

Task/Activity	Coronavirus	Type	Management Procedure	RA Number
Site	Throughout Premises	Company / Branch	Ravenhill Ltd - Elgin	MP8

ACTIVITY	PERSON AT RISK	SIGNIFICANT HAZARDS	RISK*			RISK CONTROL MEASURES	ADDITIONAL CONTROL MEASURES REQUIRED	RESIDUAL RISK**		
			L	S	DR			L	S	DR
Working during the coronavirus pandemic	<ul style="list-style-type: none"> Workers Customers Visitors Contractors Drivers coming to your business Drivers going out for your business 	Serious ill-health conditions	4	5	20	<ul style="list-style-type: none"> All employees are consulted about Covid 19 (their responsibilities and their concerns). The workforce is fully involved in any decision making regarding Covid 19 control measure. (this ensures they feel valued) Further worker involvement in decision making regarding Covid 19 is schedule. One way system is installed in workplace. Floor tape and/or paint is used to mark areas to help people maintain a 2m distance. Telephones/radios are used where possible to reduce movement within building. Workstations are arranged to allow for social distancing and reduce face to face work. 		1	5	5

Working during the coronavirus pandemic (Con.)	<ul style="list-style-type: none"> • Workers • Customers • Visitors • Contractors • Drivers coming to your business • Drivers going out for your business 	Serious ill-health conditions	4	5	20	<ul style="list-style-type: none"> • All work surfaces are clean and disinfected on a regular basis. (Daily when practical) • Employees made to work from home where it's practical and possible to do so. • Social distancing guidelines are followed at all times. (keep up to date with latest governmental guidelines) • Back to back or side to side working is implemented as far practicably. • Fixed teams or partners are used as far practicably. • Assessments are made of on all employees to determine if any are particularly vulnerable. • Hand washing/sanitiser are made available at all entry and exit points. 	<ul style="list-style-type: none"> • Prominently display notices around the premises on the need for regular hand washing. • Screens/barriers to be installed to separate employees from customers. (as far practicably) 	2	5	10
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Using welfare facilities	Staff, contractors and others	Serious ill-health conditions	3	5	15	<ul style="list-style-type: none"> • Social distancing is maintained in rest rooms/kitchens etc. • Break times and arrival/departure times are staggered. • The use of outside areas during break times is encouraged. 	<ul style="list-style-type: none"> • Tables and seating to be configured to maintain social distancing and reduce face to face interaction. 	2	5	10
Controlling Visitors to your premises.	Staff, visitors and others	Serious ill-health conditions	3	5	15	<ul style="list-style-type: none"> • Hand washing/sanitisers are made available at all entry and exit points. • Floor tape and/or paint is used to mark areas to help people maintain a 2m distance. • Contacts around transactions is minimised. (contactless payments is used when possible). • Total number of customers allowed in showroom is defined and displayed at showroom entrance. • Clear guidance on hygiene is displayed on entrance to showroom. (Display information signs) • Anyone who may be displaying symptoms of the virus is requested not to enter the showroom. (Display sign to support this) 	<ul style="list-style-type: none"> • Provide clear guidance on social distancing on entrance to showroom. (Display information signs) 	1	6	6

Work on premises controlled by others during the pandemic	Staff, contractors and others	Serious ill-health conditions	3	5	15	<ul style="list-style-type: none"> • Only attend the premises if it is to complete critical works. You must avoid attending unless your work absolutely cannot be done at home. • Before attending, check that the premises have made suitable and sufficient arrangements for managing the risks associated with coronavirus. This includes ensuring there are appropriate washroom and welfare facilities. • Management to ensure all persons attending the premises are made aware of any additional/new rules imposed by the premises controller. All persons to follow these rules at all times. 		1	5	5
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If you may be exposed to the Covid-19 virus	Staff, contractors and others	Serious ill-health conditions	3	5	15	<ul style="list-style-type: none"> • If you have symptoms of coronavirus (new cough and/or high temperature), you must self-isolate, stay at home for seven days. If you live in a household with someone who has the symptoms above, you must stay at home for 14 days from the day their symptoms started. If you develop symptoms, you must stay at home for seven days from the start of your symptoms. • You must follow the government guidance on coronavirus. (https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-advice/). 		1	5	5
Preventing infection spreading	Staff, contractors and others	Serious ill-health conditions	3	5	15	<ul style="list-style-type: none"> • Covid 19 risk assessment is shared with all employees. • Covid 19 assessment is published on company website. • Cleaning procedure is installed for shared equipment and tools? (pallet trucks, fork lift etc) • Rubbish/waste is removed daily. 	<ul style="list-style-type: none"> • Face masks to be provided and worn. 	2	5	10

Following prescribed safe systems of work	Staff, contractors and others	Accident or injury caused by working in an unsafe manner.	3	5	15	<ul style="list-style-type: none"> • Under no circumstances are you to complete tasks that you're not deemed competent in/authorised to perform. There are to be no exceptions to this rule. If you need to complete new duties, you will be trained in the safe systems of work prior to completing it. • Prescribed safe systems of work must be followed at all times. If you cannot do so, e.g. the required PPE is not available, you must not do the job. The safe system of work must be formally amended before adopting new work practices. New safe systems must not increase risks to those completing the job or anyone else who may be affected. 		1	5	5
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Following prescribed safe systems of work (cont.)	Staff, contractors and others	Accident or injury caused by working in an unsafe manner	3	5	15	<ul style="list-style-type: none"> • There may be times due to staff absences when direct supervision levels may be lower than normal. During these times staff are expected to maintain normal working practices. Anyone failing to do so will be subject to the organisation's disciplinary procedures. • If your pre-start check identifies any safety-critical faults, or a fault is identified during use, normal rules apply. The equipment must be taken out of use and corrective action taken. It must not be used if it is deemed to be unsafe. • If training that has a fixed expiry date runs out, site management will speak to the training provider to seek guidance. In many instances, grace periods are being extended to reflect the lack of available courses. 		1	5	5
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Training	Staff, contractors and others	Serious ill-health conditions	3	5	15	<ul style="list-style-type: none"> • All staff must be made aware of local site rules. All staff to be sent a copy of this assessment and the Principal Contractor Coronavirus Action Plan by email. They are to read the documents and make themselves aware of the control measures/site rules before returning to work. They are to send an email to their manager to confirm they have completed this. • On site, safe starts/TBT etc. are to be completed in small groups and whilst maintaining 2m social distancing rule. • During the safe start, both the staff and site manager to confirm that any tasks to be completed during the shift, can be completed in compliance with the 2m social distancing rule. • Before work recommences, site manager to re-brief staff on new site rules, i.e. new routes, welfare facility rules etc. 		1	5	5
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PPE in the workplace during the outbreak	Staff, contractors and others	Serious ill-health conditions	3	5	15	<ul style="list-style-type: none"> • HSE guidance on use of PPE during the outbreak is followed. • Tasks that need PPE are identified. • PPE with the right protection factor is provided. • Where required, face fit testing is carried out. • All PPE is disposed of according to manufacturer's recommendation and in accord to environmental regulations. 	1	5	5
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LIKELIHOOD (L) = Frequent (5) - Probable (4) - Occasional (3) - Improbable (2) - Remote (1)
SEVERITY (S) = Catastrophic (5) - Major (4) - Reportable (3) - Serious (2) - Minor (1)
Degree of Risk (DR) = LIKELIHOOD x SEVERITY

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