



RISK ASSESSMENT

1-Ref No: CV-01 Rev 002

2-TITLE / SCOPE:
(Task)

Corona Virus (COVID -19) Working

3-Date: 02/06/2020

4-Location:

Deritend Offices / Shop Floor & Clients Premises

5-Order / Project No:

N/A

6-Number / Persons exposed:

All Deritend Employees / Visitors & Contractors

7-Frequency of activity:

On Going

8-Duration of activity:

8hrs / Day / 5 Days Including all additional hrs

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

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

9-HAZARD / CONSIDERATION	10-EFFECT	11-PERSONS AT RISK	12-INITIAL RISK RATING			13-CONTROL MEASURES	14-RESIDUAL RISK RATING		15-RESPONSIBLE PERSON(s)	
16-Compiled By:	Adrian G Ruff	17- Date:	18/05/2020		18-Approved by:	19- Date:		6/6/2020		
H/C1 – General Measures: Catching & Spreading Virus Working closer than within 2 metres or more within the workplace to avoid the risk of COVID-19 exposure?	Corona Virus illness up-to death	All Deritend Employees Pregnant workers, Anyone with existing underlying health conditions, Anyone else who physically comes in contact with you in relation to the business	5	5	25 High	CM1 – Provide Training and awareness to all Deritend Employees on COVID-19 Via Toolbox Talk (Refer Appendix 5) CM2 – A Daily Temperature of all employees, visitors, drivers and contractors. Will be done to ensure all persons body temperatures are normal and no higher than 37.5°C If an individual's temperature is or above 37.5°C they should not be allowed in any Deritend facility or customer sites. CM3 - Mark the floor "points to stay" in order to remind employees for keeping "social distancing". (Refer Appendix 1) CM4 - Display reminder panels	1	5	5 Low	AR / Managers Managers / All Employees - On Going All Employees - On Going Managers / All Employees - On

<p>H/C2 – General Measures: persons at increased risk presently within the work area that could be exposed to Catching & Spreading Virus COVID-19</p>	<p>Corona Virus illness up-to death</p>	<p>All Deritend Employees Pregnant workers, Anyone with existing underlying health conditions, Anyone else who physically comes in contact with you in relation to the business</p>	<p>4</p>	<p>5</p>	<p>20 High</p>	<p>regarding the social distancing around the workplace. (Refer Appendix 2)</p> <p>CM5 - Review seating workplace arrangements to ensure that there is suitable distancing in place.</p> <p>CM1 – Provide Training and awareness to all Deritend Employees on COVID-19 Via Toolbox Talk (Refer Appendix 5)</p> <p>CM2 - Allow persons to work from home if systems are in place.</p> <p>CM4 – Record from employees' if any family household have been suspected / confirmed COVID-19 infected, and record (Refer Appendix 8)</p> <p>CM5 - Provide adequate PPE e.g. Gloves, boots etc. to the all persons and ensure its proper use during cleaning and disinfect operation. (Refer Appendix 3)</p> <p>CM6 - Carry out an assessment to assess whether there are persons at increased risk in the workplace in order to initiate specific and special control measures. (Refer Appendix 4)</p>	<p>2</p>	<p>5</p>	<p>10 Med</p>	<p>Going</p> <p>Managers / All Employees - On Going</p> <p>AR / Managers – On Going</p> <p>Managers / All Employees - On Going</p> <p>All Employees - On Going</p> <p>All Employees - On Going</p> <p>Managers / All Employees - On Going</p>
<p>H/C3 – General Measures: Are all staff aware of the COVID-19 Risks and Control Measures that are required to reduce</p>	<p>Corona Virus illness up-to death</p>	<p>All Deritend Employees Pregnant workers, Anyone with existing underlying health conditions, Anyone else who physically comes in</p>	<p>4</p>	<p>5</p>	<p>20 High</p>	<p>CM1 - Train Staff and provide adequate information to be given all the employees through emails, display posters, notices etc. Including.....</p> <ul style="list-style-type: none"> • Control Measures 	<p>1</p>	<p>5</p>	<p>5 Low</p>	<p>AR / Managers – On Going / All Employees</p>

the possibility of COVID-19 Virus spread within the workplace		contact with you in relation to the business				<ul style="list-style-type: none"> • Access to information • Reporting Incidents and Issues • Changes to health conditions • Hand wash techniques • Employees suspected with symptoms as explained above must be isolated immediately and the NHS shall be informed. <p>(Refer Appendix 5)</p> <p>CM2 - Avoid unhygienic conditions, maintain good personal hygiene, and wash hands with soap and water frequently. Use alcohol (More than 60% alcohol) based hand sanitizers only. See Public Health England</p>				All Employees – On Going
H/C4 – Employees returning from Holiday: Catching & Spreading Virus COVID-19 from employees returning from holiday pose additional risk of COVID-19 infection spread to other employees	Corona Virus illness up-to death	All Deritend Employees Pregnant workers, Anyone with existing underlying health conditions, Anyone else who physically comes in contact with you in relation to the business	3	5	15 High	<p>CM1 - Provide Training and awareness to all Deritend Employees on CVID-19 Via Toolbox Talk (Refer Appendix 5)</p> <p>CM2 - Based on a self-completed questionnaire, the employees shall provide relevant information in relation of its contact with potential infected persons. <i>The questionnaire could include information regarding: health history – sensitive associated illnesses (asthma, pneumonia, and bronchitis), travel history, family members' possible COVID-19 infections, last temperature check etc.</i> (Refer Appendix 7)</p>	1	5	5 Low	AR / Managers Director / Managers – on Going All Employees – On Going
H/C5 – Office	Corona Virus	All Deritend Employees	4	5	20	CM1 - Provide Training and	1	5	5	AR / Managers –

<p>Doors: Catching & Spreading Virus COVID-19 from the manual opening of office doors (Panels and handles) pose an additional risk of the spread of COVID-19 within the workplace due to contact spread.?</p>	<p>illness up-to death</p>	<p>Pregnant workers, Anyone with existing underlying health conditions, Anyone else who physically comes in contact with you in relation to the business</p>			<p>High</p>	<p>awareness to all Deritend Employees on CVID-19 Via Toolbox Talk (Refer Appendix 5)</p> <p>CM2 - Where possible, try to leave doors open (DO NOT keep Fire Doors open)</p> <p>CM3 - Display on all open doors information regarding the self-protection against COVID-19: "Do not touch the door.</p> <p>CM4 - On location of closed doors that require hand opening, ENSURE that hand sanitisers (Minimum of 60% Alcohol based) are located close by.</p>		<p>Low</p>	<p>On Going</p> <p>All Employees – On Going</p> <p>Managers / All Employees – On going</p> <p>Managers / All Employees – On going</p>
<p>H/C6 – Office / Workshop Working: staff working within the office or shop floor are at risk of exposure to Catching & Spreading Virus COVID-19 via infected persons</p>	<p>Corona Virus illness up-to death</p>	<p>All Deritend Employees Pregnant workers, Anyone with existing underlying health conditions, Anyone else who physically comes in contact with you in relation to the business</p>	<p>4</p>	<p>5</p>	<p>20 High</p>	<p>CM1 - Provide Training and awareness to all Deritend Employees on CVID-19 Via Toolbox Talk (Refer Appendix 5)</p> <p>CM2 – Provide suitable cleaning products to ensure office workstations can be cleaned frequently by all employees working at workstation, including and any additional equipment</p> <p>CM3 - All employees' personnel to minimise their movement and stay in their offices or workstations.</p> <p>CM4 -Ensure (Facilitate) the premises that a 2 meter distancing is adhered to</p> <p>CM5 - Display COVID-19 Posters. (Refer Appendix 2)</p>	<p>1</p> <p>5</p>	<p>5 Low</p>	<p>AR / Managers – On Going</p> <p>Managers / All Employees – On going</p> <p>Managers / All Employees – On Going</p> <p>Director / Managers - On Going</p> <p>Managers – On Going</p>

<p>H/C7 – Printing: it has been identified as high exposure for catching the COVID-19 during the printing process Multiple persons using the office printer which could increase the risk of COVID-19 exposure</p>	<p>Corona Virus illness up-to death</p>	<p>All Deritend Employees Pregnant workers, Anyone with existing underlying health conditions, Anyone else who physically comes in contact with you in relation to the business</p>	<p>4</p>	<p>5</p>	<p>20 High</p>	<p>CM1 - Provide Training and awareness to all Deritend Employees on CVID-19 Via Toolbox Talk <i>(Refer Appendix 5)</i></p> <p>CM2 - Develop and implement a COVID-19 Prevention Printing plan and communicate to all employees. (Including wipe down' after use procedures)</p> <p>CM3 - Discourage printing to a minimum, print when absolutely necessary.</p>	<p>1</p>	<p>5</p>	<p>5 Low</p>	<p>AR / Managers – On Going</p> <p>Managers / All Employees – On Going</p> <p>All Employees - On Going</p>
<p>H/C8 – Kitchen Facilities: Catching & Spreading Virus Using contaminated kitchen tools. Employees are at risk of COVID-19 exposure due to contact with contaminated areas, kitchen equipment and utensils</p>	<p>Corona Virus illness up-to death</p>	<p>All Deritend Employees, Visitors, Contractors</p>	<p>5</p>	<p>5</p>	<p>25 High</p>	<p>CM1 - Provide Training and awareness to all Deritend Employees on CVID-19 Via Toolbox Talk <i>(Refer Appendix 5)</i></p> <p>CM2 – Ensure everyone washes their hands thoroughly and correctly following the NHS Hand-washing Technique, prior to entering and leaving the canteen. This should also be adapted for engineers who are working on Customer Sites</p> <p>CM3 - Develop and implement a cleaning program for all employees to clean the kitchen & canteen facilities and ensure the area are left clean and tidy after use</p> <p>CM4 – Carry out Periodic Kitchen Facility inspection checks regarding the effectiveness of the cleaning process is being maintained</p>	<p>1</p>	<p>5</p>	<p>5 Low</p>	<p>AR / Managers – On Going</p> <p>Managers / All Employees / TENON Cleaners - On Going</p> <p>Managers / All Employees – On Going</p> <p>Managers – On Going</p>

<p>H/C9 – Toilets & Washrooms: Catching & Spreading Virus by the use of shared toilets and washroom facilities</p>	<p>Corona Virus illness up-to death</p>	<p>All Deritend Employees, Visitors, Contractors</p>	<p>5</p>	<p>5</p>	<p>25 High</p>	<p>(Refer Appendix 6)</p> <p>CM5 – Communal Crockery and Cutlery is to be used by Deritend Employees only, ensure it is washed thoroughly prior to use. Also wash- up when used.</p> <p>CM6 - The maximum capacity of each canteen or rest area shall be clearly identified at the entry to each facility, and where necessary managers to supervise compliance with the approved social distancing measures.</p> <p>CM7 - Display COVID-19 Posters. (Refer Appendix 2)</p> <p>CM8 – Display the NHS Hand-washing technique Poster (Refer Appendix 10)</p> <p>CM9 - The company shall ensure adequate supplies of soap and fresh water are readily available and kept topped up at all times.</p> <p>CM10 - The company will provide suitable and sufficient rubbish bins for hand towels with regular removal and safe disposal by trained staff.</p> <p>CM1 - Provide Training and awareness to all Deritend Employees on COVID-19 Via Toolbox Talk (Refer Appendix 5)</p> <p>CM2 - Develop and implement a cleaning program for regularly cleaning all facilities</p>	<p>1</p>	<p>5</p>	<p>5 Low</p>	<p>All Employees – On Going</p> <p>Managers – On Going</p> <p>Managers – On Going</p> <p>Managers – On Going</p> <p>Managers – On Going</p> <p>Managers – On Going</p> <p>AR / Managers – On Going</p> <p>Managers / TENON Cleaners – On Going</p> <p>Managers all</p>
---	---	--	----------	----------	---------------------------	--	----------	----------	-------------------------	--

						<p>CM3 - Carry out Periodic Toilet Facility inspection checks regarding the effectiveness of the cleaning process is being maintained. Record and display records. (Refer Appendix 6)</p> <p>CM4 - Signage, such as floor markings, to ensure 2 metre distance is maintained between people when queuing.</p> <p>CM5 - Ensure all employees wash or sanitise hands before and after using the facilities at Deritend Facilities or Customer Site Locations (NHS Standards)</p> <p>CM6 - The company will provide suitable and sufficient rubbish bins for hand towels</p> <p>CM7 – Display the NHS Hand-washing technique Poster (Refer Appendix 10)</p>				<p>Employees – On Going</p> <p>Managers / All Employees – On Going</p> <p>All Employees – On Going</p> <p>Managers – On Going</p> <p>Managers – On Going</p>
<p>H/C10 – Visitors & Contractors: The receipt of visitors, customers and contractors to site pose a risk of COVID-19 exposure to any company employees on site</p>	<p>Corona Virus illness up-to death</p>	<p>All Deritend Employees, Visitors, Contractors</p>	4	5	<p>25 High</p>	<p>CM1 - Provide Training and awareness to all Deritend Employees on COVID-19 Via Toolbox Talk (Refer Appendix 5)</p> <p>CM2 – Limit the amount of visitors and contractors to Deritend Facilities. Plus only allow visitors or contractors when it is absolutely necessary and essential and by Pre appointment only</p> <p>CM3 - Implement a screening protocol for all visitors / Contractors The screening protocol will include individual “Temperature checks”.</p>	2	5	<p>10 Med</p>	<p>AR / Managers – On Going</p> <p>Managers / All Employees – On Going</p> <p>Managers / All Deritend Employees – On Going</p>

<p>H/C11 – Using Hand Tools & Work Equipment: Catching & Spreading the Virus with the use of 'shared' hand-tools within the workplace can pose a risk of COVID-19 exposure to any staff</p>	<p>Corona Virus illness up-to death</p>	<p>All Deritend Employees, Visitors, Contractors</p>	<p>4</p>	<p>5</p>	<p>25 High</p>	<p>Keep records of these checks. (Refer Appendix 7)</p> <p>CM1 - Provide Training and awareness to all Deritend Employees on COVID-19 Provide the necessary and training on handling of the tools and safe keeping. Via Toolbox Talk (Refer Appendix 5)</p> <p>CM2 – Clean communal hand tools every time before and after using in a detergent or spraying sanitisers.</p> <p>CM3 – Provide suitable PPE hand gloves to all employees (Refer Appendix 3)</p> <p>CM4 - Stop shared use of standard hand tools and utensils in the office and workshop where possible (including Screwdrivers, hammers, spanners etc. plus all office utensils (pens, pencils etc.)</p>	<p>1</p>	<p>5</p>	<p>5 Low</p>	<p>All employees / Visitors – On Going</p> <p>AR / Managers – On Going</p> <p>All employees / Visitors – On Going</p> <p>AR / Managers – On Going</p> <p>All employees – On Going</p>
<p>C12 – Working in close proximity of infected persons: There could be a risk of COVID-19 affected employees spreading the COVID-19 virus to other employees within the workplace</p>	<p>Corona Virus illness up-to death</p>	<p>All Deritend Employees, Visitors, Contractors</p>	<p>5</p>	<p>5</p>	<p>25 High</p>	<p>CM1 - Provide Training and awareness to all Deritend Employees on COVID-19 Via Toolbox Talk (Refer Appendix 5)</p> <p>CM2 - A Daily Temperature of all employees, visitors, drivers and contractors. Will be done to ensure all persons body temperatures are normal and no higher than 37.5°C If an individual's temperature is or above 37.5°C they should not be allowed at any Deritend facility or customer sites. Keep records of all checks. (Refer Appendix 8)</p>	<p>2</p>	<p>5</p>	<p>10 Med</p>	<p>AR / Managers – On Going</p> <p>Managers / All Employees – On Going</p>

<p>C13 – Contaminated Waste Exposure: Catching & Spreading the Virus there a risk of staff being exposed to COVID-19 due to contact with used PPE or other wastes that may have been in contact with COVID-19 virus?</p>	<p>Corona Virus illness up-to death</p>	<p>All Deritend Employees, Visitors, Contractors</p>	<p>5</p>	<p>5</p>	<p>25 High</p>	<p>CM3 – Where possible review and change working patterns or shift operating times to reduce the overall risk of contamination.</p> <p>CM4 - Implement social distancing measures within the workplace. <i>(Refer Appendix 5)</i></p> <p>CM1 - Provide Training and awareness to all Deritend Employees on CVID-19 Via Toolbox Talk <i>(Refer Appendix 5)</i></p> <p>CM2 - Provide suitable individual waste bins and implement an additional Company waste management plan. (These are for used PPE including contaminated gloves and face masks employees are to empty their own contaminated waste</p> <p>CM3 - Disposal of contaminated waste is done as per the Waste Disposal Regulations.</p>	<p>1</p>	<p>5</p>	<p>5 Low</p>	<p>Managers / All employees – On Going</p> <p>All employees – On</p> <p>AR / Managers – On Going</p> <p>Managers / All Employees – On Going</p> <p>Managers / All Employee's – On Going</p>
<p>C14 – Receiving Raw materials from Suppliers: Catching & Spreading the Virus Receiving post or materials from suppliers could present a risk of infection for employees.</p>	<p>Corona Virus illness up-to de</p>	<p>All Deritend Employees, Visitors, Contractors Elderly, Pregnant workers, Anyone with existing underlying health conditions, Anyone else who physically comes in contact with you in relation to the business</p>	<p>4</p>	<p>5</p>	<p>20 High</p>	<p>CM1 - Provide Training and awareness to all Deritend Employees on CVID-19 Via Toolbox Talk <i>(Refer Appendix 5)</i></p> <p>CM2 – When receiving post or hand deliveries, the wearing of PPE (Nitrile Gloves) should be worn before processing, wash or sanitise hands correct to (NHS Standards) <i>(Refer Appendix 10)</i></p>	<p>1</p>	<p>5</p>	<p>5 Low</p>	<p>AR / Managers – On Going</p> <p>Mangers / All Employees – On Going</p>

<p>C15 – Mouth and Nose PPE use: (Face Masks)</p>	<p>Corona Virus illness up-to death</p>	<p>All Deritend Employees, Visitors, Contractors</p>	<p>4</p>	<p>5</p>	<p>20 High</p>	<p>CM1 - Provide Training and awareness to all Deritend Employees on CVID-19 Via Toolbox Talk (Refer Appendix 5)</p> <p>CM2 - The evidence suggests that the wearing of face covering does not protect anyone from catching COVID-19 however; it may protect others if you are infected but have not developed symptoms. Therefore it is not expected for Employees to wear a face mask if they are not a health professional or they do not have symptoms of virus, infection or they are not dealing with an infected person.</p>	<p>1</p>	<p>5</p>	<p>5 LOW</p>	<p>AR / Managers – On Going</p> <p>All Employees – On Going</p>
<p>C16 –Staff breaks at Work: There could be a risk of being exposed to Covid-19 and Catching or Spreading the Virus due to staff taking breaks in line with current arrangements</p>	<p>Corona Virus illness up-to death</p>	<p>All Deritend Employees, Visitors, Contractors Elderly, Pregnant workers, Anyone with existing underlying health conditions, Anyone else who physically comes in contact with you in relation to the business</p>	<p>4</p>	<p>5</p>	<p>20 High</p>	<p>CM1 - Provide Training and awareness to all Deritend Employees on CVID-19 Via Toolbox Talk (Refer Appendix 5)</p> <p>CM2 - Employee's break times should be scheduled in different times to avoid mass gathering.</p> <p>CM3 - Office Staff breaks will be taken by some staff at individual workstations.</p> <p>CM4 - All employees wash or sanitise hands before and after using the facilities at Deritend Facilities or Customer Site Locations (NHS Standards)</p> <p>CM6 - Display COVID-19 and NHS Washing Technique Posters, (Refer Appendix 2 & 10)</p>	<p>1</p>	<p>5</p>	<p>5 LOW</p>	<p>AR / Managers – On Going</p> <p>Managers / All Employees – On Going</p> <p>Managers / All Employees – On Going</p> <p>All Employee's – On Going</p> <p>Managers – On Going</p>

<p>C17- Changing Circumstances – Is the company in full awareness of any changing facts and control measures that may help the business support the risk of the spread and management of COVID-19?</p>	<p>Corona Virus illness up-to death</p>	<p>All Deritend Employees, Visitors, Contractors Elderly, Pregnant workers, Anyone with existing underlying health conditions, Anyone else who physically comes in contact with you in relation to the business</p>	<p>4</p>	<p>5</p>	<p>20 High</p>	<p>CM1 - Train Staff and provide adequate information to be given all the employees through emails, display posters, notices etc. Including.....</p> <ul style="list-style-type: none"> • Control Measures • Access to information • Reporting Incidents and Issues • Changes to health conditions • Hand wash techniques <p>(Refer Appendix 5)</p> <p>Monitor Government advice to ensure that the risk assessment and control measures put into place are monitored on an on-going basis until threat of corona virus and COVID-19 is removed</p> <p>(Refer to following Gov.uk Web Sites)</p> <p>https://www.gov.uk/guidance/travel-advice-novel-coronavirus#foreign-commonwealth-office-fco-travel-advice</p> <p>https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/866065/Handwashing_techniques.pdf</p> <p>www.uk.gov</p>	<p>1</p>	<p>1</p>	<p>5 Low</p>	<p>AR / Managers / Directors / All Employee's – On Going</p>
---	---	---	----------	----------	----------------------------------	---	----------	----------	--------------------------------	--



RISK ASSESSMENT RECORD FORM COVID-19 WORKING

Notes:

Related Documents:

- Appendix 1- COVID-19 Floor marking examples
- Appendix 2- COVID-19 Panel marking examples
- Appendix 3- Specifications for COVID-19 PPE
- Appendix 4- Employee COVID-19 Assessment
- Appendix 5- COVID-19 Awareness Training
- Appendix 6- Disinfection Control Record Example
- Appendix 7- Visitor Screening Protocol example
- Appendix 8- Employee Screening Protocol example
- Appendix 9- Supplier COVID-19 Screening Assessment example
- Appendix10- NHS Hand-washing Technique

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/866065/Handwashing_techniques.pdf

<https://www.gov.uk/guidance/travel-advice-novel-coronavirus#foreign--commonwealth-office-fco-travel-advice>

www.uk.gov

Completed By:

Adrian G Ruff

Date:

02/06/2020

Approved By:

Date:

6/6/2020



RISK ASSESSMENT

1-Ref No: CV-01 Rev 002

2-TITLE / SCOPE:
(Task)

Corona Virus (COVID -19) Working within 2 Meters Apart

3-Date:

05/06/2020

4-Location:

Deritend Offices / Shop Floor & Clients Premises

5-Order / Project No:

N/A

6-Number / Persons exposed:

All Deritend Employees / Visitors & Contractors

7-Frequency of activity:

On Going

8-Duration of activity:

8hrs / Day / 5 Days Including all additional hrs

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

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

9-HAZARD / CONSIDERATION	10-EFFECT	11-PERSONS AT RISK	12-INITIAL RISK RATING			13-CONTROL MEASURES	14-RESIDUAL RISK RATING			15-RESPONSIBLE PERSON(S)
16-Compiled By:	Adrian G Ruff	17- Date:	05/06/2020	18-Approved by:		19- Date:				
H/C1 – Catching & Spreading Virus whilst traveling to & from work Deritend Locations : When shared transportation can't be avoided:	Corona Virus illness up-to death	Office Staff, Shop floor Staff, Visitors including Company Elderly, Pregnant workers, Anyone with existing underlying health conditions, Anyone else who physically comes in contact with you in relation to the business	4	5	20 High	CM1 – Provide Training and awareness to all Deritend Employees on COVID-19 Via Toolbox Talk <i>(Refer Appendix 5)</i> CM2 - Journeys will be shared with the same individuals if possible CM3 - The vehicle should be cleaned regularly after each use using gloves and standard cleaning products, with particular emphasis on handles and other areas where passengers may touch surfaces. CM4 - The company will ensure hand cleaning facilities at all Deritend entrances and exits, including company vehicles. This should be hand sanitiser. CM5 - Where public transport is the only option for staff, the	2	5	10 Med	AR / Managers Employees - On Going Employees - On Going Employees / Employees - On Going Directors all Employees – On

						company will stagger site hours to reduce congestion on public transport.				Going
						CM6 – All Visitors including Contractors temperatures must be taken and recorded. If any individuals Temperatures that are or above 37.5 they should not be allowed in any Deritend Facility or Customer Sites. In addition to temperatures a visitor screening protocol must be considered (Refer Appendix 7)				
H/C2 – Catching & Spreading Virus whilst Driving or travelling at work or between site locations, staff will be required to travel alone however, If staff have no option but to share a vehicle, then they should:	Corona Virus illness up-to death	Deritend Site Engineers, Deritend Delivery Drivers, company car drivers,	4	5	20 High	CM1 – Provide Training and awareness to all Deritend Employees on CVID-19 Via Toolbox Talk (Refer Appendix 5)	2	5	10 Med	AR / Mangers
						CM2 – Daily Temperature of all Visitors, drivers and contractors. Will be done to ensure all people's body temperatures are normal and no higher than 37.5°C.If an individual's temperature is or above 37.5°C they should not be allowed into any Deritend Facility or customer sites. Temperatures should be recorded.				Managers / Employees - On Going
						CM3 - Share with the same individuals and with the minimum number of people at any one time.				Employees - On Going
						CM4 - Drivers and passengers will wash or sanitise their hands as per NHS Standards before entering and after getting out of the vehicle. (Refer Appendix 10)				Employees - On Going
						CM5 - The vehicle should be cleaned regularly after each use				Employees - On Going

<p>H/C3 – Catching & Spreading Virus at Site Access and Egress Points of workshops, office workplace and site locations</p>	<p>Corona Virus illness up-to death</p>	<p>Office Staff, Shop floor Staff, Site Engineers Visitors including Company Elderly, Pregnant workers, Anyone with existing underlying health conditions, Anyone else who physically comes in contact with you in relation to the business</p>	<p>4</p>	<p>5</p>	<p>20 High</p>	<p>using gloves and standard cleaning products, with particular emphasis on handles and other areas where passengers may touch surfaces.</p> <p>CM6 - The company will ensure hand cleaning facilities at all Deritend entrances and exits, including company vehicles. This should be hand sanitiser.</p> <p>CM1 - Provide Training and awareness to all Deritend Employees on CVID-19 Via Toolbox Talk (Refer Appendix 5)</p> <p>CM2 - The company will stop all non-essential visitors.</p> <p>CM3 – Where Visitors are required to attend Deritend Facilities, Signing in at Reception Area will be conducted by a Deritend Representative, in addition establishing host responsibilities relating to CVID-19 and providing any necessary training for people who act as hosts for visitors</p> <p>CM4 - The company will introduce staggered start and finish times to reduce congestion and contact within the workplace at all times.</p> <p>CM5 - Install signage such as floor markings, to ensure 2 metre distance is maintained between people when queuing or reminding workers not to attend if they have symptoms of Coronavirus (COVID-19) and to follow guidelines;</p> <p>CM6 -The company will require</p>	<p>2</p>	<p>5</p>	<p>10 Med</p>	<p>Managers / Employees - On Going</p> <p>AR / Managers – On Going</p> <p>Managers – On Going</p> <p>Managers / Office Personnel - Ongoing</p> <p>Directors – On Going</p> <p>AR / Directors / Managers - On Going</p> <p>AR / Directors /</p>
--	---	---	----------	----------	---------------------------	---	----------	----------	--------------------------	--

						everyone to sanitise their hands using 60% alcohol sanitiser when entering and leaving the Deritend Facilities. Adhere to customer site regimes if un-maned sites Sanitising products should be used.				Managers - On Going
						CM7 - Where loading and offloading arrangements for vehicle loads are required on site or in Deritend Loading Bays, the company will require delivery drivers to remain in their vehicles. Where drivers are required to exit their vehicle, they should sanitise their hands before handling any infrastructure, materials or equipment.				Managers / All Employees / Transport Drivers – On Going
						CM8 – Where the delivery driver needs to leave his vehicle then the Drivers temperature should be taken and record				Managers / All Employees / Transport Drivers – On Going
H/C4 – Catching & Spreading Virus whilst using Existing Changing Facilities	Corona Virus illness up-to death	Office Staff, Shop floor Staff, Site Engineers	4	5	20 High	CM1 - Provide Training and awareness to all Deritend Employees on CVID-19 Via Toolbox Talk (<i>Refer Appendix 5</i>)	2	5	10 Med	AR / Managers – On Going
						CM2 - The company will Introduce staggered start and finish times to reduce congestion and contact at all times.				Managers – All Employees - On Going
H/C5.1 Catching & Spreading Virus whilst Meetings or working together within the workforce at Deritend or at Customer Sites	Corona Virus illness up-to death	Office Staff, Shop floor Staff, Site Engineers	5	5	25 High	CM1 - Provide Training and awareness to all Deritend Employees on CVID-19 Via Toolbox Talk (<i>Refer Appendix 5</i>)	2	5	10 Med	AR / Managers – On Going
						CM2 – Ensure daily body				Mangers / All

where Social distancing requirements cannot be applied						temperatures have been taken and are at normal levels, record temperatures				Employees – On Going
						CM3 – Only absolutely necessary meeting participants will attend				Managers/all employees
						CM4 - Minimise the number of Employees or visitors involved in tasks where social distancing cannot be considered ensure that PPE is worn (Refer Appendix 3)				All Employees – On Going
						CM5 - All Employees shall regularly clean common touchpoints and areas within the working areas including doors, buttons, handles, vehicle cabs, tools, equipment etc.				All Employees – On Going
						CM6 – All Employees shall ensure that they wash hands before and after using any equipment, in addition ensure that the equipment used is cleaned before and after use				Managers – On Going / all employees
H/C5.2. – Catching & Spreading Virus Social distancing requirements can be applied in all areas of the business operations.	Corona Virus illness up-to death	Office Staff, Shop floor Staff, Site Engineers	4	5	25 High	CM1 - Provide Training and awareness to all Deritend Employees on CVID-19 Via Toolbox Talk (Refer Appendix 5)	1	5	5 Low	AR / Managers – On Going
						CM2 - The company will place controls in place such as social distancing to reduce any exposure to other staff members outside the managed and controlled team(s).				Managers – On Going
H/C5.3. – Catching & Spreading Virus Face to Face	Corona Virus illness up-to death	Office Staff, Shop floor Staff, Site Engineers	4	5	25 High	CM1 - Provide Training and awareness to all Deritend Employees on CVID-19 Via				Managers – On Going

<p>Working within 2 metres of each other without any risk of COVID-19 exposure to staff</p>						<p>Toolbox Talk (Refer Appendix 5)</p> <p>CM2 – Managers, Supervisors and Team Leaders will take all employees head Temperatures. At the start of each shift or working day, and record on Daily Temperature Sheet</p> <p>CM3 – All office desks are to be moved or re-positioned to allow for 2 meter distance spacing or not facing each other.</p> <p>CM4 – If desks cannot be repositioned then Perspex Barrier Sheets must be fitted to allow for social distancing</p> <p>CM5 - All employees will ensure Face to Face working is kept to a minimum within the workshop / office and including all Customer Sites</p> <p>CM6 - The company will monitor and manage compliance.</p>				<p>Managers – On Going</p> <p>Managers – On Going</p> <p>Managers – On Going</p> <p>All Employees – On Going</p> <p>Managers – On Going</p>
<p>H/C5.4 – PPE- Catching & Spreading Virus potential exposure to COVID-19</p>	<p>Corona Virus illness up-to death</p>	<p>Office Staff, Shop floor Staff, Site Engineers</p>	<p>5</p>	<p>5</p>	<p>25 High</p>	<p>CM1 - Provide Training and awareness to all Deritend Employees on CVID-19 Via Toolbox Talk (Refer Appendix 5)</p> <p>CM2 - The evidence suggests that the wearing face covering does not protect anyone from catching COVID-19 however; it may protect others if you are infected but have not developed symptoms. Therefore it is not expected for employers to rely on Face Coverings as Risk Management for</p>	<p>2</p>	<p>5</p>	<p>10 Med</p>	<p>AR / Managers – On Going</p> <p>Managers / All Employees – On Going</p>

<p>H/C5.5 Behaviour- Catching & Spreading Virus potential behaviour risk of COVID-19 exposure.</p>	<p>Corona Virus illness up-to death</p>	<p>Office Staff, Shop floor Staff, Site Engineers</p>	<p>5</p>	<p>5</p>	<p>25 High</p>	<p>their purpose of the Health & Safety Assessment. PPE masks will only be issued for the relevant tasks they are designed for including inhalation of Dust or Fumes.</p> <p>CM3 – All Employees will be requested to fill in an Employee’s COVID-19 Assessment Form. (See Appendix 4)</p> <p>CM4 - Single use PPE should be suitably disposed of so that it cannot be re-used, and conforms with ISO BS 14001 Environmental Procedures</p> <p>CM1 – The measures necessary to minimise the risk of spread of infection rely on everyone in the industry taking responsibility for their actions and behaviours. This will be communicated to all staff and Provide Training awareness to all Deritend Employees on COVID-19 Via Toolbox Talk (Refer Appendix 5)</p> <p>CM2 - The company will encourage an open and collaborative approach between staff and employers on site where any issues can be openly discussed and addressed.</p> <p>CM3 – All Employees Behaviour regarding Social Distancing and general COVID-19 shall be subject to regular monitoring.</p>	<p>2</p>	<p>5</p>	<p>10 Med</p>	<p>Managers – On Going</p> <p>All Employees – On Going</p> <p>Managers – On Going</p> <p>AR / Managers – On Going</p> <p>Managers / all employees – On Going</p> <p>Managers / all employees – On Going</p>
---	---	---	----------	----------	----------------------------------	---	----------	----------	---------------------------------	---

<p>H/C6 - First Aid and Emergency response Catching & Spreading Virus arrangements potential exposure to COVID-19</p>	<p>Corona Virus illness up-to death</p>	<p>Office Staff, Shop floor Staff, Site Engineers Visitors including Company Elderly, Pregnant workers, Anyone with existing underlying health conditions, Anyone else who physically comes in contact with you in relation to the business</p>	<p>5</p>	<p>5</p>	<p>25 High</p>	<p>CM1 - Provide Training and awareness to all Deritend Employees on CVID-19 Via Toolbox Talk (Refer Appendix 5)</p> <p>CM2 - When planning work on customer sites, the provision of adequate first aid resources must be agreed between all of the relevant parties on site.</p> <p>CM3 - The company shall ensure that Emergency plans including contact details are being kept up to date.</p>	<p>2</p>	<p>5</p>	<p>10 Med</p>	<p>AR / Managers – On Going</p> <p>Managers / all employees – On Going</p> <p>Managers / all employees – On Going</p>
<p>H/C6 – Housekeeping & Cleaning housekeeping and cleaning is already in place that places no risk of exposure to COVID-19</p>	<p>Corona Virus illness up-to death</p>	<p>Office Staff, Shop floor Staff, Site Engineers Visitors including Company Elderly, Pregnant workers, Anyone with existing underlying health conditions, Anyone else who physically comes in contact with you in relation to the business</p>	<p>5</p>	<p>5</p>	<p>20 High</p>	<p>CM1 - Provide Training and awareness to all Deritend Employees on CVID-19 Via Toolbox Talk (Refer Appendix 5)</p> <p>CM2 - Taps and washing facilities shall be subject to suitable cleaning and sanitising by trained persons.</p> <p>CM3 - Toilets, urinals and seats shall be subject to regular cleaning and sanitising by trained persons.</p> <p>CM4 - Door handles and push plates shall be subject to regular cleaning and sanitising by trained persons.</p> <p>CM5 - Hand rails on staircases and corridors shall be subject to regular cleaning and sanitising by trained persons.</p> <p>CM6 - Lifting equipment and hoist controls shall be subject to regular</p>	<p>2</p>	<p>5</p>	<p>10 Med</p>	<p>AR / Managers – On Going</p> <p>All employees / TENON Cleaners – On Going</p> <p>All employees / TENON Cleaners – On Going All employees – On Going</p> <p>All employees – On</p> <p>All Employees – On Going</p>

						cleaning and sanitising by trained persons.						
						<p>CM7 - Machinery and equipment controls shall be subject to regular cleaning and sanitising by all employees.</p> <p>CM9 - Telephone equipment shall be subject to regular cleaning and sanitising by trained persons.</p> <p>CM10 - Key boards, photocopiers and other office equipment shall be subject to regular cleaning and sanitising by trained persons.</p>						<p>All Employees – On Going</p> <p>All Employees – On Going</p> <p>All Employees – On Going</p>
H/C7 - Confirmation is required to ensure that the insurance policy is in place and covers COVID-19 working by the Company	Corona Virus illness up-to death	Office Staff, Shop floor Staff, Site Engineers Visitors including Company Elderly, Pregnant workers, Anyone with existing underlying health conditions, Anyone else who physically comes in contact with you in relation to the business	4	5	4 Low	CM1 - Contact insurance company and ensure policy covers COVID-19 Control Measures (Refer Appendix 5)	1	5	5 Low	Director / Managers / AR – On Going		
C8 - All Employees are not fully aware of the control measures required to manage and maintain reduced risk of COVID-19 exposure.	Corona Virus illness up-to death	Office Staff, Shop floor Staff, Site Engineers	4	5	25 High	CM1 - Provide Training and awareness to all Deritend Employees on CVID-19 Via Toolbox Talk (Refer Appendix 5)	2	5	10 Med	AR / Managers – On Going		



RISK ASSESSMENT RECORD FORM COVID-19 WORKING WITHIN 2 METERS APART

Notes:

Related Documents:

- Appendix 1- COVID-19 Floor Marking examples
- Appendix 2- COVID-19 Panel Marking examples
- Appendix 3- Specifications for COVID-19 PPE
- Appendix 4- Employee COVID-19 Assessment
- Appendix 5- COVID-19 Awareness Training
- Appendix 6- Disinfection Control Record Example
- Appendix 7- Visitor Screening Protocol example
- Appendix 8- Employee Screening Protocol example
- Appendix 9- Supplier COVID-19 Screening Assessment example

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/866065/Handwashing_techniques.pdf

<https://www.gov.uk/guidance/travel-advice-novel-coronavirus#foreign--commonwealth-office-fco-travel-advice>

www.gov.uk

16-Compiled By:	Adrian G Ruff	17- Date:	05/06/2020	18-Approved by:		19- Date:	6/6/2020
-----------------	---------------	-----------	------------	-----------------	---	-----------	----------