



RISK ASSESSMENT

1-Ref No: CV-01

2-TITLE / SCOPE:
(Task) Corona Virus (COVID -19)

3-Date: 13/03/20

4-Location: Stoke & Remote Offices

B McF Site

5-Order / Project No:

N/A

6-Number / Items exposed:

6 Staff
2 Contractors

7-Frequency of activity:

On-Going

8-Duration of activity:

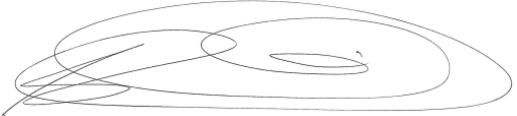
24 hrs / day / 5 days

L= Likelihood (1 – 5) S= Severity (1 – 5) S x L = RR)

Risk Rating = **Low** (1 – 5), **Med.** (6 – 10), **High** (11 – 25)

9-HAZARD	10-EFFECT	12-INITIAL RISK RATING (See CODE)			13-CONTROL MEASURES	14-RESIDUAL RISK RATING			15-RESPONSIBLE PERSON(S)
		S	L	RR		S	L	RR	
H1- Catching and spreading Virus at B McF Site	Corona-Virus illness up-to death	5	4	20 HIGH	CM1- Handwash- Issue handwash in several stations around site and arrangements are maintained.	5	2	10 MED	BS
					CM2- Provide Training and awareness to staff on CV and control measures in place				TOR / BS
					CM3- Introduce homeworking where-ever possible especially for 'at risk' employees.				TOR
					CM4- Doors- Ensure non-fire doors are left in an 'open' position at all times during normal working hours where security does not pose an additional risk.				TOR / ALL
					CM5- Door Handles- Introduce a sanitising program for door handles and maintain.				HR
					CM6- Monitor professional and government advice for management of Virus				TOR / BS
					CM7- Telephones and Radios - Ensure telephones and radios are subject to regular sanitising.and cleaning.				ALL

			CM8- Handwashing- Ensure facilities are in place and maintained to ensure staff are aware of clean hands in accordance with government guidance issued.				Ongoing
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/866065/Handwashing_techniques.pdf							
			CM9- Visitors- Restrict exposure to visitors from the following regions on the 'high risk' category's identified on the NHS and .Gov websites:-				TOR
https://www.gov.uk/guidance/travel-advice-novel-coronavirus#foreign--commonwealth-office-fco-travel-advice							
			CM-10 Use personalised eating and drinking utensils and containers.				All
			CM-11 Do not share pens / pencils				All
			CM12- Workstations- Ensure workstations are cleaned and sanitised on a regular basis especially keyboards.				All
			CM13- Ensure all shared welfare facilities are cleaned and sanitised on a regular basis.				HR
			CM14- Ensure that there is adequate distance at workstations and work areas at all times				ALL
			CM15- Where possible demark floor with hazard lines to highlight distance				BS
			CM16- Encourage and allow for employees to bring flasks of hot water to reduce communal canteen useage.				ALL
			CM17- Establish any high risk employees and allow for removal from work.				HR
			CM18- Reduce number of employees on site and spread out desk useage.				TOR
			CM19- Stagger breaks on shop floor and office to reduce numbers in area at same time.				TOR

16- Compiled By:	B Swindail	17- Date:	13/03/2020	18- Approved by:		19- Date:	13/03/20
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CV-01 Issue A B Swindail

Reviewed B Swindail 27th April 2020
 Amended B Swindail 6th May 2020 CM27 & CM28