

Quantitative Risk Assessment

Location / Project:	Any	Activity:	Contraction of COVID-19 while at work
Risk Assessment Number:	RA 25: travelling/mobile staff also see 25b	Revision Number:	Revision 3

Persons Exposed (Yes/No)	Employees:	Yes	Other Workers:	Yes	Public / Visitors:	Yes	Young Persons:	Yes																																			
Likelihood (L)		Severity (S)		<table border="1"> <tr> <td>5</td><td>5</td><td>10</td><td>15</td><td>20</td><td>25</td> </tr> <tr> <td>4</td><td>4</td><td>8</td><td>12</td><td>16</td><td>20</td> </tr> <tr> <td>3</td><td>3</td><td>6</td><td>9</td><td>12</td><td>15</td> </tr> <tr> <td>2</td><td>2</td><td>4</td><td>6</td><td>8</td><td>10</td> </tr> <tr> <td>1</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td> </tr> <tr> <td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td> </tr> </table>		5	5	10	15	20	25	4	4	8	12	16	20	3	3	6	9	12	15	2	2	4	6	8	10	1	1	2	3	4	5		1	2	3	4	5	Risk = Likelihood x Severity	
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Rating 1 – Very unlikely Rating 2 - Unlikely Rating 3 - Likely Rating 4 – Very likely Rating 5 – Almost certain		Rating 1 – No injury Rating 2 – Minor injury or illness Rating 3 – 7-day injury or illness Rating 4 – Specified injury or illness Rating 5 – Fatality, disabling injury and so on		Low Medium High																																							

Hazard(s):	Risk – Without Controls			Control Measures	Residual Risk – With Controls		
	L: (1 – 5)	S: (1 – 5)	Risk: (L x S)		L: (1 – 5)	S: (1 – 5)	Risk: (L x S)
COVID-19 Virus: risk of contraction by inhalation or ingestion or contact with contaminated person or surface resulting in mild to severe fever, cough, breathing difficulties and potential complications for those with pre-existing health problems.	5	5	25	1 – Provision of government COVID-19 information to all staff: by intranet, email, sheets and posters: <ul style="list-style-type: none"> • Description of the virus and simple measures to stay healthy; • How to hand wash; • NHS Coughs & sneezes spread diseases; • This risk assessment & Staying COVID-19 Secure in 2020 (five steps poster). • COVID update posters (contacts, testing, isolating) 	2	5	10
NOTE: New Government guidance and advice will be monitored and additional or revised measures may be implemented as necessary to comply.				2 – Managers shall ensure that this risk assessment and COVID-19 information is displayed at key points within the premises and requirements understood by staff and visitors: <ul style="list-style-type: none"> • Entrance to main buildings/sites; • Every toilet/wash area and canteen; 			

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				<p>3.1 – Immediate reporting of personal or household member symptoms and isolation as per government guidance i.e. symptomatic, identified as a contact or returning from a country where an immediate period of isolation is required.</p> <p>3.2 – Where local government offer community testing, Managers are required to formally request inclusion on the programme for all staff members.</p>			
				<p>4.1 – Provide facilities to enable persons to hand wash as per the WHO instructions (soap dispenser/paper towels and bin with liner).</p> <p>4.2 – Provide hand sanitiser (where stocks allow), at entry and exit points, canteen, meeting rooms and at regular points within office and operational areas.</p> <p>4.3 – Active encouragement for all staff, visitors and contractors to wash hands regularly in line with information posters or use of hand sanitizer and refrain from touching mouth, nose and eyes.</p> <p>4.4 – When gloves are removed, hands must be washed or sanitised prior to re-fitting them.</p> <p>4.5 – Ventilate areas where possible.</p>			
5.4 NOTE: If possible allocate consistent pick-up and drop-off points for repeat collections and deliveries.				<p>5.1 - Staff hosting visitors and contractors are responsible for communicating COVID -19 controls and monitoring adherence.</p> <p>5.2 – Additional information and instruction to goods in/out drivers to stay in vehicles if possible without compromising their H&S and minimise time out of cab while maintaining 2m distancing when necessary.</p> <p>5.3 – Allocate pick-up and drop off points.</p>			

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<p>6.1 NOTE: Where reasonable to do so reduce job and equipment rotation by allocating daily single tasks e.g. using a chop saw or nail gun to one person and separate zones for different workers.</p>				<p>6.1 – Reduction of shared contact with surfaces where practicable e.g. don't share pens, suspend individuals signing or clocking in/out, (allocate an individual to record), wedge non-fire doors open, use personal cups. 6.2 - Regular sanitised cleaning of premises shared surfaces – e.g. door handles, printer controls, taps by using a spray and paper towel or wipe - a minimum of three times per day – mid morning – mid afternoon and at end of day. 6.3 – Allocate responsibilities and procedure for cleaning shared operational equipment and clean/sanitize shared company vehicles daily. 6.4 – Revise external cleaning contract for enhanced cleaning to include surfaces. 6.5 – Allocate responsibility to clean welfare facilities after each session.</p>			
<p>7.1 NOTE 1: Re-organise office space, toilet, canteen and communal areas as necessary to achieve 2m distancing where reasonable to do so.</p> <p>7.1 NOTE 2: In an emergency situation where safety would be compromised, do not stay 2m e.g. providing assistance, but wash hands and take sanitation measures immediately afterwards.</p>				<p>7.1- Maintain distancing from other persons where reasonably practicable. 7.2 – Prominently display 'Keep 2m apart' signage throughout the premises and additional posters limiting numbers in smaller rooms, meeting rooms, toilets, and canteen to enable 2m distancing. 7.3 – Provide additional markers on flooring and walls to assist 2m distancing to be maintained. 7.4 – Revise pedestrian routes to create one-way systems to assist segregation where reasonable to do so. 7.5 – Stagger start and finish times by 15 minutes and welfare breaks by 5 minutes where necessary to avoid crowding.</p>			

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				<p>7.7 – Remove and reduce direct contact where reasonable by utilising drop-off points for passing information, materials and equipment.</p> <p>7.8 – Allocate sufficient parking for cars and bicycles to encourage lone travelling to and from work.</p> <p>7.9 – Where there is no alternative to sharing a vehicle, agree fixed travel partners, avoid sitting face to face and increase ventilation.</p> <p>7.10 – Reduce travel to other premises and number of visitors and in-person meetings to the minimum necessary by use of remote meeting options.</p>			
<p>8.5 – NOTE: Face coverings are largely intended to protect others, not the wearer, against the spread of infection because they cover the nose and mouth, which are the main confirmed sources of transmission of virus that causes COVID-19 infection.</p> <p>If worn, hands must be washed or sanitised before putting a face covering on and after removing it and maintained or replaced as necessary.</p>				<p>8.1 – Implement measures to mitigate where 2m distancing cannot be maintained for certain tasks.</p> <p>8.2 - Encourage body, arms, legs and hands to be kept covered.</p> <p>8.3 – Pair individuals and allocate teams for undertaking repeat tasks where 2m distancing cannot be maintained.</p> <p>8.4 - Where possible, position heads so as not to be directly facing each other.</p> <p>8.5 – If requested, a face covering will be provided (subject to availability).</p> <p>5.1 – Staff visiting other premises and non-regular visitors to Wernick controlled premises must wear a face covering at all times (while in internal areas) unless seated a minimum of 2m away from other persons.</p>			

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9 – Poor communication with workforce: risk of controls not being understood and contraction.				<p>9 – Opportunity for the workforce to engage and communicate concerns or suggestions for facilitating improvements shall be encouraged through:</p> <ul style="list-style-type: none"> • Direct verbal feedback to supervisor/manager; • Displaying H&S Observation cards on notice boards or near a suggestion box (name not required); • Through works council (WB) or H&S committee member (all other business units). 			
<p>10 - Off-hired accommodation units.</p> <p>NOTE: The infection risk from a COVID-19 contaminated environment decreases over time, but not yet clear at what point there is no risk from the virus, however studies suggest that in non-healthcare settings, the risk of residual infectious virus is likely to be significantly reduced after 48 hours.</p>				<p>10.1 – The Wernick Hire Covid-19 Off Hire quality procedure (Cleaning) shall be followed.</p> <p>10.2 – Units returned from a healthcare setting (e.g. hired to NHS or for a COVID-19 testing station) shall be isolated for 72 hours prior to cleaning.</p> <p>10.3 - Units returned from a non-healthcare setting do not require isolation prior to cleaning.</p> <p>NOTE: Wearing disposable gloves and apron while cleaning units follows government advice for cleaning activities in healthcare settings, exceeding the requirements for non-healthcare settings.</p>			
11 - Employees undertaking maintenance activities in Wernick or Client premises (also see RA 25b)				<p>11.1 – Prior to arrival, request that the client clean and remove personal belongings or other items from the area.</p> <p>11.2 – Clean area of work with a sanitizing product, paper towels/roll and dispose prior to starting activity.</p>			
Risk Assessment Carried Out by	Signature: B Scott			Name: BRENDON SCOTT	Position: Group HS&E Manager	Date: 11.01.21	