



COVID-19 RISK ASSESSMENT	REVIEW DATE: 31/12/20
-------------------------------------	---------------------------------

Task Description: Workshop & mail order – Preventing the spread of and protection from COVID-19
Task Location: Unit 4 Clifford Park, Clovelly Rd Ind Est, Devon
References: OUR PLAN TO REBUILD: The UK Government’s COVID-19 recovery strategy May 2020, Working safely during COVID-19

Categorisation of risk levels:	Severity	Minor	Serious	Major	Risk Levels = Likelihood v Severity	
	Likelihood	1	2	3		
	Unlikely	1 <i>(Insignificant)</i>	2 <i>(Low)</i>	3 <i>(Medium)</i>		9 Intolerable Work should not be started or continued until the risk has been reduced.
	Possible	2 <i>(Low)</i>	4 <i>(Medium)</i>	6 <i>(High)</i>		6 High Immediate action must be taken to remove/reduce the risk. Urgent action must be taken for risks identified in work in progress.
	Likely	3 <i>(Medium)</i>	6 <i>(High)</i>	9 <i>(Intolerable)</i>		3 – 4 Medium Efforts should be made to reduce the risk, with reasonably practicable measures applied.
					2 Low No further action required.	
					1 Insignificant No action required.	

Control Measure	Who (or what) might be harmed?	RL before Controls	Specify Existing Control Measures and, where relevant, list any Additional Control Measures required for work to proceed	Final RL with controls
Social Distancing / Awareness / Reporting / Challenging unsafe practices / PPE	Staff, site visitors, general public	6	<ul style="list-style-type: none"> Follow the current UK Government guidance and instructions at all times Adhere to all control measure put in place by all site visitors including but not limited to, couriers, account managers and members of the trade Stay 2 metres away from other people where possible – STOP and consult with your supervisor / manager if you do not feel that a task can be undertaken safely, even with PPE and other mitigating controls in place Do not attempt to undertake tasks that require you to be within 2 metres of another person unless further mitigating actions are implemented (side-by-side or back-to-back working) Do not wear a Type II face mask / cloth face covering if the task demands higher protection (e.g. FFP2/3 face mask for certain cutting & drilling operations and COSHH handling) Minimise the number of workers required to carry out all tasks safely wherever possible Minimise the frequency and time you are required to be within 2 metres of each other Practise fixed partnering (e.g. do not change team members unless necessary) Do not share vehicles as far as reasonably practicable - if vehicles are to be shared, they must be sanitised between each individual use If there is more than one person in a vehicle then all occupants are to wear a Type II face mask or cloth face covering if a 2m separation cannot be maintained Maintain good ventilation in vehicles and rooms (i.e. keeping the roller shutter open) and face away from each other (may help to reduce the risk of transmission) Remove work gloves before removing PPE Dispose of single use PPE at the end of each shift into appropriate bin and then wash your hands with soap and water Meetings should only take place where absolutely necessary - hold in open areas where possible 	3







Control Measure	Who (or what) might be harmed?	RL before Controls	Specify Existing Control Measures and, where relevant, list any Additional Control Measures required for work to proceed	Final RL with controls
			<ul style="list-style-type: none"> • Work side by side, or facing away from each other, rather than face to face wherever possible • If you must work face-to-face for a sustained period with more than a small group of fixed team members, STOP and consult with your manager or supervisor to assess whether the activity can safely go ahead. No one is obliged to work in an unsafe work environment • Manual handling of materials should only be undertaken if social distancing rules or other mitigating controls can be maintained • Follow all signage and floor markings that may have been put into place on sites • Politely challenge anyone not observing social distancing guidelines and report repeated breaches to Director • Don't be afraid to report any conditions, behaviours or practices on any site you feel is putting you or others at undue risk – your concerns will be listened to and addressed where required • No work should be carried out for any person in any household which is isolating • In an emergency, for example, an accident, fire or undercover alarm, people do not have to stay 2m apart if it would be unsafe 	
Hand Hygiene / General Hygiene	Staff, site visitors, general public	6	<ul style="list-style-type: none"> • Regularly wash your hands with soap and water or hand sanitiser (particularly upon entry to buildings and immediately prior to leaving and before and after using tools) • Wash or sanitise hands before and after using any equipment / vehicles or wear disposable gloves • Do not share hand drying towels – dispose of disposable towels in appropriate bin • Avoid touching your face, eyes and mouth as far as possible • Refer to effective hand washing poster for correct hand washing procedure • Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze • Put used tissues in the bin immediately and wash your hands afterwards • Stay 2 metres away from other people as far as possible – STOP and consult with your manager if you do not feel that a task can be undertaken safely, even with PPE and other mitigating controls in place • Do not attempt to undertake tasks that requires you to be within 2 metres of another person unless further mitigating actions can be implemented • Be careful not to touch eyes, nose, and mouth when removing face coverings and wash hands immediately after removing • Dispose of single use PPE at the end of each shift into appropriate bin and then wash your hands with soap and water or hand sanitiser • Hand sanitiser is to be kept in the workshop and in the office • Single use PPE should be disposed of appropriately so that it cannot be reused • Re-usable PPE should be thoroughly cleaned after use and not shared between workers • Where cloth face coverings are used, they should be routinely washed depending on the frequency of use - they can go in with other laundry, using normal detergent • Store used cloth face coverings in a plastic bag until you have an opportunity to wash them • Politely challenge anyone not observing hygiene guidelines and report repeated breaches to the Director 	3
Surface Sanitising	Staff, site visitors, general public	6	<ul style="list-style-type: none"> • Regularly sanitise kitchen / desk / work top surfaces with a general-purpose detergent such as washing-up liquid or anti-bacterial spray or wipe • Regularly sanitise all hard surfaces, particularly high-traffic areas such as door handles, switches, card machine, tools, vehicle controls • Do not share tools, vehicles, telephones, desks, computers, pens etc as far as reasonably practicable – if equipment is to be shared, it must be sanitised between each individual use 	3

Control Measure	Who (or what) might be harmed?	RL before Controls	Specify Existing Control Measures and, where relevant, list any Additional Control Measures required for work to proceed	Final RL with controls
			<ul style="list-style-type: none"> Wash hands or use hand sanitiser before entering and after exiting vehicles Sanitise high traffic vehicle surfaces - door handles, steering wheel, handbrake, gear stick, indicators etc Hand sanitiser is to be kept in the workshop and in the office Politely challenge anyone not observing sanitising guidelines and report repeated breaches to the Director 	
Suspected Infection	Staff, site visitors, general public	6	<ul style="list-style-type: none"> Do not attend work if you have coronavirus symptoms, however mild Should you begin showing coronavirus symptoms you should immediately inform the Director, leave site and self-isolate in accordance with government advice If someone you share your home with has signs of coronavirus you should inform the Director and stay at home for 14 days In the event of a suspected or confirmed case, all tools, equipment, vehicles and areas that the infected person may have come into contact with shall be cleaned in accordance with the PHE guidance (COVID-19: cleaning in non-healthcare settings – 26 March 2020), with potentially affected areas closed off until this has taken place. All customers that may have come into contact with said person should be contacted and advised of the situation 	3
Protecting higher risk individuals	Staff, site visitors, general public	6	<ul style="list-style-type: none"> Clinically extremely vulnerable individuals are strongly advised not to work outside of their home – please consult with management if you fall into this category Clinically vulnerable individuals, who are at higher risk of severe illness (for example, people with some pre-existing conditions), should take extra care in observing social distancing - please consult with management if you fall into this category Clinically vulnerable (but not extremely clinically vulnerable) individuals who cannot work from home should be given the safest available on-site roles, enabling them to stay 2m away from others wherever possible If clinically vulnerable people have to spend time within 2 metres of others, the level of risk should be carefully assessed to see if it is acceptable prior to carrying out the task – STOP and consult with management prior to undertaking task Particular attention should also be paid if you live with clinically extremely vulnerable individuals - please consult with management if you fall into this category 	3
Customers visiting our premises	Staff, site visitors, general public	6	<ul style="list-style-type: none"> Follow the current UK Government guidance and instructions at all times The office and workshop will be closed to customers Use of the toilet will be permitted where necessary; refer to effective hand washing poster for correct hand washing procedure and dispose of disposable towels in appropriate bin Customer waiting area will be an outside gazebo with seating 2m apart Tea and coffee will be provided by staff in disposable cups, these should be disposed of in the bin provided Avoid touching your face, eyes and mouth as far as possible Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze Put used tissues in the bin immediately and wash your hands afterwards Hand sanitiser is to be kept in the workshop and in the office Stay 2 metres away from other people where possible Regularly sanitise kitchen / desk / work top surfaces with a general-purpose detergent such as washing-up liquid or anti-bacterial spray or wipe Regularly sanitise all hard surfaces, particularly high-traffic areas such as door handles, switches, card machine, tools, vehicle controls Wash hands or use hand sanitiser before entering and after exiting vehicles Do not attend if you have coronavirus symptoms, however mild Customers to be provided with Covid-19 Customer Guidance prior to their appointment. They will be required to sign this on arrival 	3

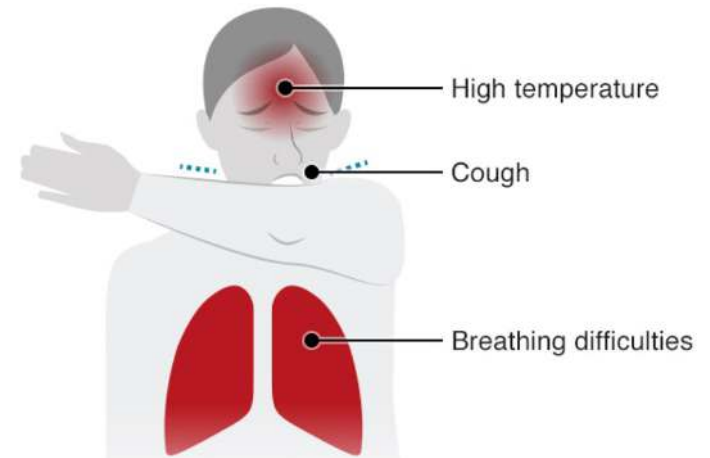
Control Measure	Who (or what) might be harmed?	RL before Controls	Specify Existing Control Measures and, where relevant, list any Additional Control Measures required for work to proceed	Final RL with controls
			<ul style="list-style-type: none"> Restricted access to the office for payment purposes only – this is restricted to only 1 customer at any one time. Customers are given time slots which should be strictly adhered to 	

Name of author:	Colin Humphrey	Signature:		Date of Risk Assessment:	22/05/2020
------------------------	----------------	-------------------	--	---------------------------------	------------

WASHING HANDS EFFECTIVELY

<p>Step 1:</p> <p>Wet your hands thoroughly under warm running water and squirt liquid soap onto your palm.</p> 	<p>Step 2:</p> <p>Rub your hands together palm to palm to make a lather.</p> 
<p>Step 3:</p> <p>Rub the palm of one hand along the back of the other and along the fingers. Repeat with the other hand.</p> 	<p>Step 4:</p> <p>Put your palms together with fingers interlocked and rub in between each of the fingers thoroughly.</p> 
<p>Step 5:</p> <p>Rub around your thumbs on each hand and then rub the fingertips of each hand against your palms.</p> 	<p>Step 6:</p> <p>Rinse off the soap with clean water and dry your hands thoroughly on a disposable towel. Turn off the tap with the towel and then throw the towel away.</p> 

Coronavirus: Key symptoms

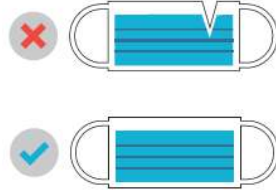


Donning or Putting on a Face Mask

1. Wash or sanitise hands thoroughly



2. Check mask is not damaged. Throw it away if it is



3. Cover the nose and mouth with the mask, and the metallic strip should be on top



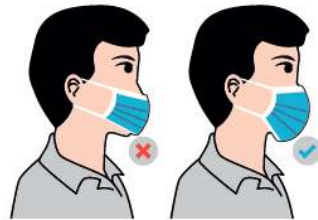
4. Position the earloops around the ears to secure the mask in place



5. Press the flexible strip to fit against the nose bridge with fingers



6. Ensure the mask covers the nose, mouth and entire chin



Doffing or Taking off a Face Mask

1. Wash or sanitise hands thoroughly



2. Do not touch the outside of the mask while removing it. It may be contaminated



3. Remove the mask by the earloops



4. Place mask in a plastic bag, knot the bag and dispose of in a lidded bin



5. Wash or sanitise hands thoroughly



NOTE: Due to the current limited supply of Type II Face Masks, you are encouraged to wear a cloth face covering in place of a mask if possible.

How to wear a cloth face covering

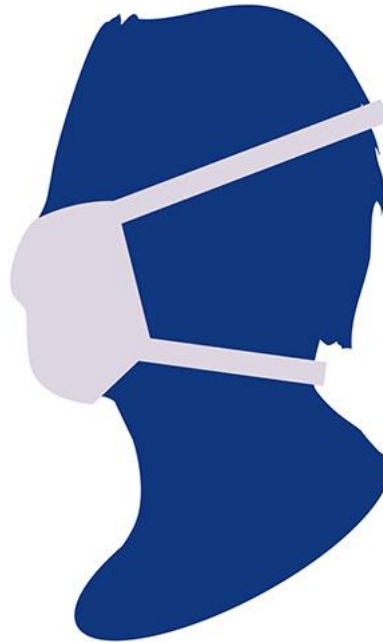
A cloth face covering should cover your mouth and nose while allowing you to breathe comfortably. It can be as simple as a scarf or bandana that ties behind the head.

Wash your hands or use hand sanitiser before putting it on and after taking it off and after use. Avoid touching your eyes, nose, or mouth at all times and store used face coverings in a plastic bag until you have an opportunity to wash them.

Do not touch the front of the face covering, or the part of the face covering that has been in contact with your mouth and nose. Once removed, make sure you clean any surfaces the face covering has touched.

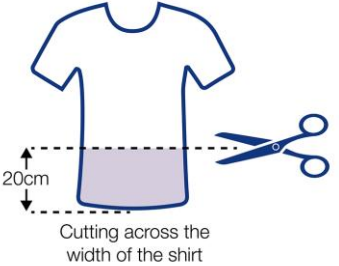

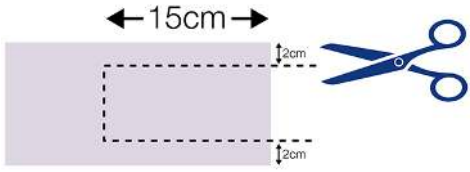
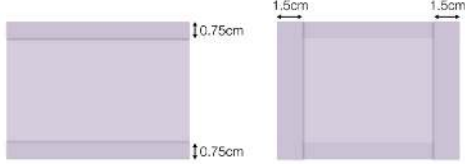

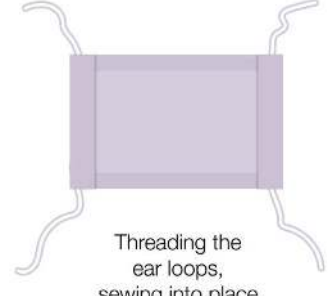

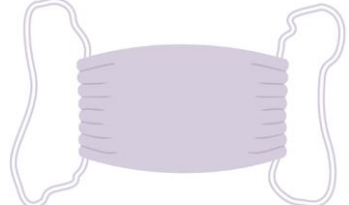
You should wash a face covering regularly. It can go in with other laundry, using your normal detergent.

When wearing a face covering, take care to tuck away any loose ends.



How to make a cloth face covering

This information is a guide to making a simple face covering. We do not endorse any particular method and other instructions are widely available online.

<p>Using a T-shirt - You will need: -</p> <ul style="list-style-type: none"> • an old T-shirt that you do not want anymore (ideally size small or extra small) • scissors 		<p>A sewn cloth face covering - You will need: -</p> <ul style="list-style-type: none"> • two 25cm x 25cm squares of cotton fabric • two 20cm pieces of elastic (or string or cloth strips) • needle and thread and scissors 	
<p>Step 1: Cut a straight line across the width of the T-shirt (front and back) approximately 20cm from the bottom of the T-shirt.</p>	 <p>Cutting across the width of the shirt</p>	<p>Step 1: Cut out two 25cm x 25cm squares of cotton fabric. Stack the 2 squares on top of each other.</p>	 <p>Two squares of fabric 25cm x 25cm</p> <p>Scissors</p>
<p>Step 2: From a point 2cm below the top right-hand corner of the fabric, make a 15cm horizontal cut through both sides of the fabric that is parallel to the top of the rectangle.</p>	 <p>Cutting out a rectangle</p>	<p>Step 2: Fold over one side by 0.75cm and hem, then repeat on the opposite side. Make 2 channels by folding the double layer of fabric over 1.5cm along each side and stitching this down.</p>	 <p>Fold over the top and bottom and hem</p> <p>Fold over the sides and hem</p>
<p>Step 3: Cut down towards the bottom of the fabric until you reach approximately 2cm above the bottom edge. From here, make another 15cm cut that runs parallel to the bottom of the fabric to make a rectangle that can be discarded.</p>	 <p>Cutting the tie strings</p>	<p>Step 3: Run a 20cm length of elastic (or string or cloth strip) through the wider hem on each side of the face covering to make the ear loops. Use a large needle to thread it through. Tie the ends tightly.</p>	 <p>Threading the ear loops, sewing into place</p>
<p>Step 4: To make the ties, cut open the edge of the 2 long strips of fabric. Unfold the main piece of fabric and place over the mouth and the nose. The 4 strips act as ties to hold the cloth face covering in place and should be tied behind the head and around the neck.</p>	 <p>Tying the strings behind the head, and round the neck</p>	<p>Step 4: Gently pull on the elastic so that the knots are tucked inside the hem. Gather the sides of the covering on the elastic and adjust so the covering fits your face. Then securely stitch the elastic in place to keep it from slipping. These elastic loops fit over the ears.</p>	 <p>Completed face covering, knots tucked in, cloth slightly gathered</p>