

Risk Assessment	
Risk Assessment No.:COV	
Activity:	Covid 19
Date:	May 2020v3

SEVERITY	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
LIKELIHOOD						

Likelihood (L)		Severity (S)		Risk Factors (L x S = RF)		
1	Very unlikely	1	Insignificant – no injury	1-4	No further action, ensure controls maintained	Acceptable
2	Unlikely	2	Minor – minor injury, 1st aid needed	5-9	Keep under regular review and investigate further measures to reduce the risk	Adequate
3	Fairly Likely	3	Moderate – up to 3 days absent	10-16	Urgent action required , as soon as practicable and within two weeks at the latest	Tolerable
4	Likely	4	Major – more than 3 days absent	17-25	Immediate action required to stop the activity or reduce the risk	Unacceptable
5	Very Likely	5	Extreme - Fatal			

Client Name:		Address:	
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Setting the Scene:	<p>Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal.</p> <p>This assessment is conducted to define the measures and controls relevant for the Bodyshop vehicle repair sector, vehicle collection & delivery, reception areas, car park, workshop, bodyshop, mess rooms, parts receipt, office and reception areas.</p> <p>Social distancing & hygiene are key to prevent the spread of contagious diseases, therefore these controls are based upon measures such as preventing employees from working if they have any symptoms of family have symptoms where isolation at home is the key to prevention of spread in the workplace. Any employee displaying signs of Covid 19 symptoms must self isolate.</p> <p>Customer and contractors are advised to self isolate and inform us if they or their family are self isolating so we can determine the measures we need to take.</p> <p>Dealing with members of the public and visitors whilst preventing the risk of infection by implementing workplace social distancing and sufficient levels of hygiene in a work environment</p>
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How was the Assessment Undertaken:	Utilising known advice from the Government, secure guidance issued May 2020, health professionals, data and general information available on social distancing, hygiene measures and general cleanliness controls.
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Assessment By:	S J Wright CMIOSH	Date:	Xx/xx/2020
Client Representative:		Date:	
Next review Date:	End May 2020	Date:	

What are the hazard areas?	Who might be harmed & how?	What are you already doing?	Pre Score			No.	Do you need to do anything else to control this risk?	Action by	Action when
			L	S	RF				
Access / egress to site	Employees, visitors, customers, parts delivery drivers, contractors	<p>Employees and customers briefed on social distancing and hygiene controls.</p> <p>Social distancing from employees and customers.</p> <p>Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it.</p> <p>Management checks to ensure this is adhered to.</p> <p>Provision of PPE nitrile gloves, face masks (if less than 2m cannot be maintained) and hand sanitiser</p>					<p>Where possible, please consider and implement the following practices:</p> <ol style="list-style-type: none"> 1) Stop all non-essential visitors 2) Introduce staggered start and finish times to reduce congestion and contact at all times 3) Monitor site access points to enable social distancing – you may need to change the number of access points, either increase to reduce congestion or decrease to enable monitoring 4) Require all workers to wash or clean their hands before entering or leaving the site 5) Allow plenty of space (two metres) between people waiting to enter site 6) Reduce the number of people in attendance on site and reception. 7) Provide suitable signage outside reception and identify social distancing guidelines. 		
Collection of customers vehicles	Employees and customers	<p>Employees and customers briefed on social distancing and hygiene controls.</p> <p>Social distancing from employees and customers.</p>					<ol style="list-style-type: none"> 1. All staff having contact with customer vehicles will wear appropriate PPE (disposable gloves and masks), vehicles to be sanitized on main touch points i.e. steering wheels, gear change levers, 		

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		<p>Provision of PPE nitrile gloves, face masks (if less than 2m cannot be maintained) and hand sanitiser</p> <p>Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it.</p> <p>Management checks to ensure this is adhered to.</p> <p>Provision of PPE nitrile gloves, face masks (if less than 2m cannot be maintained) and hand sanitiser</p>					<p>handles keys multimedia controls, boot lids, sliding doors and fuel filler caps</p> <p>2. Persons should not share vehicles or cabs, where suitable distancing cannot be achieved</p>		
Parts deliveries	Employees and delivery drivers	<p>Employees and delivery drivers briefed on social distancing and hygiene controls.</p> <p>Social distancing from employees and delivery drivers.</p> <p>Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it.</p> <p>Management checks to ensure this is adhered to.</p> <p>Provision of PPE nitrile gloves, face masks and hand sanitiser</p>					<p>1 Drivers should remain in their vehicles if the load will allow it and must wash or clean their hands before unloading goods and materials.</p> <p>2 Receipt documentation should be requested to be left with the item and handled with gloves.</p> <p>3 All material receipt inspection checks should be conducted wearing suitable gloves.</p>		
Estimating processes	Employees and customers	<p>Employees and customers briefed on social distancing and hygiene controls.</p> <p>Social distancing from employees and customers.</p> <p>Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it.</p>					<p>1 All staff having contact with customer vehicles will wear appropriate PPE (disposable gloves and masks), vehicles to be sanitized on main touch points i.e. steering wheels, gear change levers, handles keys multimedia controls, boot lids, sliding doors and fuel filler caps</p>		

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		<p>Management checks to ensure this is adhered to.</p> <p>Provision of PPE nitrile gloves, face masks (if less than 2m cannot be maintained) and hand sanitiser</p>					<p>2 Where entry inside the vehicle is not required this should not be undertaken, visual checks on mileage should be undertaken using photographs from outside the vehicle where possible.</p> <p>3 Persons should not share vehicles or cabs, where suitable distancing cannot be achieved</p>		
Repair processes	Employees, contractors and customers	<p>Employees briefed on social distancing and hygiene controls.</p> <p>Social distancing from employees.</p> <p>Employees to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it.</p> <p>Management checks to ensure this is adhered to.</p> <p>Provision of PPE nitrile gloves, face masks (if less than 2m cannot be maintained) and hand sanitiser</p>					<p>1. All staff having contact with customer vehicles will wear appropriate PPE (disposable gloves, overalls), vehicles to be sanitized on main touch points i.e. steering wheels, gear change levers, handles keys multimedia controls, boot lids, sliding doors and fuel filler caps</p> <p>2. Persons should not share space in vehicles, where suitable distancing cannot be achieved</p> <p>3. Any sub contracted work, the contractor should complete a self declaration</p> <p>4. If a two person lift is required this should be completed wearing the necessary PPE, gloves and face mask and face away from each other as far as reasonably practical</p>		

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							5. Alternatively consider consistent pairing in two person duties.		
Valeting processes	Employees and customers	<p>Employees briefed on social distancing and hygiene controls.</p> <p>Social distancing from employees. Employees to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it.</p> <p>Management checks to ensure this is adhered to.</p> <p>Provision of PPE nitrile gloves, face masks (if less than 2m cannot be maintained) and hand sanitiser</p>					<p>1. All staff having contact with customer vehicles will wear appropriate PPE (disposable gloves, overalls), vehicles to be sanitized on main touch points i.e. steering wheels, gear change levers, handles keys multimedia controls, boot lids, sliding doors and fuel filler caps</p> <p>2. Safety briefing 13</p>		
Mess rooms and break times	Employees and contractors	<p>Employees briefed on social distancing and hygiene controls.</p> <p>Social distancing from employees. Employees to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it.</p> <p>Management checks to ensure this is adhered to.</p> <p>Wash your hands thoroughly and regularly. Use soap and water for at least 20 seconds. Use alcohol-based hand sanitiser if soap and water is not available and hand washing technique to be adopted as directed by NHS</p> <p>Avoid touching your</p>					<p>1) The workforce should also be required to stay on site once they have entered it and not use local shops.</p> <p>2) Dedicated eating areas should be identified on site to reduce food waste and contamination</p> <p>3) Break times should be staggered to reduce congestion and contact at all times</p> <p>4) Hand cleaning facilities or hand sanitiser should be available at the entrance of any room where people eat and should be used by workers when entering and leaving the area</p> <p>5) It is recommended that</p>		

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		face/eyes/nose/mouth with unwashed hands and cover your cough or sneeze with a tissue then throw it in the bin.					<p>overalls and PPE are removed prior to entry into mess rooms and stored in an individual personal storage containers, hand washing and cleanliness measures prior to entry following removal of PPE.</p> <p>6) The workforce should be asked to bring pre-prepared meals and refillable drinking bottles from home</p> <p>7) Workers should sit 2 metres apart from each other whilst eating and avoid all contact</p> <p>8) Where catering is provided (food prep) on site, it should provide pre-prepared and wrapped food only - Crockery, eating utensils, cups etc. should be provided by the employee and retained for their own personal use and stored in a sealed personal storage container.</p> <p>9) Drinking water should be provided with enhanced cleaning measures of the tap mechanism introduced</p> <p>10) Tables should be cleaned between each use</p> <p>11) All rubbish should be put straight in the bin and not left for someone else to</p>		
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							clear up All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles, vending machines.		
Controls of PPE and personal equipment storage	Employees	Access to new/ replacement PPE as required.					<ol style="list-style-type: none"> 1) It is recommended that overalls and PPE are stored in personal identified sealed storage containers to prevent contamination. 2) Air fed masks used during the repair process should be used for only sole use and not shared. Once removed these should be stored in a sealed container to prevent contamination. 3) Disposable PPE gloves, masks and coveralls should be disposed of in sealed bins and or bags 		
Office working activities	Employees	<p>Employees briefed on social distancing and hygiene controls.</p> <p>Social distancing from employees. Employees to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it.</p> <p>Management checks to ensure this is adhered to.</p>					<ol style="list-style-type: none"> 1. Workstations to be placed 2m apart or screening. 2. Regularly clean common contact surfaces in reception, office, access control and delivery areas e.g. scanners, turnstiles, screens, telephone handsets, desks, particularly during peak flow times 3. Recommended that office staff do not share phones, 		

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		Provision of PPE nitrile gloves, face masks (if less than 2m cannot be maintained) and hand sanitiser					stationery and pens, computer terminals without suitable cleaning.		
Use of Changing facilities, toilets	Employees, customers and contractors	<p>Provision of hot water for hand washing, soap and hand sanitiser. Paper towel for hand drying or hot air blower. Lidded foot operated waste bins with inner bag. Wash your hands thoroughly and regularly. Use soap and water for at least 20 seconds. Use alcohol-based hand sanitiser if soap and water is not available and hand washing technique to be adopted as directed by NHS</p> <p>Avoid touching your face/eyes/nose/mouth with unwashed hands and cover your cough or sneeze with a tissue then throw it in the bin.</p>					<ol style="list-style-type: none"> 1) Introduce staggered start and finish times to reduce congestion and contact at all times 2) Introduce enhanced cleaning of all facilities throughout the day and at the end of each day 3) Consider increasing the number or size of facilities available on site if possible 4) Based on the size of each facility, determine how many people can use it at any one time to maintain a distance of two metres <p>Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal.</p>		
Courtesy car controls	Employees and customers	<p>Employees briefed on social distancing and hygiene controls.</p> <p>Social distancing from employees. Employees to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it.</p> <p>Management checks to ensure this is adhered to.</p> <p>Provision of PPE nitrile gloves, and hand sanitiser</p>					<ol style="list-style-type: none"> 1. Determine from customer if anyone has been in the vehicle with symptoms of coronavirus or in the household is symptomatic 2. Reduce likelihood of contagion with vehicles by leaving keys in sealed plastic bags. 3. If it is identified that a vehicle has carried a covid 19 contagious person the vehicle should entered, cleaned/valeting vehicles for 3-4 days as the virus 		

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							dies in this time period on surfaces		
Paint mixing rooms Confined spaces, small areas	Employees	<p>Employees briefed on social distancing and hygiene controls.</p> <p>Social distancing from employees. Employees to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it.</p> <p>Management checks to ensure this is adhered to.</p>					<p>1) Restrict access and restrict one person at a time in the room.</p> <p>2) Persons should avoid confined areas , where suitable distancing cannot be achieved. Observation prior to entry is suggested to prevent inadvertant access.</p>		
Site cleaning	Anyone undertaking site cleaning duties	<p>Employees briefed on social distancing and hygiene controls</p> <p>Provision of PPE nitrile gloves, face masks and hand sanitiser</p>					Safety Briefing number 12		
First aid provision	Employees First aider	<p>Employees briefed on social distancing and hygiene controls</p> <p>Provision of PPE nitrile gloves, face masks and hand sanitiser</p>					<p>1. It is recommended where minor cuts and injury the injured person is supervised by the First Aiders in the application of first aid maintains a 2 m distance. Where possible, alternatively the injured person can be aided with suitable PPE, and/or emergency services called or sent to local hospital.</p>		
Vulnerable employees	<p>Employee</p> <p>Solid organ transplant recipients.</p> <p>People with specific cancers:</p> <p>people with cancer who are undergoing active chemotherapy</p>						<p>1. Identify if the business has any vulnerability employees</p> <p>2. Depending on the vulnerability issue, apply government guidance on self isolation, social</p>		

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	<p>people with lung cancer who are undergoing radical radiotherapy</p> <p>people with cancers of the blood or bone marrow such as leukaemia, lymphoma or myeloma who are at any stage of treatment</p> <p>people having immunotherapy or other continuing antibody treatments for cancer</p> <p>people having other targeted cancer treatments which can affect the immune system, such as protein kinase inhibitors or PARP inhibitors</p> <p>people who have had bone marrow or stem cell transplants in the last 6 months, or who are still taking immunosuppression drugs</p> <p>People with severe respiratory conditions including all cystic fibrosis, severe asthma and severe chronic obstructive pulmonary (COPD).</p> <p>People with rare diseases that significantly increase the risk of infections (such as SCID, homozygous sickle cell).</p> <p>People on immunosuppression therapies sufficient to significantly increase risk of infection.</p> <p>Women who are pregnant with significant heart disease, congenital or acquired</p>						distancing, PPE revised working controls		
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