

What are the hazards	Task	Who Might be harmed	Current Controls	Further action to consider	Carried out by	By When	Date Done
Spread of COVID-19 Corona virus, causing ill health.	Working in the Office	<ul style="list-style-type: none"> ● Staff ● Visitors / Contractors 	<ul style="list-style-type: none"> ● Hand Sanitiser in reception / entrance point. ● Hand washing facilities in all toilets with soap and water ● Staff notices to wash hands frequently ● Disposable paper towels provided in all wash areas ● Cleaning down policy, surfaces cleaned with disinfectant regular during the day and 'clean as you go' policy for communal equipment ● Reduce staff in the office environment by people working from home where possible. ● Work stations used so that at least a distance of 2 meters separation can be achieved between persons ● Phone or online meetings encouraged rather than face to face meetings ● All staff briefed on policy to stay at home and follow Government Guidelines on self isolation if displaying Coronavirus Symptoms 	● Rigorous checks by Managers to ensure staff are following new procedures	Managers on site	Ongoing	Ongoing
				● Continue to remind staff to wash hands frequently	Managers on site	Ongoing	Ongoing
				● Increase cleaning and wash hands signage in high risk areas like toilets, canteens and kitchen areas.	Managers on site	01.06.20	
Spread of COVID-19 Corona virus, causing ill health.	Contractors and Visitors	<ul style="list-style-type: none"> ● Staff ● Visitors / Contractors 	<ul style="list-style-type: none"> ● Hand Sanitiser in reception / entrance point. ● Signage for visitors and contractors to use hand sanitiser ● Questions to complete for visitors and contractors prior to entry ● Entry refused if showing any symptoms of COVID 19. ● Only essential visitors and contractors allowed on site. 	● Rigorous checks to ensure visitors and contractors are following new procedures	Managers and all staff	Ongoing	Ongoing

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Spread of COVID-19 Corona virus, causing ill health.	Working in the workshop	<ul style="list-style-type: none"> ● Staff ● Visitors / Contractors 	<ul style="list-style-type: none"> ● Hand Sanitiser at entrance point to workshop from outside ● Hand washing facilities in all toilets with soap and water ● Staff notices to wash hands frequently ● Disposable paper towels provided in all wash areas ● Cleaning down policy, surfaces cleaned with disinfectant regular during the day and 'clean as you go' policy for communal equipment ● Assessment undertaken to check people can move around in the area and obey 2 meter social distance ● All staff briefed on policy to stay at home and follow current Government Guidelines on self isolation if displaying Coronavirus symptoms 	● Rigorous checks by Managers to ensure staff are following new procedures	Managers	Ongoing	Ongoing
				● Continue to remind staff to wash hands frequently	Managers on site	Ongoing	Ongoing
				● Increase signage in high risk areas like toilets and communal areas	Managers on site	01.06.20	
Spread of COVID-19 Corona virus, causing ill health.	Performing task where two meter distance cannot be achieved	<ul style="list-style-type: none"> ● Staff 	<ul style="list-style-type: none"> ● One area identified and listed on this assessment (pg4). ● Where possible mechanical means will be used to lift heavy items ● Where not possible PPE will be worn by staff. This will be face mask, gloves and eye protection. 	● Managers to enforce use of PPE for non 2 meter tasks	Managers on site	Ongoing	
Spread of COVID-19 Corona virus, causing ill health.	Deliveries and collections	<ul style="list-style-type: none"> ● Staff ● Delivery and collection Drivers 	<ul style="list-style-type: none"> ● Staff and drivers will maintain social distance of 2 meters during any collection and delivery ● Notices for drivers and collections persons to keep two meters distance ● Staff trained and instructed to keep two meters. 				
Spread of COVID-19 Corona virus, causing ill health	Operating a Trade Counter	<ul style="list-style-type: none"> ● Staff ● Visitors / Customers 	<ul style="list-style-type: none"> ● Notices on entrance door to alert customers to correct procedure before entering. ● Hand sanitiser available on entry ● social distance is maintained during any customer interactions, clear markings on floor where to stand to maintain distance ● Card payments or account payments only to avoid contact. ● Clean down regime in operation in the area 	<ul style="list-style-type: none"> ● Rigorous checks to ensure visitors and customers are following new procedures ● Rigorous checks by Managers to ensure staff are following new procedures 	Managers On site	Ongoing	

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Spread of COVID-19 Virus	Travelling in company vehicles	<ul style="list-style-type: none"> Staff 	<ul style="list-style-type: none"> Staff will be allocated a vehicle to travel separately in where possible When this is not possible PPE will be worn in the vehicle, this will be gloves, face mask and eye protection NON Essential visits between intercompany sites and also customer sites have been stopped User clean down policy for vehicles that are shared between people. Hand sanitiser provided for every company vehicle on the road. Staff will be trained on clean down policy and reminded of vehicle housekeeping. 	<ul style="list-style-type: none"> Look at use of Visors for protection of face 	H&S Manager	15.06.20	
Spread of COVID-19 Corona virus, causing ill health.	Visiting customers sites for sales enquiries	<ul style="list-style-type: none"> Staff Customers staff and visitors Other contractors on site 	<ul style="list-style-type: none"> Two meter social distancing rules to be followed by our staff and expectations this will done on the site we attend Clean down procedures for work equipment we will touch on site. Staff trained and instructed to follow social distancing rules and wear PPE when 2 meters cannot be achieved. Non essential site visits postponed, where possible customer requirements will be specified over the phone or email. 				
Spread of COVID-19 Corona virus causing ill health	Confirmed* case on site	<ul style="list-style-type: none"> Staff 	<ul style="list-style-type: none"> Company will follow current government guidance on clean down for the site. Staff who had possible contact with the employee will be informed and government guidance on isolation will be followed. 				

* Confirmed Case means a case that has been confirmed at a approved COVID 19 test centre or by a approved medical practitioner

