

# Risk assessment Covid-19

Company name: AETC

Assessment carried out by: C LeBrunn / Eastwood

Date of next review: July 2021

Date assessment was carried out: June 2020

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
CV-19 exposure from shared surfaces	Employees, contractors, site visitors	<ul style="list-style-type: none"> <li>• Auto alarmed temperature testing of everyone before site entry</li> <li>• Provision of hand sanitization points</li> <li>• Increased the frequency that cleaning operatives provide</li> <li>• cleaning regimes for all shared hand point contacts throughout the day including door furniture, handrails, IT equipment, desks, phones, taps, toilet flush, dispensers, trolley handles, etc</li> <li>• Cleaning regime at start of each shift</li> <li>• Cleaning procedures</li> <li>• Cleaning checklists</li> <li>• Removed plastic curtains at thoroughfares</li> <li>• Training material for hand hygiene / cleaning / correct use of PPE</li> <li>• Nitrile gloves, for defined tasks and when handling product</li> <li>• PPE disposal procedures</li> <li>• Swipe cards at entry points</li> </ul>	Review of department / area CV-19 RAs (circa 50)	Department manager / supervisor + safety rep	April 2021	

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
		<ul style="list-style-type: none"> <li>Company CV-19 training module provided to all employees</li> <li>Weekly CV-19 company communication</li> <li>Provision / equipment to work from home where applicable</li> </ul>				
<b>CV-19 exposure from close proximity when moving around site</b>	Employees, contractors, site visitors	<ul style="list-style-type: none"> <li>Social distancing rules, audits</li> <li>Floor markings, directional arrows / footprints</li> <li>Barriers, Perspex screens</li> <li>Face masks for maintenance for unavoidable close proximity work</li> <li>Auto alarmed temperature testing of everyone before site entry</li> <li>Weekly CV-19 company communication</li> <li>Provision to / equipment to work from home where applicable</li> <li>Company CV-19 training module provided to all employees</li> <li>Restriction of access to visitors,</li> <li>Contractor, visitor, drivers checklists</li> <li>Defined restricted access toilet facilities</li> <li>Provisions to work from home</li> </ul>	Review of department / area CV-19 RAs (circa 50)	Department manager / supervisor + safety rep	April 2021	
<b>CV-19 exposure during meetings</b>	Employees, contractors, visitors	<ul style="list-style-type: none"> <li>Provisions to work from home</li> <li>Temperature testing cameras on entry</li> <li>hand sanitisation points</li> <li>Increase the frequency that cleaning operatives can provide</li> </ul>	Review of department / area CV-19 RAs (circa 50)	Department manager / supervisor + safety rep	April 2021	

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
		<ul style="list-style-type: none"> <li>• cleaning regimes for all hand point contacts throughout the day including door furniture, handrails, IT equipment, desks, phones, taps, toilet flush, dispensers, trolley handles,etc</li> <li>• Cleaning regime SOPs</li> <li>• Cleaning checklists</li> <li>• Advisory signage throughout the building</li> <li>• Training material for hand hygiene / cleaning / correct use of PPE</li> <li>• Video conferencing for meetings</li> <li>• 2 metre individual distancing</li> <li>• 2 metre individual distancing audits</li> <li>• Removal of desks, chairs to ensure 2 m distancing in meeting rooms</li> <li>• Meeting rooms Risk assessment including max number of people per room</li> </ul>				
<p><b>CV-19 exposure when using common welfare facilities</b></p>	<p>Employees, contractors, visitors</p>	<ul style="list-style-type: none"> <li>• 2m distancing rules, audits</li> <li>• Floor markings, directional arrows / footprints</li> <li>• Weekly CV-19 company communication</li> <li>• Company CV-19 training module provided to all employees</li> <li>• Restriction of access to visitors,</li> <li>• Contractor, visitor, drivers checklists</li> <li>• Defined restricted access toilet facilities</li> <li>• Provisions to work from home</li> <li>• Temperature testing cameras on entry</li> <li>• hand sanitisation points</li> </ul>	<p>Review of department / area CV-19 RAs (circa 50)</p>	<p>Department manager / supervisor + safety rep</p>	<p>April 2021</p>	

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
		<ul style="list-style-type: none"> <li>• Increase the frequency that cleaning operatives can provide</li> <li>• cleaning regimes for all hand point contacts throughout the day</li> <li>• Training material for hand hygiene / cleaning / correct use of PPE</li> <li>• 2 metre individual distancing audits</li> <li>• Closing of some urinals to ensure 2m distancing</li> <li>• One way toilet entry / exit</li> </ul>				
<p><b>CV-19 exposure site visitors</b></p>		<p>Employees, contractors, visitors</p>	<ul style="list-style-type: none"> <li>• Restriction of access to visitors,</li> <li>• Contractor, visitor, drivers checklists</li> <li>• Defined restricted access toilet facilities for delivery / collection drivers</li> <li>• Provisions to work from home</li> <li>• Temperature testing cameras on entry</li> <li>• Increase the frequency that cleaning operatives can provide</li> <li>• 2 metre individual distancing audits</li> <li>• Closing of some urinals to ensure 2m distancing</li> <li>• One way toilet entry / exit</li> <li>• Provision of hand sanitization points</li> <li>• Increased the frequency that cleaning operatives provide</li> </ul>	<p>Review of department / area CV-19 RAs (circa 50)</p>	<p>Department manager / supervisor + safety rep</p>	<p>April 2021</p>

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
			<ul style="list-style-type: none"> <li>• cleaning regimes for all shared hand point contacts throughout the day including door furniture, handrails, IT equipment, desks, phones, taps, toilet flush, dispensers, trolley handles, etc</li> <li>• Cleaning procedures</li> <li>• Cleaning checklists</li> <li>• Removed plastic curtains at thoroughfares</li> </ul>			
<p><b>CV-19 exposure from handling product</b></p>	<p>Employees, contractors, visitors</p>	<ul style="list-style-type: none"> <li>• Nitrile gloves, for defined tasks and when handling product</li> <li>• PPE disposal procedures</li> <li>• Cleaning regime SOPs</li> <li>• Weekly CV-19 company communication</li> <li>• Company CV-19 training module provided to all employees</li> <li>• Training material for hand hygiene / cleaning / correct use of PPE</li> <li>• Restriction of access to visitors,</li> <li>• Contractor, visitor, drivers checklists</li> <li>• Temperature testing cameras on entry</li> <li>• Provision of hand sanitization points</li> </ul>	<p>Review of department / area CV-19 RAs (circa 50)</p>	<p>Department manager / supervisor + safety rep</p>	<p>April 2021</p>	
<p><b>CV-19 exposure from inbound goods</b></p>	<p>Employees, contractors, visitors</p>	<ul style="list-style-type: none"> <li>• Stores / goods inwards / shipping CV-19 RAs</li> <li>• cleaning regimes for all shared hand point contacts throughout the day including door furniture, handrails, IT equipment, desks, phones, taps, toilet flush, dispensers, trolley handles, etc</li> </ul>	<p>Review of department / area CV-19 RAs (circa 50)</p>	<p>Department manager / supervisor + safety rep</p>	<p>April 2021</p>	

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
		<ul style="list-style-type: none"> <li>• Cleaning procedures</li> <li>• Cleaning checklists</li> <li>• Nitrile gloves, for defined tasks and when handling product</li> <li>• PPE disposal procedures</li> <li>• Cleaning regime SOPs</li> <li>• Weekly CV-19 company communication</li> <li>• Company CV-19 training module provided to all employees</li> <li>• Restriction of access to visitors,</li> <li>• Contractor, visitor, drivers checklists</li> <li>• Temperature testing cameras on entry</li> </ul>				

More information on managing risk: [www.hse.gov.uk/simple-health-safety/risk/](http://www.hse.gov.uk/simple-health-safety/risk/)