

Activity or Work Area:				Assessor:		Date of Assessment:		Date for Review:	
Covid-19 - Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe, or fatal.				Collins Consult Limited & Ben Trigger		10 th November 2020		10 th December 2020	
HAZARD	HARM	PERSONS AT RISK	EXISTING CONTROL MEASURES	RISK RATING	ADDITIONAL CONTROL MEASURES REQUIRED	PRIORITY A/B/C	DATE COMPLETE	RESIDUAL RISK	
Infection by infected persons	Infected people coming into work	National Energy Direct Employees	All employees will be advised not to travel to site if they are displaying any of the below symptoms, however mild: <ul style="list-style-type: none"> • A cough • A high temperature • Shortness of breath • Loss of smell & / or taste / change to taste or smell • If an employee is displaying any of the above symptoms, they are to remain at home and self-isolate in line with Government Guidelines and obtain a test. This will also apply if anyone in the household in which the employee lives are displaying any of the above symptoms. If an employee begins to display any of the above symptoms while on site, they are to be sent home to self-isolate in line with government guidelines and obtain a test. In all cases advice from NHS test & trace / Public Health Professionals must be followed.	Low					

Likelihood	Consequence	Risk Rating					Guide	Priority	
		Consequence							
		Likelihood	1	2	3	4	5		
1 Very Unlikely	1 Negligible Harm	1	1	2	3	4	5	1 – 2 No further action is necessary, but ensure controls are maintained and reviewed.	
2 Unlikely	2 Minor Harm	2	2	4	6	8	10	3 – 6 Look to improve at the next review or if there is a significant change.	D
3 Possible	3 Moderate Harm	3	3	6	9	12	15	8 – 12 Improve within a specified timescale.	C
4 Likely	4 Serious Harm	4	4	8	12	16	20	15 – 16 Take immediate action to stop the activity if necessary. Maintain existing controls.	B
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	Close contact with infected people	National Energy Direct Employees	Delivery drivers are communicated National Energy Direct approach to Covid 19 and that social distancing must be maintained. Delivery drivers must be allowed to use welfare facilities.	Low					
	Close contact with infected people	National Energy Direct Employees	Covid 19 symptoms are monitored each day and throughout the day. On attendance at site If an employee appears to be suffering Covid – 19 symptoms, they are to be refused entry to site and told to leave. If employee begins to display symptoms throughout the day, they must be sent home and told to seek medical guidance in line with current Government approach and a deep clean undertaken of the areas the person visited. Extra consideration for vulnerable person will be given (by virtue of their age, underlying health condition, clinical condition or are pregnant) all persons will follow any requests from NHS test and trace with support from National Energy Direct.	Medium					

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	Close contact with infected people	National Energy Direct Employees	There is limited amount of employees working on first floor with those employees who can effectively work from home doing so. Singing and shouting is prohibited on site.	Low					
	Coughing and sneezing around others		If an operative needs to cough or sneeze then it should be into the crook of their elbow at all times. If cough persists operative should remove themselves from site and enter self-isolation at home following government guidelines and obtain a test.	Medium					
Infection by touching contaminated surfaces	Transport to work	National Energy Direct Employees	Wherever possible employees should avoid public transport and travel to work in a way that restricts being within 2m of someone they do not reside with. If public transport has to be used then the latest Government guidance must be followed, try to avoid touching surfaces, pay with contact less technology and wear a face covering. Local restrictions must be followed. On entry to office / warehouse employees will use the hand sanitiser positioned on the wall on entry to the warehouse and / or reception. There is also hot water and hand soap available for the throughout the site.	Low					

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Poor Hygiene	Infection by touching contaminated surfaces	National Energy Direct Employees	<p>Employees are to clean hands frequently with warm water and soap or hand sanitiser. Coughing or sneezing to be done into inner elbow. If coughing persists the person is to leave site. All employees have been issued with personal hand sanitiser.</p> <p>Operatives are to clean hands with warm water and soap at the beginning/end of each shift and any given opportunity in between, such as before mealtimes, using the bathroom, etc.</p> <p>There is frequent cleaning of all surfaces, as follows:</p> <ol style="list-style-type: none"> 1. Door handles 2. Kitchen cabinet handles 3. Kitchen appliance handles 4. Light switches 5. Toilet furniture following use [toilet flush / taps / handles] 6. Food preparation areas such as kitchen counter tops 7. Machinery equipment and controls 	Low					

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Poor Hygiene	Infection by touching contaminated surfaces	National Energy Direct Employees	Keyboards, printers and other office equipment will be cleaned at the end of each day. Note no hot desking to take place and no other person is permitted to use the equipment on their desk.	Low					
Poor Hygiene	Infection by touching contaminated surfaces	National Energy Direct Employees	<p>Hand washing facilities with soap and hot water in place.</p> <p>Stringent hand washing taking place.</p> <p>Paper towels for drying of hands</p> <p>See hand washing guidance.</p> <p>https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</p> <p>Hand sanitisers placed in any area where washing facilities not readily available on entry to premises.</p> <p>Employees to be reminded on a regular basis to wash their hands for 20 seconds with warm water and soap and the importance of proper drying.</p> <p>Amount of contact points reduced throughout premises by keeping doors open and reminding employees regarding touching surfaces.</p>	Low					

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Poor Awareness of Control Measures	Spread of Covid – 19 Virus	National Energy Direct Employees	To help reduce the spread of coronavirus (COVID-19) reminding all visitors of the public health advice. Posters, leaflets, and other materials are available for display. Covid 19 procedures displayed and Covid 19 secure charter displayed across site.	Low				
Poor housekeeping & Cleaning	Spread of Covid – 19 Virus	National Energy Direct Employees	Frequent cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, printing machines using appropriate cleaning products and methods. Rigorous checks will be carried out by management to ensure that the necessary procedures are being followed, including social distancing. Employees are to clean tools and plant with suitable disinfectant product prior to and after use. Operatives are not to share tools and should keep them separated from others. Following any potential cross contamination of kit then handwashing is required, and tools wiped down prior to next use.	Low				

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Maintaining a Safe Social Distance	Spread of Covid - 19 through face to face interaction of Persons	National Energy Direct Employees	Reducing the number of persons in any work area to comply with the 2-metre guidance. <ul style="list-style-type: none"> No face to face meetings to take place and there will be no face to face working practices. Social distancing also to be adhered to in all cases. All persons to be reminded of the importance of social distancing both in the workplace and outside of it. Strict movement around warehouse adhering to social distancing. Only one person in office corridor at any one time to ensure social distancing. Desks face the wall with the two banks approximately 3 metres apart. Desks that are face to face are approximately 2 metres apart, employees should turn to left / right and have their computer screens positioned on the corner of their desk so that they are side on to the person opposite. 	Low					

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Symptoms of Covid - 19	Mental Health issues	National Energy Direct Employees	<p>Internal communication channels and cascading of messages through management will be carried out regularly to reassure and support employees in a fast-changing situation.</p> <p>Management will maintain regular contact with staff members during this time.</p> <p>Management will offer support to staff who are affected by Coronavirus or has a family member affected.</p> <p>Management will promote mental health and wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help reference - https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/ https://www.hse.gov.uk/stress/</p>	Low					

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Poor welfare facilities	Spread of Covid - 19	National Energy Direct Employees	<p>When using welfare facilities hands should be washed upon entry and exit.</p> <p>All parts of welfare facilities will be cleaned and disinfected daily. Each person to wipe down touched points after each use. Only one persons permitted in toilets at any one time.</p> <p>Tea / coffee making facilities available for use by Employee and to be cleaned down after each use.</p> <p>Employee not permitted to make tea / coffee for colleagues.</p> <p>Employees are to bring their own food to work and not leave site to collect food during the day.</p> <p>Employees can wear attire that is smart but machine washable instead dry cleaning to enable more frequent dry cleaning.</p> <p>All food waste is to be disposed of via bins provided with surfaces cleaned after use.</p>	Low				

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Covid 19 Outbreak	Corona Virus Infection	Other employees and people	Should there be an outbreak (2 or more people) at sites, the nominated single point of contact (SPOC) is Stephen Spence, who will liaise with the local PHE health protection team to report the outbreak.	Low					
Covid 19 Outbreak	Corona Virus Infection	Other employees and people	A nominated person to keep a record of times when visiting site, if required by NHS test/trace services.						

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