard	Contracting COVID-19 Respiratory Illness through contact with contaminated surfaces	Staff, Visitors and contractors	3	5	15	<p>Reducing the need for individuals to touch potentially contaminated surfaces. For example by signing documents, picking up weighbridge tickets etc</p> <p>Driver to use their own pen when signing documentation</p> <p>Drivers required to use hand gel on entry to reception</p> <p>Regular hand washing for at least 20 seconds or regular use of a hand sanitiser</p> <p>Avoidance of someone touching their eyes, nose or mouth with unwashed hands</p>	2	5	10	
Biological Hazard	Contracting COVID-19 Respiratory Illness through contact with contaminated persons where Social Distancing is not possible	staff, Visitors and contractors	3	5	15	<p>Ensure a minimum distance of 2 metres is maintained and observed.</p> <p>Require drivers to remain in their vehicle at all times if possible . If not in the cab the driver must remain behind the railing in designated safe areas</p>	1	5	5	

Risk Assessment for Corona Virus

Site:	Marston Magna	Area:	Kitchens, Canteens and Welfare	Date:	08/04/2020
Assessor/s:	A Fergusson	Reviewed			

Reference Documentation or notes

Hazard)	Associated Risks	PEOPLE EXPOSED	Initial Risk Level			Controls Implemented	Residual Risk			Further Actions
			Likelihood	Severity	Risk		Likelihood	Severity	Risk	
Biological Hazard	Contracting COVID-19 Respiratory Illness	Staff, Visitors and contractors	3	5	15	If you are classified as a vulnerable person you must inform your line manager and follow the published government guidance. If at work or travelling to and from work and you start to display symptoms of COVID-19 you must inform your line manager immediately and distance yourself from colleagues. In addition, you must follow current NHS instructions and published government guidelines. Government guidance and directives available from https://www.gov.uk/coronavirus	2	5	10	
Biological Hazard	Contracting COVID-19 Respiratory Illness through contact with contaminated persons	Staff, Visitors and Drivers	3	5	15	Canteen - Break Areas Only enter when there are less than eight people in there, if there are more than this, wait until someone leaves Kitchens Only one person at a time to be in the kitchen area Smoking area Maintain a suitable distance(2 metres) from anyone else in the area	2	5	10	
Biological Hazard	Contracting COVID-19 Respiratory Illness through contact with contaminated surfaces	Staff, Visitors and contractors	3	5	15	Marston: Premier Cleaners clean toilets and the Canteen each morning. Canteen only for use of site staff All taps changed to lever tap - removing the need to touch wvhe turning on or off Bridgwater Cleaners on site twice a week There is a supply of spay sanitiser in the Canteens for use during the day Canteen only for the use of site staff Hand gel plus, hand soap and water in the toilets Offices - stock of sanitiser and wipes in place - staff clean these areas frequently during the day	1	5	5	
Biological Hazard	Contracting COVID-19 Respiratory Illness through contact with contaminated persons where Social Distancing is not possible	staff, Visitors and contractors	3	5	15	Rules in place to restrict the numbers of people in the area(s)	1	5	5	

Risk Assessment for Corona Virus

Site:		Marston Magna, Bridgwater & Appledor		Area:		Visiting Contractor to Perrys Site		Date:		08/04/2020	
Assessor/s:		A Fergusson		Reviewed							
Reference Documentation or notes											
Hazard)	Associated Risks	PEOPLE EXPOSED	Initial Risk Level			Controls Implemented	Residual Risk			Further Actions	
			Likelihood	Severity	Risk		Likelihood	Severity	Risk		
Biological Hazard	Contracting COVID-19 Respiratory Illness	Staff on site	3	5	15	<p>If at work or travelling to and from work and you start to display symptoms of COVID-19 you must inform your line manager immediately and not attend a Perrys site</p> <p>In addition, you must follow current NHS instructions and published government guidelines. Government guidance and directives available from https://www.gov.uk/coronavirus</p>	2	5	10		
Biological Hazard	Contracting COVID-19 Respiratory Illness through contact with contaminated persons	Staff on site	3	5	15	<p>Maintain a minimum distance of 2 metres where possible (if this cannot be achieved at least 1 metre plus) between yourself and all persons</p> <p>If possible move the items to be worked on to an area away from Perrys staff, if this is not possible, mark out a work area and ask Perrys staff to not enter the area while you are working.</p> <p>If you must work in area area with Perrys staff present you MUST wear a suitable face covering at all times</p>	2	5	10		
Biological Hazard	Contracting COVID-19 Respiratory Illness through contact with contaminated surfaces	Staff on site	3	5	15	<p>Reducing the need for individuals to touch potentially contaminated surfaces. For example by signing documents, picking up weighbridge tickets etc</p> <p>Driver to use their own pen when signing documentation</p> <p>Drivers required to use hand gel on entry to reception</p> <p>Regular hand washing for at least 20 seconds or regular use of a hand sanitiser</p> <p>Avoidance of someone touching their eyes, nose or mouth with unwashed hands</p>	2	5	10		
Biological Hazard	Contracting COVID-19 Respiratory Illness through contact with contaminated persons where Social Distancing is not possible	Staff on site	3	5	15	<p>Require Perrys staff to complete a clean down of all surfaces you are likely to come into contact with BEFORE you start work.</p> <p>If you are not sure an area has been thoroughly cleaned ALWAYS clean it BEFORE you start work on any plant or equipment</p>	1	5	5		

Very Likely	=	5
Likely	=	4
Possible	=	3
Unlikely	=	2
Very Unlikely	=	1

Death/ Fatal Illness	=	5
Major Injury	=	4
Lost Time Illness/Injury	=	3
First Aid treatment	=	2
No treatment required	=	1

		Severity				
		5	4	3	2	1
L i k e l i h o o d	5	25	20	15	10	5
	4	20	16	12	8	4
	3	15	12	9	6	3
	2	10	8	6	4	2
	1	5	4	3	2	1