

General Details

Assessor	Matt Davies
Assessment Date	06/07/2020
Assigned Reviewer	Matt Davies
Next Review Date	28/06/2021

Operation Assessed	Corona Virus CV19
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Associated with specific area

- All

Description of work area and/or activity assessed

Mitigating exposure to Corona Virus - CV19

Overall Current Risk

Medium



Average Number of Persons Affected

2	Cleaners
3	Contractors
30	Employees

Current Rating	Hazard Information	Task Status
<p>Medium</p>	<p>⚠ Biological Contacting or spreading viruses Coronavirus is a highly contagious disease that can have severe effects on people, especially those who are vulnerable. The virus is likely to pass from person to person in communal areas and where it is not possible to maintain safe distances between persons. If a person is infected while working it can be passed on through families and other contacts. You can spread the virus even if you don't have symptoms.</p>	
<p>Measures Currently in place to prevent risk of injury</p> <p>Wherever possible travel to site alone, using your own transport (for example, a car or bicycle or walking). Avoid public transport where possible. Health questionnaire to be completed upon arrival, anyone who answers yes to any of the questions will not be permitted to enter the site and will be asked to leave and isolate for 14 days.</p>		

Potential Rating	Additional Controls Required
<p>Medium</p>	<p>No Remedial Actions Entered If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.</p>

Current Rating	Hazard Information	Task Status
<p>Medium</p>	<p>⚠ Biological Close contact between workers should not be carried out.</p>	
<p>Measures Currently in place to prevent risk of injury</p> <p>Non-essential physical work that requires contact must not be carried out. Operators are to maintain 1m+ distances. Be vigilant, do not become complacent through the working shift. if you observe it politely ask your colleague to separate themselves. Breaches are to be reported to supervisors or managers.</p>		

Potential Rating	Additional Controls Required
<p>Medium</p>	<p>No Remedial Actions Entered If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.</p>

Current Rating	Hazard Information	Task Status
Medium 	Biological Failing to maintain hygiene standards	
Measures Currently in place to prevent risk of injury		
All employees must maintain a high level of personal hygiene at all times. Wear gloves when operating power tools or hand tools. Wash you hands regularly, especially before eating. Many doors and keypads (printer screens etc) are wiped down at the start of the shift. Use your body to open doors where possible, If possible wear gloves to open doors. Failing that wash your hands or use hand sanitisers. If welfare facilities are running low you must inform your team leader or manager.		

Potential Rating	Additional Controls Required
Medium 	No Remedial Actions Entered If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.

Current Rating	Hazard Information	Task Status
Medium 	Biological Coughing constantly for one hour period	
Measures Currently in place to prevent risk of injury		
If your develop a persistent cough you must leave the site and self isolate for 14 days. Please inform your supervisor or manager prior to leaving. If you do cough, do so into your sleeve or a tissue.		

Potential Rating	Additional Controls Required
Medium 	No Remedial Actions Entered If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.

Current Rating	Hazard Information	Task Status
Medium 	Biological Cross contamination, poor maintenance relating to cleanliness of tools and machinery on site	
Measures Currently in place to prevent risk of injury		
Clean down of all regularly used items to be carried out at the start and end of each shift. Cleaning materials are readily available to clean items such as the following: * Machine doors * Nail guns * Door handles * Toilet flusher * Hand tools		

Potential Rating	Additional Controls Required
Medium 	No Remedial Actions Entered If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.

Current Rating	Hazard Information	Task Status
Medium 	Biological Use of Fork Lift Trucks (FLT), Nail Guns & Machines	
Measures Currently in place to prevent risk of injury		
<p>Where possible let one person drive the FLT for the shift, the driver can clean it down and maintain it for the day.</p> <p>Where possible a designated operative to use a specific nail gun. Said operative is to ensure it is cleaned at the start and end of shift.</p> <p>Antibacterial wipes and sprays are readily available to wipe items down for a new user.</p>		

Potential Rating	Additional Controls Required
Medium 	<p>No Remedial Actions Entered</p> <p>If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.</p>

Current Rating	Hazard Information	Task Status
Medium 	Biological Working in the office.	
Measures Currently in place to prevent risk of injury		
<p>Working from home is still the preferred method where possible. Where this is no longer a viable option employees returning to work are suitably separated.</p> <p>They are not to sit opposite each other unless a barrier is in place. Keyboards and telephones are cleaned daily, they are to be used by one person only.</p> <p>Kitchen areas should only be used by one person at a time, please wait until the area is empty before entering. Fridges and kettle handles are wiped throughout the day to keep Hygiene standards high.</p>		

Potential Rating	Additional Controls Required
Medium 	<p>No Remedial Actions Entered</p> <p>If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.</p>

Current Rating	Hazard Information	Task Status
Medium 	Other (See: Hazard Details) RML recognises that working from home for some can be challenging and stressful. The mental health and the well being of our employees is paramount and RML strives to engage and keep in contact with all employees working form home. As time goes on RML will ensure those wishing to return will do so safely.	
Measures Currently in place to prevent risk of injury		
Managers keep in contact with home workers and those who have returned to work daily. Office space shall be reviewed daily, currently seating employees at safe distances is possible. Employees are encouraged to raise any issues that are causing them stress or anxieties. As the office space fills due to employees returning to the office this shall be reviewed on a daily basis. Employees shall be not to sit opposite each other, should this becomes a requirement barriers will be erected to maintain social distancing and exposure guidance.		

Potential Rating	Additional Controls Required
Medium 	No Remedial Actions Entered If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.

Current Rating	Hazard Information	Task Status
Medium 	Biological No cleaning agents or hand sanitisers to maintain the risk of cross contamination through hands, machinery, plant and equipment.	
Measures Currently in place to prevent risk of injury		
If you run low on hand sanitisers or cleaning agents in the workplace you must inform your supervisor or line manager who will arrange additional supplies to be purchased.		

Potential Rating	Additional Controls Required
Medium 	No Remedial Actions Entered If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.