

RISK ASSESSMENT FORM



Gardners

Pathogen: **Covid-19 (Coronavirus) (CV-19)**
 Name of Assessor: **Douglas Wood**






For detailed control measures see document 'COVID-19 Policy and Action Plan'

Hazards	Risks	Those at Risk	Control Measures	Additional Control Measures and actions Required by Staff, Managers, Supervisors	Residual Risk (H/M/L)
<p>Poor hand hygiene and respiratory hygiene control may lead to an increase in surface contamination</p> <p>The attendance of people in the workplace where working from home is not possible will increase the number of people in the premises which may increase the risk of Covid-19 transmission</p> <p>Social distancing guidelines cannot be met – Work activities where social distancing cannot be followed in full, may lead to increased risk of the transmission of the virus due to being in close proximity and mitigation measures will be required. Where 2m cannot be maintained 1m+ may be followed with appropriate mitigation measures (face shields or masks)</p>	<p>Severe biological hazard</p> <p>Virus causes infection and severe respiratory illness to exposed humans which may (in some people) eventually lead to long term health issues or death</p> <p>This can be on:</p> <ul style="list-style-type: none"> • Individual basis • Large groups of people <p>Symptoms include:</p>	<p>All staff, contractors, and delivery drivers (including those at increased risk) not aware of the risks from CV-19 and become infected due to the lack of awareness of control measures</p> <p>Risk of severe disease and death is higher in people who are older, male, from deprived areas or from certain non-white ethnicities. Certain underlying health conditions, as well as obesity, increase risk in</p>	<p>Covid-19 Policy and action plan in place to address hazards identified in this risk assessment</p> <p>All staff advised to wash hands more frequently and for at least 20 seconds – information posters on display around the company</p> <p>Purpose built hand cleaning stations (sinks) located in warehouse</p> <p>Maintain social distancing of at least 2 meters (6.5 feet)</p> <p>Frequent company updates of latest news and infection prevention measures - Government advice is followed and implemented companywide: – Hands -wash hands for 20 seconds</p>	<p>Infectious diseases contingency plan put in place for duration of pandemic based on current government guidelines:</p> <ul style="list-style-type: none"> • Warehouse staff entering and exiting the building use different routes to prevent bottlenecks and cross-contamination • Staggered start time of 10 minutes to allow shift change to prevent crossover of staff • Cleaning of workstations completed at end of each shift and wiping down of equipment between users • Office staff are homeworking where possible • Meetings done via conference call where a physical meeting can be bypassed • No unnecessary visitors to site • Doors left open to allow good 	<p>Residual Risk (H/M/L)</p>

<p>Staff, visitors, contractors etc. displaying symptoms – coronavirus reportedly spread through exposure or contact to cough droplets. People at work developing onset of symptoms within the workplace</p>	<ul style="list-style-type: none"> • High temperature/ fever • New, continuous cough • Anosmia/ ageusia (loss of smell/ taste) 	<p>adults</p> <p>A percentage of the population (approximately 1 in 3 people) that have been infected have shown no physical signs of the virus – also known as being ‘asymptomatic’. This presents a higher risk to all people on the premises. Someone may get the virus and not know they have it and pass it on that way</p>	<p>Face - wear a face covering in enclosed spaces Space - stay at least 2 meters apart</p> <p>Staff self-isolating procedure in place - if applicable (based on latest information and guidelines)</p> <p>Cleaning team increased frequency of cleaning and cover more areas</p> <p>Risk to all persons on site reviewed every other month unless significant changes occur</p> <p>Those members of staff that fit the ‘People at high risk’ category are not allowed to return to work until safe to do so – usually advised by Doctor/ medical professional</p> <p>Visitors to wash or use hand sanitiser upon entering and leaving the building and will be provided with a face mask whilst on the premises</p> <p>Face shields and/ or coverings use are mandatory – except for sitting at your own desk/ workstation. This is to improve on other mitigation measures already in place to further reduce the risk of transmission between person to person</p> <p>Visitors and staff are required to use the Hikvision Face Recognition scanners upon entering the buildings for temperature checks. Staff that</p>	<p>ventilation</p> <ul style="list-style-type: none"> • Canteen closed (with the exception of socially distanced seating) • No contact with delivery drivers – separate welfare facilities • One-way system within confined packing areas • Regular Covid-19 walkaround inspections by Health, Safety & Training team to assist management • Staff to adhere to hygiene policy • Social distancing toolbox talks delivered to staff • Antibacterial/ disinfecting wipes and hand sanitiser accessible to all staff upon request, or where there are available sanitation stations • Latest government advice to be followed, or alternative safety measures to be arranged and implemented where government advice cannot be directly followed • Cooperation with local authority directives (if applicable) • Government vaccination program in progress 2021 – individual staff may choose to have the vaccine which aims to reduce long term health issues of contracting the virus <p>Heads of department to supervise and ensure best practise and compliance of Covid-19 control measures</p>	<p>(L=2 S=6) MEDIUM</p>
<p>Public transport to or from work may lead to an inability to maintain social distancing</p>					
<p>Common areas (including kitchen and welfare facilities) being frequently utilised by staff, the potential for infection is increased. This includes stairwells, waiting areas, seating areas as well as toilets, changing room and kitchen areas</p>	<p>Of people who develop symptoms, current data indicate that 40% have mild symptoms without hypoxia (problems with the level of oxygen in the blood) or pneumonia, 40% have moderate symptoms and non-severe pneumonia, 15% have significant disease including severe pneumonia, and 5% experience critical disease with life-threatening complications</p>	<p>See further box below regarding people who are at high risk from Covid-19</p>			
<p>Handling items, materials and using on-site vehicles – employees occupying work vehicles at the same time or shared use of common vehicles/ plant or equipment</p>					

Managing visitors, clients and delivery drivers attending site for work purposes			present high (abnormal over 37.8°C) temperatures are to leave the building immediately. After a 2 minute wait a second attempt may be conducted. If the persons temperature reading is still high (abnormal), then the person is to leave the premises immediately and inform Gardners by telephone.		
People coming together in close proximity to attend meetings					

<p style="text-align: center;">People at high risk (clinically extremely vulnerable)</p> <p style="text-align: center;">The lists below may not include everyone who's at higher risk from coronavirus and may change as the NHS learn more about the virus.</p>	<p style="text-align: center;">Residual Risk (H/M/L)</p>
<p>People at high risk from coronavirus include people who:</p> <ul style="list-style-type: none"> • have had an organ transplant • are having chemotherapy or antibody treatment for cancer, including immunotherapy • are having an intense course of radiotherapy (radical radiotherapy) for lung cancer • are having targeted cancer treatments that can affect the immune system (such as protein kinase inhibitors or PARP inhibitors) • have blood or bone marrow cancer (such as leukaemia, lymphoma or myeloma) • have had a bone marrow or stem cell transplant in the past 6 months, or are still taking immunosuppressant medicine • have been told by a doctor that they have a severe lung condition (such as cystic fibrosis, severe asthma or severe COPD) • have a condition that means they have a very high risk of getting infections (such as SCID or sickle cell) • are taking medicine that makes them much more likely to get infections (such as high doses of steroids or immunosuppressant medicine) • have a serious heart condition and are pregnant <p>https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/whos-at-higher-risk-from-coronavirus/</p>	<p>(L=4 S=6) HIGH</p>

First Aid	Fire	Spillage / Decontamination	
<p>Report all accidental exposure</p> <p>Seek medical advice after exposure</p>	<p>Isolated small-scale fire:</p> <p>Water – carbon dioxide – powder – foam</p> <p>Large fire:</p> <p>Full evacuation procedures apply</p>	 BS EN166 GRADE 3  DISPOSABLE  FILTER TYPE P3  NITRILE  IMPERVIOUS BOOTS	<p>Mark the area and warn all personnel</p> <p>If spillage occurs outside of containment zone evacuate area immediately</p> <p>Follow all requirements of 'COVID-19 Policy and Action Plan'</p> <p>Use all items of PPE as specified in this document</p> <p>All spills to be handled by designated cleaning teams (DCT's)</p> <p>Treat surfaces with 5-7% bleach solution to preclude infection hazards</p> <p>Do not allow re-entry into the affected area until decontamination is completed and verified</p> <p>Collect into a hazardous waste bag and seal</p> <p>Dispose of as clinical waste</p>

Signed:.....

Reviewed: 01 / 03 / 2021

Date of Next Review: 01 / 05 / 2021