

RISK ASSESSMENT REF	RA001	ASSESSOR	Anthony Stubbs
ACTIVITY / TASK	COVID-19	PARTNER / INDIVIDUAL CONSULTED	Mark Manley & Jamie Joyce
LOCATION / AREA	Flexeserve - All Departments	ORIGINAL ASSESSMENT DATE	17/09/2021
COMMENTS	Replacing previous COVID-19 Risk Assessment (RA ID PAN001) originally completed 18/05/2020 & last reviewed 03/06/2021		

Likelihood (L)		RISK RATING MATRIX				
		Severity (S)				
		Insignificant 1	Minor 2	Moderate 3	Major 4	Critical 5
Almost Certain	5	5	10	15	20	25
Likely	4	4	8	12	16	20
Possible	3	3	6	9	12	15
Unlikely	2	2	4	6	8	10
Rare	1	1	2	3	4	5

Risk Rating (RR) = Severity X Likelihood

RISK ASSESSMENT REVIEW			
DATE	BY WHO	REASON FOR REVIEW	NEXT REVIEW DATE
17/09/2021	Anthony Stubbs	New Risk Assessment form	16/12/2021
20/09/2021	Anthony Stubbs	Review control measures	27/09/2021
27/09/2021	Anthony Stubbs	Review control measures after Lunch! Exhibition	04/10/2021

WHO MIGHT BE HARMED (please tick)									
PARTNER	<input checked="" type="checkbox"/>	AGENCY EMPLOYEE	<input checked="" type="checkbox"/>	CONTRACTOR	<input checked="" type="checkbox"/>	VISITOR	<input checked="" type="checkbox"/>	MEMBER OF THE PUBLIC	<input checked="" type="checkbox"/>

Details of Hazards, Risks & Controls in Place					Details of Actions to Further Reduce Risk (So far as is reasonably Practicable)																									
REF	HAZARD	CONSEQUENCES / POSSIBLE INJURIES	CURRENT CONTROL MEASURES	CURRENT (RR)			ADDITIONAL CONTROLS REQUIRED	BY WHO	TARGET DATE	COMPLETED (date)	RR AFTER ADDITIONAL CONTROLS (RR)																			
				S	L	RR					S	L	RR																	
1	COVID-19 (Coronavirus)	Increased risk of spread of coronavirus (COVID-19) Ill health Fatalities	<ul style="list-style-type: none"> All Partners and agency employees are required to complete lateral flow tests twice weekly (SUNDAY & WEDNESDAY). Results reported to HR. Temperature checks completed for all visitors and contractors on arrival. Partners encouraged to use Teams/Zoom for meetings to reduce face-to-face interaction. Mandatory face covering wearing in place for all Partners, agency employees, visitors and contractors when away from work stations. Disposable face coverings available on site. Assembly Line is mandatory face covering Employees issued with 3x branded reusable face coverings. Also everyone has access to disposable face coverings. Social distancing enforced where practicable on site with signage displayed to remind all. Increased natural ventilation throughout the workplace i.e. open windows and doors. 	5	1	5	<ul style="list-style-type: none"> Assembly of 2 tier units (trial) to be moved to the new track which will reduce social interaction, segregated workstations in place. Review daily temperature checks on arrival to site. Evidence suggests this control is having no benefit. Look into the removal of mandatory wearing of face coverings. Move to a personal preference approach, in line with Government guidance. Visitors and contractors still require mandatory face coverings on site. Partners who attended the Lunch! Exhibition (w/c 20/09/21) to increase their lateral flow test frequency 	MM. PD	13/09/2021	13/09/2021	5	1	5	AS, JJ, MM	20/09/2021	20/09/2021	5	1	5	AS, JJ, MM	04/10/2021				Partners who attended Lunch!	27/09/2021	27/09/2021	5	1	5

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				S	L	RR					S	L	RR						
			<ul style="list-style-type: none"> Any person displaying symptoms of COVID-19: <ul style="list-style-type: none"> a new continuous cough. a high temperature. a loss of, or change in, your normal sense of taste or smell (anosmia) For most people, COVID-19 will be a mild illness. However, if you have any of the symptoms above, even if your symptoms are mild, stay at home and arrange to have a PCR test and follow the Government's guidance on self-isolating. Partners & agency employees briefed: If you live in the same household as someone with COVID-19, From 16 August, if you are fully vaccinated or aged under 18 years and 6 months you will not be required to self-isolate or if you are a contact of someone who has tested positive for COVID-19. If anyone develops symptoms while at work, they should: <ol style="list-style-type: none"> Avoid touching anything. Leave site immediately and return home. Clean down of all areas (cleaner). Arrange for a PCR test ASAP. Follow the latest guidance on self-isolation and not return to work until their period of self-isolation has been completed. Completion of COVID Questionnaire is mandatory for all visitors and contractors. Form - IMS 274. Any bad practices witnessed will be challenged by Management. Follow good hygiene practices at all times. Hygiene posters displayed i.e. washing hands for at least 20 seconds with soap and hot water. Cleaning materials provided throughout site to enable Partners to carry out additional cleaning for their workstations. Additional cleaning schedules are in place. Sanitiser spray available for common touch points. Fixed users of equipment such as fork lift trucks or hand tools where possible. Doors have foot openers. Additional welfare facilities on hire to increase the number of toilets available for visiting contractors to aid in segregation. Alcohol hand sanitising stations and bottles situated throughout site. Information displayed and regularly updated with awareness, Government's advice, changes, media bulletins on company notice boards. 																

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				S	L	RR					S	L	RR	
			<ul style="list-style-type: none"> Partners encouraged to get vaccinated as per Government's vaccination programme. Coronavirus (COVID-19) Vaccination Policy IMS 282. Details of local vaccination walk-in / pop-up centres displayed on site. Keep up to date with Government advice and briefings. Mental Health First Aiders trained and available on site. Employee Assistance Programme is available 24/7 to all of our Partners and their families. Check that any hotels for overnight stays are Covid secure before booking, so long as overnight stays are allowed. Daily cleaning schedule in place carried out by internal & external contractor (welfare & communal area's facilities). Desks rearranged to enable social distancing throughout the office environment. Staff spread across sites to reduce number of staff in buildings. Perspex screens fitted to aid in segregation where closer human interaction is more likely i.e. desks. Staggered breaks introduce enabling social distancing during breaks. Employees to maintain social distancing during breaks, lunch can be taken at their workstations. Site start and finish times to be staggered to limit congestion and close contact at peak times. Separate access & egress points for employees to reduce interaction. Footplates fitted to doors to reduce touch points. Enabling individuals to open doors using their foot rather than hand. Employees encouraged to download the NHS Contact-Tracing-App. Everyone must follow the travel rules set out by the Government: Quarantine when returning from red list countries and for those people not fully vaccinated arriving from amber list countries. Partners paid for time off due to COVID related issues and vaccination appointments to prevent the need to attend work with COVID. 											