

	<b>Document type:</b>
	<b>Activity:</b>
	<b>Location:</b>
	<b>Work Area:</b>

Hazard Identification and Risk Assessment
Prevention of the Spread / Contraction of COVID-19 Virus
Royston Workshop
All Work Areas

Ref: GRA-G024.4
No: 004
Date: 14.05.2020
Issued by: J Patterson

**Persons Affected** (e.g. operators, maintenance, visitors, public etc):  
Workshop Engineers, Visitors / Contractors

**Document Status:** Preliminary  
Final

**Handling:** For Royston use only  
Review: [Following any significant legislation or procedure changes but no later than: - 3 Months](#)

The Risk Assessment	Severity (S)	Likelihood of harm (L)	Risk Rating (R) = S x L																																														
1. Identify and record for each hazard/risk identified the appropriate rating for severity and likelihood without controls.	1 = No Injury	1 = Very Unlikely	1 to 6 = Low Risk (L) (Acceptable, Monitor & Review)	<table border="1" style="margin: auto;"> <tr><td colspan="2"></td><td colspan="5" style="text-align: center;">Likelihood</td></tr> <tr><td colspan="2"></td><td style="text-align: center;">1</td><td style="text-align: center;">2</td><td style="text-align: center;">3</td><td style="text-align: center;">4</td><td style="text-align: center;">5</td></tr> <tr><td rowspan="5" style="writing-mode: vertical-rl; transform: rotate(180deg);">Severity</td><td style="text-align: center;">1</td><td style="text-align: center;">1</td><td style="text-align: center;">2</td><td style="text-align: center;">3</td><td style="text-align: center;">4</td><td style="text-align: center;">5</td></tr> <tr><td style="text-align: center;">2</td><td style="text-align: center;">2</td><td style="text-align: center;">4</td><td style="text-align: center;">6</td><td style="text-align: center;">8</td><td style="text-align: center;">10</td></tr> <tr><td style="text-align: center;">3</td><td style="text-align: center;">3</td><td style="text-align: center;">6</td><td style="text-align: center;">9</td><td style="text-align: center;">12</td><td style="text-align: center;">15</td></tr> <tr><td style="text-align: center;">4</td><td style="text-align: center;">4</td><td style="text-align: center;">8</td><td style="text-align: center;">12</td><td style="text-align: center;">16</td><td style="text-align: center;">20</td></tr> <tr><td style="text-align: center;">5</td><td style="text-align: center;">5</td><td style="text-align: center;">10</td><td style="text-align: center;">15</td><td style="text-align: center;">20</td><td style="text-align: center;">25</td></tr> </table>			Likelihood							1	2	3	4	5	Severity	1	1	2	3	4	5	2	2	4	6	8	10	3	3	6	9	12	15	4	4	8	12	16	20	5	5	10	15	20	25
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2. Identify and record the control measures to be used then repeat the assessment with the controls in place	2 = Minor Injury	2 = Unlikely	8 to 12 = Medium Risk (M) (Acceptable with controls)																																														
	3 = Lost time Injury	3 = Likely	>12 = High Risk (H) Unacceptable																																														
	4 = Major Injury	4 = Very Likely																																															
	5 = Death or Permanent Disability	5 = Certain																																															
<b>NOTE: If after risk evaluation and with all the necessary controls in place; the risk rating (R) is HIGH, the HS&amp;E department are to be contacted for guidance on the task/process.</b>																																																	

Hazard/Risk	Assessment (No Controls)		
	S	L	R
CONTACT WITH PERSONNEL (interaction with others before and after shift in changing rooms)	5	4	H
INTERACTION WITH OTHERS DURING SHIFT	5	3	M

Controls	Assessment (With Controls)		
	S	L	R
<ul style="list-style-type: none"> <li>Stagger start and finish times</li> <li>Provide hand sanitizer in changing rooms</li> <li>Limit number of engineers in changing rooms</li> <li>Signage detailing steps to be taken</li> </ul>	5	2	M
<ul style="list-style-type: none"> <li>Maintain social distancing during face to face meetings</li> <li>Reduce amount of people in certain departments</li> <li>Avoid crossing of staff on stairways</li> <li>If possible; ensure desks / workstations are side by side and not face to face</li> <li>Using a consistent pairing system if people must work in proximity</li> <li>Provide hand sanitizer &amp; gloves around workshop, offices, entrance &amp; exit points</li> </ul>	5	2	M

Hazard/Risk	Assessment (No Controls)		
INTERACTIONS DURING BREAKS	5	4	H
CONTAMINATION OF PREMISES	5	4	H
CONTACT WITH SURFACES / HYGIENE	5	4	H
EQUIPMENT / COMPANY VEHICLES	5	4	H

Controls	Assessment (With Controls)		
<ul style="list-style-type: none"> <li>Provide signage detailing steps to be taken</li> <li>Work in isolation</li> </ul>			
<ul style="list-style-type: none"> <li>Stagger break times</li> <li>Provide hand sanitizer or other cleaning options</li> <li>Provide signage detailing steps to be taken</li> <li>Limit number of people in kitchen / communal areas</li> </ul>	5	2	M
<ul style="list-style-type: none"> <li>Daily cleaning and disinfection of high-risk areas such as, door handles, desks, kitchen areas, photo copiers etc</li> <li>Hand sanitizer readily available</li> <li>Carry out cleaning in accordance with Governments guidelines after any confirmed COVID-19 case</li> </ul> <p>Note: Refer to link to 'Decontamination in Non-Healthcare Settings' guidance below</p>	5	2	M
<ul style="list-style-type: none"> <li>Wash hands regularly and thoroughly for at least 20 seconds; refer to the guide at the end of this document</li> <li>Follow the steps as detailed in the WHO Hand Washing Guide</li> <li>Display 'How to Handwash' poster in wash areas</li> <li>Always wash after work has been carried out and prior to handling food or drink</li> <li>Use of tissues when coughing / sneezing and dispose of safely</li> <li>Use sanitiser spray / wipes on surfaces prior to commencement of work; if possible, on surfaces. These could include:               <ul style="list-style-type: none"> <li>Vehicle door handles / steering wheels</li> <li>Door handles to premises / offices / containers</li> <li>Any surface that may have been touched by numerous personnel</li> </ul> </li> <li>No 'hot desk' working</li> <li>Avoid touching the face</li> <li>Avoid using other employees' tools / equipment</li> </ul>	5	2	M
<ul style="list-style-type: none"> <li>Clean items such as FLT, Pallet truck after each use</li> <li>Clean parts of shared equipment after each use</li> <li>Limit number of employees to use the equipment</li> <li>Avoid using other employees' tools / equipment</li> <li>Vehicles to be well ventilated</li> <li>Pool vehicles to be cleaned after each individual use</li> <li>Max 2 persons allowed in Company Van</li> <li>Ensure consistent pairing system of engineers</li> </ul>			

Hazard/Risk	Assessment (No Controls)		
	5	4	H
VISITORS / CONTRACTORS	5	4	H
DELIVERIES TO SITE	5	4	H
PPE	5	4	H
SHOWING SIGNS OF SYMPTOMS	5	4	H
PERSONAL WELL BEING	1	4	L

Controls	Assessment (With Controls)		
	5	2	M
<ul style="list-style-type: none"> <li>Only essential visitor / contractors to visit Royston</li> <li>All visitors / contractors to Royston premises to sign in and confirm adherence to social distancing</li> <li>Visitors / contractors to read and confirm compliance with the controls in this Risk Assessment</li> <li>Use hand sanitizer prior to leaving reception</li> <li>Maintain social distancing</li> </ul>	5	2	M
<ul style="list-style-type: none"> <li>Encourage delivery drivers to stay in vehicle</li> <li>Delivery and receipt confirmation to be contactless</li> <li>Scan paperwork to relevant personnel and dispose of originals</li> </ul>	5	1	M
<ul style="list-style-type: none"> <li>Engineers to use gloves to avoid / reduce the risk of contamination</li> <li>Wear face mask / covering when working in proximity with other colleagues when unable to keep acceptable social distancing</li> <li>Regularly change face masks / gloves to avoid contamination</li> <li>Leave work PPE at work for washing</li> <li>Store all personnel belongings in lockers provided</li> </ul>	5	2	M
<ul style="list-style-type: none"> <li>Inform your Line Manager if you are un-well, showing signs of the symptoms or been diagnosed with COVID-19,</li> <li>Inform your Line Manager if any member of your household is showing signs of the symptoms or been diagnosed with COVID-19</li> </ul> <p>Note: Refer to link to 'Stay at Home' guidance below.</p> <ul style="list-style-type: none"> <li>Self-isolate for 14 days</li> <li>Work from home if possible / well enough to do so</li> <li>Return to work after isolation period is over and agreement from your Line Manager</li> </ul>	5	2	M
<ul style="list-style-type: none"> <li>Clinically Extremely Vulnerable employees to work remotely</li> <li>Clinically Vulnerable employees to take extra care in social distancing, be offered to work from home or be offered the safest available on-site roles</li> </ul> <p>Note: list available from HR or Government website</p> <ul style="list-style-type: none"> <li>Maintain regular contact with home workers</li> <li>Enquire on personnel well-being, mental and physical health and personal security</li> <li>Provide home workers with equipment to work from home</li> </ul>	1	1	L

Hazard/Risk	Assessment (No Controls)		
	S	L	R
COMMUNICATION / TRAINING	1	4	L

Controls	Assessment (With Controls)		
	S	L	R
safely and effectively <ul style="list-style-type: none"> <li>Address any concerns</li> <li>Offer counselling / additional support if deemed required</li> </ul> Note: Refer to link for 'Mental Health and Well Being' guidance below.			
<ul style="list-style-type: none"> <li>Providing clear, consistent and regular communication to improve understanding and consistency of ways of working</li> <li>Engaging with workers and worker representatives through existing communication routes to explain and agree any changes in working arrangements</li> <li>Communicate new procedures to workers returning to site</li> <li>Carry out audits to ensure measures are effective and being followed</li> </ul>	1	1	L

Supervisors must review the work activity & complete the following sections, before commencing work to ensure that all risks are identified and controlled

Additional Hazard/Risk	Assessment (No Controls)		
	S	L	R

Additional Controls	Assessment (With Controls)		
	S	L	R

<b>Primary Legislation:</b>	<b>Associated Documentation:</b>
<p>For further information relating to legislative requirements please refer to the HS&amp;E register of legislation</p>	<p>For additional information, refer to the UK Government guidelines:</p> <p><a href="https://www.gov.uk/government/topical-events/coronavirus-covid-19-uk-government-response">https://www.gov.uk/government/topical-events/coronavirus-covid-19-uk-government-response</a></p> <p><a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</a></p> <p><a href="https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19">https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</a></p> <p><a href="https://www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing/guidance-for-the-public-on-the-mental-health-and-wellbeing-aspects-of-coronavirus-covid-19">https://www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing/guidance-for-the-public-on-the-mental-health-and-wellbeing-aspects-of-coronavirus-covid-19</a></p> <p><a href="https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance">https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance</a></p> <p><a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></p>

<b>Assessed by:</b> I acknowledge that all reasonable precautions have been considered and Implemented to mitigate the risk of infection	S Cairns	<b>Date:</b>	14.05.2020	<b>Checked by:</b>	J Patterson	<b>Date:</b>	14.05.2020
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<b>Approved by (HS&amp;E):</b>	J Patterson	<b>Date:</b>	14.05.2020
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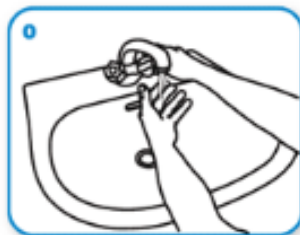
## Clean hands protect against infection

### Protect yourself

- Clean your hands regularly.
- Wash your hands with soap and water, and dry them thoroughly.
- Use alcohol-based handrub if you don't have immediate access to soap and water.

### How do I wash my hands properly?

Washing your hands properly takes about as long as singing "Happy Birthday" twice, using the images below.



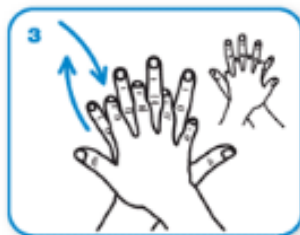
Wet hands with water



apply enough soap to cover all hand surfaces.



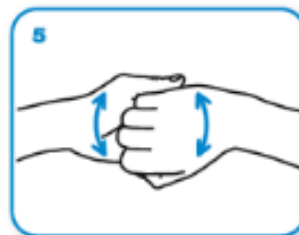
Rub hands palm to palm



right palm over left dorsum with interlaced fingers and vice versa



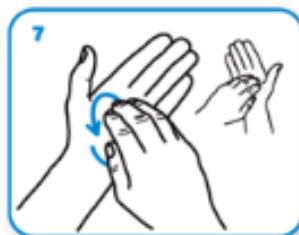
palm to palm with fingers interlaced



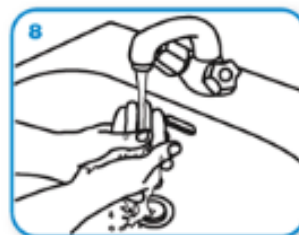
backs of fingers to opposing palms with fingers interlocked



rotational rubbing of left thumb clasped in right palm and vice versa



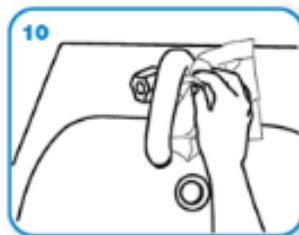
rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa.



Rinse hands with water



dry thoroughly with a single use towel



use towel to turn off faucet



...and your hands are safe.