

RISK ASSESSMENT FORM

Company Name: DAVAL FURNITURE		Work Area: All Areas			Activity: WORKING SAFELY			RA No: 24		
Hazards & People Exposed		Risk			Residual Risk			Transferred to Risk Reduction Plan Yes/No		
		Severity	Likelihood	Total Risk	Current Controls (measures already in place)				Future Controls (things to be implemented)	
Employees Visitors Contractors	Young Persons Vulnerable Groups Pregnant Women	5	4	20	Hand washing facilities with soap and water in place. Stringent hand washing taking place. Drying of hands with disposable paper towels. Tissues made available throughout the workplace. Hand sanitiser available at all applicable points (including entry and exit points) especially where no hand washing station is possible. Provide emollient hand cream for skin protection. Staff will be allocated different toilets for different working areas. Toilets will work on a traffic light system and routes to toilet will be on a one way system. This will all be explained in the back to work induction.	5	2	10	Staff to be reminded on a regular basis to wash their hands for 20 seconds. Provide additional hand washing stations. Staff reminded to catch coughs and sneezes in tissues – Follow “Catch it, Bin it, Kill it”. Staff to and to avoid touching face, eyes, nose or mouth with unclean hands. Encourage staff to report any problems and carry out skin checks as part of a skin surveillance programme.	

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Spread of Covid-19 Coronavirus Cleaning		5	4	20	Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as toilets, work surfaces, all equipment, door handles, light switches, reception area using appropriate cleaning products and methods. Staff must wipe down work station and area at the end of the working day.			5	2	10	Prop open doors to remove unnecessary contact points. Avoid sharing work equipment, phone, keyboard etc. Introduce additional cleaning, hourly cycle for shared contact points and shared welfare facilities.			

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Young Persons Vulnerable Groups Pregnant Women		5	4	20	Where a Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided. Staff instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely. Where Risk Assessment identifies wearing of face mask is a requirement of the job, an adequate supply of these will be provided. Signage for instructions to be displayed in the appropriate areas. All staff will be issued with a pack containing hand sanitizer, surface wipes, tissues, disposable gloves, and ear protectors. Face masks are available on request. This is everything needed to work and maintain a safe working environment. This will be explained how to do this safely in the back to work induction.			5	2	10	Staff to be reminded that wearing of gloves is not a substitute for good hand washing. Where staff are unable to maintain the 2 metre distance tight-fitting respirators/face masks must be worn. Reusable PPE should be thoroughly cleaned after use and not shared between staff. Single use PPE should be disposed of so that it cannot be reused and to control potential contamination. Waste removed by a responsible, approved contractor.	

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<p>Young Persons Vulnerable Groups Pregnant Women</p>		5	4	20	<p>Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended. Amend work schedules including start & finish times/shift patterns. Continue working from home etc. to reduce number of staff on site at any one time. Relocate staff around the building to distance desks and workstations. Install markers on the floor of walkways and areas where staff gather to demonstrate the 2 metre distance. Stagger break time to reduce the number of people using smoking area. Canteens and kitchens to be closed, all staff should bring flasks and or their own reusable cup or bottle for water fountain. Provide additional parking or facilities (bike racks) where needed, so cars and bikes can leave a space between the next parked car. Signage for instructions to be displayed in the appropriate areas.</p>			<p>5</p>	<p>2</p>	<p>10</p>	<p>Redesigning processes to ensure social distancing in place. Conference calls to be used instead of face to face meetings. Conduct interviews via video conferencing. Appoint a social distancing champion in each area of the business to remind staff of the requirement. Place reminder notices around the building to remind staff of the social distancing requirements. Use radios for staff to communicate around the building or between departments. Encourage staff to bring in packed lunches and eat at desk area where suitable to do so. Consider use of screens or barriers to separate people from each other, if possible.</p>	

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<p>Young Persons Vulnerable Groups Pregnant Women</p>		5	4	20	<p>To prevent staff congregating at clock in/out areas, staff are asked to stay in their cars until they have been checked in on a register, temperature checked and advised it is safe to go inside and to their workstations. Staff without cars are asked to wait outside the entrance using the floor markings to safely distance until marked of the register and advised it is safe to go inside and to their workstations.</p> <p>Anyone who shows signs of being close to having a temperature will be monitored through out the day and if this develops into a high temperature they will be sent home.</p> <p>These measures remove the need for in or out (fingerprint recognition).</p>			5	2	10	<p>Provide additional supervision to monitor distancing and teams not to be rotated or staggered.</p> <p>Use additional/separate entrances/exits where possible.</p>			

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Employees Visitors Contractors	Young Persons Vulnerable Groups Pregnant Women	5	4	20	Provide a notice and 2 metre markers on the floor at all smoking shelters. All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles and payment devices. Drinking water should be provided with enhanced cleaning measures of the tap mechanism introduced. Staff are advised to bring their own reusable water bottle or cup for the water fountain.			Staggering break times to reduce pressure on rest rooms or places to eat. Encourage staff to bring in packed lunches and eat at workstation area where suitable to do so to avoid canteen areas.			

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<p>Spread of Covid-19 Coronavirus Working within 2 metres of a colleague or other person</p>			5	4	20	<p>Review if the task can be performed differently without having to breach the 2m social distancing rule. Where staff cannot maintain the 2 metre distance they must work side by side and not facing each other. Where staff are required to travel in the same vehicle windows must remain fully open. Managers will operate a buddy system to limit the number of staff required to be on contact with each other.</p>			5	2	10	<p>Increased ventilation will be provided within enclosed spaces. Limit the frequency of working within 2m to an absolute minimum and ensure it is for strictly low intensity, sporadic work. Reduce exposure to this distance to less than 15 minutes. Keep the activity time involved as short as possible. Management must consider introducing an enhanced authorisation process (permit to work) for activities where less than 2m distance may be required. Consider use of screens or barriers to separate people from each other, if possible.</p>			

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Spread of Covid-19 Coronavirus Reporting Infection & symptoms		5	4	20	If anyone becomes unwell with any of the following symptom's. A new continuous cough, a high temperature, sore throat or loss of taste and smell, in the workplace they will be sent to the first aid room to isolate. They will be asked to ring 111 and asked to retrace their step at work that day so a full clean down can be completed. They will then be sent home and advised to follow the stay at home guidance. Line managers will maintain regular contact with staff members during this time.			5	2	10	
Spread of Covid-19 Coronavirus Shielding Groups Clinically extremely vulnerable		5	4	20	Staff who are at extremely high risk from coronavirus, you should have received a letter from the NHS. Staff should provide a manager with a copy of their letter.			5	2	10	Consider the provision of the CJRS (Furlough Leave) to enable you to maintain a degree of the staff members pay whilst they are unable to work.

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<p>Spread of Covid-19 Coronavirus Shielding Groups Clinically vulnerable</p>		5	4	20	<p>Current Controls (measures already in place)</p> <p>Staff who are shielding will not be allowed to return to work until the Government deems it safe for them to return or until the company has specific evidence from the staff members G.P. Staff who consider themselves to be high risk but who have not had a letter from the NHS should be encouraged to speak to their GP or hospital care team. Line Managers will agree a bi-weekly call with all staff members who are shielding to check on their wellbeing and to keep them updates with changes and developments in the workplace.</p>			5	2	10	

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Employees Visitors Contractors	Young Persons Vulnerable Groups Pregnant Women	5	4	20	Managers will determine specific arrangements for each staff member who is consider vulnerable. Vulnerable staff will be given priority over home working opportunities where possible. Managers will consider additional control measure to safeguard vulnerable staff members in the workplace.			5	2	10	Consider changes to current role or alternative role working from home. Consider the provision of the CJRS (Furlough Leave) to enable you to maintain a degree of the staff members pay if they are unable to work.			

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<p>Young Persons Vulnerable Groups Pregnant Women</p>		5	4	20	<p>Any additional COVID 19 measures specified by this risk assessment equally apply to visitors arriving on site. Consider whether visitors are essential or if the meeting can be conducted by video conference.</p> <p>There is a one way system in place for visitors. They will enter and exit through different doors. This is to prevent the chance of visitors getting in close contact to each other. Signage is in place for easy to follow instructions on this procedure.</p> <p>All displays that customers have examined will be flagged by their host and a full clean down will be completed when the customer leaves.</p> <p>Hand sanitizer, masks and disposable gloves are available in reception for all visitors.</p> <p>Training managers and staff on the additional restrictions in place for visitors.</p> <p>Provision of hand sanitiser in meeting rooms.</p> <p>Limit number of visitors on site at any one time.</p>			5	2	10	<p>Consider the need for additional restrictions on visitor movement on site.</p> <p>Introduce additional communication at the sign in/ entry point to the site.</p> <p>Consider the need for a visitor questionnaire which can be emailed to each visitor 48 hours ahead of their visit.</p>	

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Young Persons Vulnerable Groups Pregnant Women		5	4	20	Staff should not share vehicles or cabs, where suitable distancing cannot be achieved. Procedures in place for drivers to ensure adequate welfare facilities available during their work. Each vehicle is provided with a cleaning and car kit for the driver to maintain the hygiene of the vehicle			Provide staff with information on over-flow or additional parking in the area close to work. Include a cleaning schedule and check of cleaning equipment for each driver in the daily vehicle check. Consider trying to reduce reliance on 2-person delivery to reduce the need for people to travel in a shared, confined space. Where people do have to work in pairs, consistent pairing should be used to avoid increasing contact between different people.	

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Spread of Covid-19 Coronavirus Contractors		5	4	20	Any additional COVID 19 measures specified by this risk assessment equally apply to contractors working on site. Contractors must be advised of the arrangements on induction. Consider whether the work is essential or if it can be delayed.			5	2	10	Contractors will be required to supply the company with a copy of their internal COVID 19 risk assessment.		
Spread of Covid-19 Coronavirus Deliveries		5	4	20	The collection of goods/delivery of supplies will be scheduled to minimise congestion. Loading/unloading should take place without interacting with the driver and contact for exchanging paperwork/ arranging payment should be reduced as far as possible.			5	2	10	Consider trying to reduce reliance on 2-person delivery for external suppliers to reduce the need for people to travel in a shared, confined space.		

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<p>Young Persons Vulnerable Groups Pregnant Women</p>		5	4	20	<p>Management will promote mental health & wellbeing awareness to staff. Management will offer whatever support they can to help individuals who are struggling to cope. Management will maintain regular communication to keep staff informed of changes in the workplace and requirements. Management will make staff aware of the measure in place to protect them whilst at work. Management will pay particular attention to the - open door policy for those who need additional support, Managers must be aware of staff who are grieving. Grief affects everyone differently.</p>			<p>5 2 10</p>	<p>Consider setting up a working party to channel staff concerns up to managements/directors. Consider putting discreet notices up in the site to sign post staff to support organisations where they feel unable to talk to a manager or colleague. Review your Health & Wellbeing policy to include specific concerns around Coronavirus.</p>	

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Young Persons Vulnerable Groups Pregnant Women		5	4	20	Encourage staff to maintain their physical activity and spend some time outdoors each day. Managers will avoid the need for staff to monitor email and communications outside of their normal hours. Managers must talk to staff who are parents and carers about the potential to mutually agree a temporary change to their contracted hours whilst schools and normal care arrangements are suspended.			Consider the need to introduce different working hours and patterns for employees working at home who are also caring for young children at home and juggling home schooling. Talk to parents and carers about the potential to mutually agree a temporary change to their contracted hours. Review your Health & Wellbeing policy to include specific concerns around Coronavirus.	

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Young Persons Vulnerable Groups Pregnant Women		5	4	20	<p>All staff working at home must complete a specific DSE workplace assessment and submit this to their line manager. Line Managers will arrange the minimum of a weekly call with each member of staff working from home. The focus of the call must include the staff members' wellbeing and actively seek to talk about their individual situations, workloads, facilities etc. Staff will be encouraged to maintain a normal work routine and avoid bad habits. Managers will familiarise themselves with lone working requirements.</p>			<p>Consider the need to introduce different working hours and patterns for employees working at home who are also caring for young children at home and juggling home schooling. Talk to parents and carers about the potential to mutually agree a temporary change to their contracted hours.</p>

Date: 18.05.2020

Assessor: Debra Noble

Review Date: Continuous

Severity (nature of injury)

1. Minor injury – no time off work
2. Minor injury – time off work
3. Injury resulting in over 7 days off
4. Major injury
5. Fatality

Likelihood (*chance of injury occurring*)

1. Unlikely
2. Possible
3. Likely
4. Highly likely
5. Definite

S	L	1	2	3	4	5
1	1	1	2	3	4	5
2	2	2	4	6	8	10
3	3	3	6	9	12	15
4	4	4	8	12	16	20
5	5	5	10	15	20	25

Total Risk = Severity x Likelihood

This risk assessment has been written based on the information supplied. It is not a bespoke risk assessment, the company must take onus for the assessment and carry out further assessment to ensure the risks, current and future controls are accurate. We recommend that this risk assessment is reviewed and amended in line with HM Government Working Safely documentation applicable to your sector. This document will need to be updated over time. For further updates please refer to www.gov.uk/workingsafely and the HSE website.

RISK REDUCTION ACTION PLAN

Company Name:		Work Area:	Activity/Machine:		RA No:
Further Control Measure Required	Target Date	Additional Comments	Person Responsible	Signature	Date Complete