

# Risk Assessment Form - Page 1

Site: 

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|-----------|
| ALL SITES |
|-----------|

  
 Date of Assessment : 

|            |
|------------|
| 21/05/2021 |
|------------|

Task: 

|                        |
|------------------------|
| PERSONNEL INTERACTIONS |
|------------------------|

  
 Assessor: 

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| George Gale |
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 Assisted By: 

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| Hazard Description                                      | Hazard Effect   | Existing Controls  | Severity | x | Likelihood | = | Risk Rating | Additional Controls? | Additional Control Measures   | Updated Severity | x | Updated Likelihood | = | Updated Risk Rating | Date Controls Implemented |
|---|---|--|----------|---|------------|---|-------------|----------------------|---|------------------|---|--------------------|---|---------------------|---------------------------|
| Highly vulnerable staff exposed to infected individuals | Infection that can lead to death  | Persons vulnerable in the high risk categories will be shielded in line with the PHE and NHS guidance and not come into work on sites.             | 5        |   | 1          |   | 5           | Y                    | Staff who are in the shielded category will be kept from attending site.  | 5                |   | 1                  |   | 5                   |                           |
| Vulnerable staff exposed to infected individuals        | Infection that can lead to hospitalisation                                    | Where possible asked to work from home, if unable to additional steps taken to ensure social distancing in line with the PHE and NHS guidance.     | 4        |   | 2          |   | 8           | Y                    | Facial coverings, gloves or suitable PPE to be worn when out of areas that are in direct control to protect staff from potential accidental exposure.                     | 4                |   | 1                  |   | 4                   |                           |
| Healthy staff exposed to infected individuals           | Infection that can lead to spreading of the virus to others and mild symptoms | Following social distancing guidelines in line with PHS and NHS guidance. Use of Facial Coverings / PPE as determined by risk assessment.          | 3        |   | 2          |   | 6           | Y                    | Regular promotion of safe practices, provision of alcohol handgel, risk assessment for all tasks when unable to keep 2m spacing and limiting all interactions to minimum. | 3                |   | 1                  |   | 3                   |                           |
| Healthy individuals exposed to asymptomatic staff       | Infection that can lead to spreading of the virus to others and mild symptoms | As vulnerable individuals should be remaining home the controls will mirror protecting our own healthy staff.                                      | 3        |   | 2          |   | 6           | Y                    | Regular promotion of safe practices, provision of alcohol handgel, risk assessment for all tasks when unable to keep 2m spacing and limiting all interactions to minimum. | 4                |   | 1                  |   | 4                   |                           |
| Inter department/site interactions                      | Spreading of infection between sites and staff.                               | Limiting interactions between that between sites and those that travel between sites. Use processes and controls to ensure barriers between staff. | 4        |   | 3          |   | 12          | Y                    | Assess methods and reposition items such as printers outside of barriers and look where possible to use digital communication to avoid risk of paper contract transfer.   | 4                |   | 1                  |   | 4                   |                           |

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# Risk Assessment Form - Page 2

Site:   
 Date of Assessment :

Task:   
 Assessor:  Assisted By:

| Hazard Description                    | Hazard Effect   | Existing Controls   | Severity | x | Likelihood | = | Risk Rating | Additional Controls? | Additional Control Measures  | Updated Severity | x | Updated Likelihood | = | Updated Risk Rating | Date Controls Implemented |
|---------------------------------------|---|---|----------|---|------------|---|-------------|----------------------|--|------------------|---|--------------------|---|---------------------|---------------------------|
| Weighbridge/Batch cabin interactions  | Infected individual contaminating areas.              | Card payments where able, if cash handled then cash handling procedures to be followed. Screens put in place to provide barrier.                    | 4        |   | 2          |   | 8           | Y                    | Alcohol hand gel to be provided at access points and paperwork printed and handed to persons while wearing gloves.                                 | 4                |   | 1                  |   | 4                   |                           |
| General site interactions             | Infection passed between staff / customers / drivers. | Use of social distancing and signage to promote it. If needing to work within proximity of others using PPE as determined by separate RA.           | 4        |   | 2          |   | 8           | Y                    | Limiting the interactions between departments, site sections and drivers to essential actions only. Promoting a not crossing boundaries mentality. | 4                |   | 1                  |   | 4                   |                           |
| Office interactions                   | Infection passed between staff / drivers.             | Maintaining social distancing in office areas, repositioning desks and printers to minimise proximity between persons while using them.             | 4        |   | 2          |   | 8           | Y                    | Limiting the interactions between areas to essential actions only. Promoting a not crossing boundaries mentality. Using screens and PPE as needed. | 4                |   | 1                  |   | 4                   |                           |
| Merchant Shop interactions            | Infection passed between staff / customers / drivers. | Use of social distancing and signage to promote it. If needing to work within proximity of others using PPE as determined by separate RA.           | 4        |   | 2          |   | 8           | Y                    | Regular cleaning of all customer areas, use of one way system.. Promoting a not crossing boundaries mentality. Using screens and PPE as needed.    | 4                |   | 1                  |   | 4                   |                           |
| Drivers on customer site interactions | Infection passed between drivers / customers          | Drivers to be issued PPE, social distancing and use of digital communication to minimise paperwork handling, drivers to sign on behalf of customer. | 4        |   | 2          |   | 8           | Y                    | Refreshing of social distancing techniques on a regular basis. Masks and visors to be worn at all times on customer sites.                         | 4                |   | 1                  |   | 4                   |                           |

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# Risk Assessment Form - Page 3

Site:   
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| Hazard Description                      | Hazard Effect  | Existing Controls   | Severity | x | Likelihood | = | Risk Rating | Additional Controls? | Additional Control Measures  | Updated Severity | x | Updated Likelihood | = | Updated Risk Rating | Date Controls Implemented |
|---|--|---|----------|---|------------|---|-------------|----------------------|--|------------------|---|--------------------|---|---------------------|---------------------------|
| Receiving of Mail / Deliveries on sites | Contact transfer leading to infection                    | Deliveries to be made in a contactless manner and where possible left for 72 hours before handling.   | 4        |   | 1          |   | 4           | N                    |  |                  |   |                    |   |                     |                           |
| Loading / Unloading of vehicles         | Contact transfer, droplet dispersal leading to infection | Specific risk assessment to be carried out for the task to ensure that there is no alternative option, considering social distancing and PPE. | 4        |   | 1          |   | 4           | N                    |  |                  |   |                    |   |                     |                           |
| Use of Mobile Plant / Vehicle           | Contact transfer, droplet dispersal leading to infection | Limiting the number of occupants, provision of cleaning materials and ensuring adequate cleaning between users.                               | 4        |   | 2          |   | 8           | Y                    | Assigning members of staff to specific machines to minimise the number of users.                           | 4                |   | 1                  |   | 4                   |                           |
| Use of Equipment / Plant                | Contact transfer leading to infection                    | Limiting the number of persons using, provision of cleaning materials and ensuring adequate cleaning between users.                           | 4        |   | 2          |   | 8           | Y                    | Assigning members of staff to specific items where possible to minimise the number of users.               | 4                |   | 1                  |   | 4                   |                           |
| General multi person tasks              | Contact transfer, droplet dispersal leading to infection | Ensuring that the task is adequately assessed to ensure that social distancing can be maintained and additional controls added if not.        | 4        |   | 2          |   | 8           | Y                    | Implementation of suitable PPE based on the environment and level of interaction between persons involved. | 4                |   | 1                  |   | 4                   |                           |

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# Risk Assessment Form - Page 4

Site:   
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 Assessor:  Assisted By:

| Hazard Description   | Hazard Effect  | Existing Controls   | Severity | x | Likelihood | = | Risk Rating | Additional Controls? | Additional Control Measures  | Updated Severity | x | Updated Likelihood | = | Updated Risk Rating | Date Controls Implemented |
|--|--|---|----------|---|------------|---|-------------|----------------------|--|------------------|---|--------------------|---|---------------------|---------------------------|
| Healthy Individuals  | Potential non-symptomatic carrier, stress, anxiety.          | Social distancing, home working for all able to do so and practical for business activities.  | 4        |   | 2          |   | 8           | Y                    | Daily chat to employees to check they are ok and if they have any concerns. Both inside and outside of work.   | 4                |   | 1                  |   | 4                   |                           |
| Staff who are symptomatic or living with someone symptomatic.  | Spreading of infection to other staff members.               | Staff must not attend work and seek guidance from NHS. If to be tested staff must make every effort to, if not, comply with isolation guidance. | 4        |   | 2          |   | 8           | Y                    | Highlight symptoms: a new continuous cough, high temperature, a loss/change in, normal sense of taste or smell. If sent for testing it must be completed prior to return.    | 4                |   | 1                  |   | 4                   |                           |
| Staff who are worried about potentially contracting the virus. | Stress and anxiety.  | Review controls in place with the staff member addressing concerns and if needed improving controls if they highlight a flaw.                   | 2        |   | 3          |   | 6           | Y                    | Promote awareness with all staff on the measures implemented by the Company, GOV, NHS and PHE guidance and our adherence to it.  | 4                |   | 1                  |   | 4                   |                           |
| Non-compliant staff.   | Potential spread of infection, stress and anxiety of others. | Ensure staff are aware of the importance of compliance with the rule implemented on site. Firm management and enforcement of rules.             | 4        |   | 2          |   | 8           | Y                    | Any non-compliant individuals who continue to not follow rules after being reminded to be spoken to directly by senior management.   | 4                |   | 1                  |   | 4                   |                           |
| Non-compliant customers / contractors.                         | Potential spread of infection, stress and anxiety of others. | If unwilling to comply with social distancing requirements then they are to be asked to leave site.   | 4        |   | 2          |   | 8           | Y                    | Signage to be displayed at all sites reminding visitors of requirements. Management to control situation and be present should individual not be compliant with the request. | 4                |   | 1                  |   | 4                   |                           |

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# Risk Assessment Form - Page 5

Site:   
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 Assessor:  Assisted By:

| Hazard Description                         | Hazard Effect                       | Existing Controls  | Severity | x<br>Likelihood | =<br>Risk Rating | Additional Controls? | Additional Control Measures  | Updated Severity | x<br>Updated Likelihood | =<br>Updated Risk Rating | Date Controls Implemented |
|--|-------------------------------------|--|----------|-----------------|------------------|----------------------|--|------------------|-------------------------|--------------------------|---------------------------|
| General Cleaning                           | Infection through contact transfer. | Use of suitable cleaning materials by the person working in that area to clean down working surfaces on a regular basis. | 4        | 1               | 4                | N                    |  |                  |                         |                          |                           |
| Cleaning of high traffic areas             | Infection through contact transfer. | Regular cleaning down of all contact surfaces with a suitable cleanser. Increased general cleaning regime.               | 4        | 2               | 8                | Y                    | Signage promoting hand hygiene and provision of alcohol gel at key access points.  | 4                | 1                       | 4                        |                           |
| Cleaning of customers areas                | Infection through contact transfer. | Regular cleaning down of all contact surfaces with a suitable cleanser. Increased general cleaning regime.               | 4        | 2               | 8                | Y                    | Signage promoting hand hygiene and provision of alcohol gel at key access points.  | 4                | 1                       | 4                        |                           |
| Cleaning of potentially contaminated areas | Infection through contact transfer. | Follow procedure created for cleaning down areas in line with GOV and PHE guidance.                                      | 4        | 2               | 8                | Y                    | Prior to carrying out cleaning staff member to discuss with manager how cleaning will be carried out to ensure they have fully considered all aspects of task. | 4                | 1                       | 4                        |                           |
|  |                                     |  |          |                 |                  |                      |  |                  |                         |                          |                           |

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# Risk Assessment Form - Page 6

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| Hazard Description   | Hazard Effect                                    | Existing Controls  | Severity | x | Likelihood | = | Risk Rating | Additional Controls? | Additional Control Measures   | Updated Severity | x | Updated Likelihood | = | Updated Risk Rating | Date Controls Implemented |
|--|--|--|----------|---|------------|---|-------------|----------------------|---|------------------|---|--------------------|---|---------------------|---------------------------|
| Confirmed case of infection  | Infection already passed onto other staff.       | Staff are not to attend work until given permission by NHS. Staff to list all persons and vehicles they have been in contact with.           | 4        |   | 3          |   | 12          | Y                    | Company to comply with all recommendations given by GOV and PHE to minimise potential spread. Compliance with any tracing efforts to track individuals exposed. | 4                |   | 1                  |   | 4                   |                           |
| Staff finding out that there is a confirmed case of infection                        | Fear, stress, anxiety.                           | Transparency to employees and reminding the controls that are in place to protect them along with steps taken subsequently.                  | 2        |   | 3          |   | 6           | Y                    | Refresh importance of all measures in place and any additional measures put in place. Periodic updates to be given to staff.                                    | 2                |   | 2                  |   | 4                   |                           |
| Cleaning of confirmed contaminated areas   | Infection through contact transfer.              | Follow procedure created for cleaning down areas in line with GOV and PHE guidance. Consider bringing in external party to clean areas.      | 4        |   | 2          |   | 8           | Y                    | All areas person has been in must be cleaned down thoroughly with suitable steriliser. Full PPE to be worn at all times including overalls.                     | 4                |   | 1                  |   | 4                   |                           |
| Member of the public / customers finding out there is a confirmed case of infection. | Fear, stress, anxiety.                           | Displaying compliance with the COVID SECURE guidance, GOV guidelines, PHE and NHS guidance.  | 2        |   | 3          |   | 6           | Y                    | Sending out copies of controls implemented on our sites to account customers to reassure any potential concerns.  | 2                |   | 2                  |   | 4                   |                           |
| Isolation of any individuals at recommendation PHE following tracing.                | Potential infected staff, fear, stress, anxiety. | Comply to recommendations and business adjustments to be made in line with them. Maintain contact with isolated staff to check on wellbeing. | 3        |   | 3          |   | 9           | Y                    | Close eye to be kept on all staff in case any cases of potential symptoms occur elsewhere in business and to follow guidance.                                   | 3                |   | 2                  |   | 6                   |                           |

Manager Name:   
 Manager Signature:





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# Risk Rating Matrix

| Severity   |   | Trivial | Minor Injury | Over 3 Day Injury | Major Injury | Incapacity Death |
|------------|---|---------|--------------|-------------------|--------------|------------------|
| Likelihood |   | 1       | 2            | 3                 | 4            | 5                |
| Certain    | 5 | 5       | 10           | 15                | 20           | 25               |
| Probable   | 4 | 4       | 8            | 12                | 16           | 20               |
| Occasional | 3 | 3       | 6            | 9                 | 12           | 15               |
| Unlikely   | 2 | 2       | 4            | 6                 | 8            | 10               |
| Remote     | 1 | 1       | 2            | 3                 | 4            | 5                |

|   | Risk Rating Requirements                           | SSoW Required |
|---|--|---------------|
|  | Unacceptable Risk Level - Do Not Proceed With Task | N/A           |
|  | High Risk - Must Reduce With Controls to Proceed   | Yes           |
|  | Medium Risk - Reduce With Controls If Possible     | Yes           |
|  | Low Risk - Proceed With Task Following Controls    | No            |

**Risk Assessments must be completed with a trained manager or supervisor and involve the person undertaking the task.**

When producing any Risk Assessment the greater the detail that is included the better the result.

When new processes are implemented could these be implemented at other sites? If so send the ideas around to the other site managers so that they may be able to improve their processes too.

If you have any queries always seek to discuss it with your line manager.