

RISK ASSESSMENT – COVID-19

Risk Assessment Title	COVID-19	Risk Assessment Code	RA78
Location	AI CSG Sites	Division	HSE

Assessor Name	Phil Taylor	Assessor Signature	Phil Taylor	Assessor Date	29 April 2020.
Contributors Names	HSE Management Team				
Reviewed Name	Initial Version	Reviewed Signature	Chris Smith	Reviewed Date	15 May 2020.

Scoring Matrix						
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						

Hierarchy of Control	
Eliminate	Can the hazard be removed completely?
Substitute	If the hazard cannot be eliminated, replacing the dangerous with the non or less dangerous
Engineering Controls	If a hazard cannot be removed completely or replaced with something less harmful, practical changes can be made to reduce the risk
Administrative Controls	Implementing training, safety signs, operating instructions
PPE	Wearing suitable, adequate and well maintained personal protective equipment that is required

SEVERITY		
5	Multiple Fatality	Self-Explanatory
4	Fatality	Self-Explanatory
3	Major Injury	Reportable under RIDDOR
2	Minor Injury	First Aid Treatment
1	Negligible Impact	Self-Explanatory
LIKELIHOOD		
5	Almost Certain	Self-Explanatory
4	Probable	More than likely to occur
3	Possible	Has the potential to occur
2	Remote	Unlikely to occur
1	Improbable	Occurrence is extremely unlikely

Action Required		
1-5: Low Risk: Monitor compliance	6-12: Medium Risk: Implement control measures	13-25: High Risk: Stopped until controls are in place

Description of Task(s)
Assessment to control the risk of infection from COVID-19 and appropriate action for suspected cases

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What are the hazards?	Who might be harmed and how?	Raw Score (L x S)	What are you already doing?	Current Score (L x S)	Do you need to do anything else to manage the risk?	Responsible person for action	Action to be completed by	Follow up review	Residual Score (L x S)
Potential contamination for visiting guests / contractors	Colleagues & Others in the area	20	<p>Upon arrival at sites, all visitors / contractors must complete a detailed health questionnaire prior to being allowed onto site.</p> <p>Social distancing and handwashing requirements must be observed throughout the site visit</p> <p>Non-essential visitors will not be given access to the site.</p>	12	Any contractor / visitor suspected of being in contact with a carrier after completion of the form will not be permitted onto site	Gatehouse Colleagues will issue these forms prior to allowing access	On-going	n/a	12
Potential contamination from members visiting our shops.	Colleagues Members	20	<p>Controlling the access to the store by limiting the number of members in the store at any one time.</p> <p>Management of members through the operation of a 'one-way' system for shoppers.</p> <p>Customers waiting for access to the store must social distance with the parameters advised by Public Health England</p> <p>'Best Practice' notices throughout the store and via social media to all members</p> <p>Protective screens deployed at all checkouts</p> <p>All Checkouts issued with hand sanitiser and Colleagues encouraged to regularly use the product</p>	12	<p>Update Social Media notices regularly to keep members up to date with current guidelines and local site requirements</p> <p>Monitor social distancing by Colleagues</p>	Store Management Senior Management	On-going	n/a	12
Potential for contamination during general work activities	Colleagues	20	<p>Where possible, colleagues should work from home as much as possible – regular breaks away from PC's are encouraged.</p> <p>Colleagues who cannot work from home should always follow PHE's guidelines on social distancing and if these cannot be followed, colleagues should raise concerns to their immediate line managers who will raise it to the senior management team</p>	12	Regular monitoring of PHE's latest COVID-19 advice will be undertaken and discussed by senior managers to ascertain if any changes are required.	Senior management team Managers Supervisors Colleagues	On-going	n/a	12
Potential contamination from meetings and training	Colleagues Visitors	20	<p>Meetings are undertaken remotely where possible by video or phone link.</p> <p>Where this is not possible, attendees and delegates must ensure social distancing measures are followed and if this is not possible, the meeting will not be permitted.</p>	9	n/a	Management	n/a	n/a	12

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Potential of Contamination to Colleagues travelling to and from work	Colleagues	20	<p>Colleagues are encouraged to follow advice from PHE on car sharing.</p> <p>Colleagues using public transport should ensure they always follow PHE's social distancing guidelines.</p>	12	n/a	Colleagues	On-going	n/a	12
Potential for contamination during general work activities	Colleagues	20	<p>Shifts will be distanced between each other to avoid unnecessary contact. Each shift will start or finish earlier to avoid congestion and contact.</p> <p>Social distancing, handwashing and sanitising requirements must be observed throughout the site visit</p> <p>No colleague must be permitted to 'swap shifts' without isolating for the recommended period to ensure they are not transferring potential contamination to another shift.</p> <p>Any colleague showing COVID-19 symptoms should be immediately sent home and must self-isolate for the recommended period. If they have worked near other colleagues, the shift manager will take a decision of whether other colleagues need to be self-isolated also.</p> <p>On occasions where a colleague may have displayed COVID-19 Symptoms, the Hygiene Team must commence a full deep clean of the areas that colleague has visited. The Hygiene Team must wear appropriate protective equipment including face masks, eye protection, disposable overalls, disposable aprons and gloves; all this equipment must be removed in a specific way to avoid cross contamination. All the PPE removed must be double bagged and sealed for 72 hours prior to disposal. Chemicals used for this deep clean with be pre-approved by the HSE Team.</p> <p>All multi-use equipment will be cleaned after each use; this may include MHE, tables, Totes, door handles etc and additional cleaning and sanitising have been made available throughout the business.</p> <p>Break times have been staggered to avoid breaking social distancing</p> <p>In agreement with external parties, product disclaiming has been stopped to reduce the contact with the product.</p>	12	Regular monitoring of PHE's latest COVID-19 advice will be undertaken and discussed by senior managers to ascertain if any changes are required.	<p>Senior management team</p> <p>Managers</p> <p>Supervisors</p> <p>Colleagues</p>	On-going	n/a	12

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Potential for contamination during colleague breaks	Colleagues	20	Colleagues should remain socially distant during break times and lunch. Colleagues using the café facility should observe the social distancing requirements – colleagues should always sit apart from each other following the table and chair layout. Where possible, disposable plates and utensils may be used and all other items that may be used by colleagues sanitised after each use.	12	Regular monitoring of PHE's latest COVID-19 advice will be undertaken and discussed by senior managers to ascertain if any changes are required.	Senior management team Managers Supervisors Colleagues	On-going	n/a	12
Potential for contamination from administering first aid	Colleagues Visitors Contractors Shoppers	20	All first aiders are required to wear face masks, gloves and eye protection when administering any form of first aid. Mouth to mouth resuscitation is not permitted and must be replaced with chest compressions.	12	n/a	First Aiders	n/a	n/a	12
HGV and Others Driving Externally	Drivers	20	All vehicle drivers will be issued with hand sanitiser gel. Drivers are to ensure social distancing measures are followed when visiting other locations, escalating the matter to senior management if this is not possible. Travel to other CSG sites will be restricted and colleagues are encouraged to use remote meetings where possible. Where travel is necessary this should be single occupancy where possible and following PHE guidance on car sharing where necessary.	9	n/a	Vehicle Operators	n/a	n/a	9

This risk assessment remains under continuous review based on the receipt of guidance updates that are issued by the Health and Safety Executive, Public Health England, Public Health Scotland, Department for Health and Social Care and other Government Departments as appropriate.

Review Date					
Review Reason					
Reviewed By					
Signature					
Next Review Due By					