

Coronavirus Risk Assessment RA055

THIS DOCUMENT TO BE USED IN ASSOCIATION WITH RA 056 CORONAVIRUS (COVID 19) DAILY CHECK LOG

Task Activity: Work on site at Sencon UK Ltd in Workshop, Stores, Offices and Bistro area

It is noted that the risk rating before implementing control measures calculates as being

LIKELIHOOD X SEVERITY = RISK/PRIORITY OF 5 X 5 = 25

Activity/ Task	Hazard/Risk	Persons at Risk	Controls in Place	Likelihood(1-5)	Severity (1-5)	Risk/ Priority	Additional Controls Required
Working at Sencon premises in any department	Contact with persons who may have been exposed to coronavirus	Employees Contractors Visitors	<p>Emergency Action Plan Sencon DOC50 in place and communicated to all members of staff and visitors, including what symptoms to look out for and what action to take. DOC50 to be displayed in visible areas around the workplace.</p> <p>All members of staff instructed to follow government guidance on self-isolating and adhere to advice given.</p> <p>Where eligible, employees are strongly recommended to take part in the government's testing programme for COVID-19 and ensure that the results are communicated to senior management. If the test results reveal that the individual has contracted COVID-19, action will be taken as prescribed in DOC50 and a decision will be made on when they can return to work.</p>	2	5	10	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p>

Written By	S Bourn	Job Title: Office Manager (H&S Officer)	Reviewed by	H&S Officer	Review date: daily in conjunction with 056
Date Completed	26/03/20	Date Revised	3/8/20 (V3)	Page No	- 1 -

			<p>Sencon Return Work Form to be completed when an employee returns from self-isolating or has been diagnosed with COVID-19.</p> <p>Employees encouraged to comply with work with government test and trace system, or if it becomes available, download NHS COVID-19 app on personal phones and follow instructions received.</p> <p>Once symptomatic, all surfaces that the person has come into contact with must be cleaned, including:</p> <ul style="list-style-type: none"> • All surfaces and objects which are visibly contaminated with body fluids; and • All potentially contaminated high-contact areas such as toilets, door handles, telephones, etc. <p>Public areas where a symptomatic individual has passed through and spent minimal time in (such as corridors) but which are not visibly contaminated with bodily fluids do not need to be specially cleaned and disinfected.</p> <p>If a person becomes ill in a shared space, these should be cleaned using disposable cloths and household detergents, according to current recommended workplace legislation and practice.</p>				
--	--	--	--	--	--	--	--

Written By	S Bourn	Job Title: Office Manager (H&S Officer)		Reviewed by	H&S Officer	Review date: daily in conjunction with 056
Date Completed	26/03/20	Date Revised	3/8/20 (V3)	Page No	- 2 -	

Working at Sencon premises in any department continued	Contact with persons who may have been exposed to coronavirus – foreign travel	Employees Contractors Visitors	<p>Employees who are suspected to have coronavirus are to quarantine themselves in accordance with the government guidance.</p> <p>Other persons who may have been exposed to coronavirus have been instructed by the government guidance to quarantine themselves.</p> <p>Employees who have returned from foreign travel should quarantine themselves, even if they do not show any symptoms. Unless returning from countries on the UK Government exemptions from quarantine list at time of travel.</p>	2	5	10	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>FCO advice will also be reviewed regularly.</p> <p>https://www.gov.uk/guidance/travel-advice-novel-coronavirus</p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p>
	Contact with persons who may have been exposed to coronavirus	Employees Contractors Visitors	<p>Undertake Sencon Doc056 Daily log.</p> <p>‘Staying COVID-19 Secure in 2020’ poster to be displayed at entrance.</p> <p>Anyone who can work from home will be asked to do so. Where this cannot be done, the minimum amount of people will be asked to work on site.</p> <p>Employees who fall into the vulnerable, clinically vulnerable and clinically extremely vulnerable categories will be assessed and provisions made accordingly.</p>	2	5	10	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p>

Written By	S Bourn	Job Title: Office Manager (H&S Officer)		Reviewed by	H&S Officer	Review date: daily in conjunction with 056
Date Completed	26/03/20	Date Revised	3/8/20 (V3)	Page No	- 3 -	

<p>Working at Sencon premises in any department continued</p>			<p>The business will aim to maintain two-metre social distancing wherever possible, including while arriving at and departing from work and while in work.</p> <p>In an emergency, for example an accident or fire, people do not have to stay two metres apart if it would be unsafe.</p> <p>People involved in the provision of assistance to others will pay attention to sanitation measures immediately afterwards, including washing hands.</p> <p>Where social distancing guidelines cannot be followed in full in relation to a particular activity, it will be considered whether that activity needs to continue for the business to operate and, if so, we will take all the mitigating actions possible to reduce the risk of transmission between staff.</p> <p>Further mitigating actions include:</p> <ul style="list-style-type: none"> • Increasing the frequency of handwashing and surface cleaning; • Keeping the activity time involved as short as possible; • Using screens or barriers to separate people from each other; 				
---	--	--	---	--	--	--	--

Written By	S Bourn	Job Title: Office Manager (H&S Officer)	Reviewed by	H&S Officer	Review date: daily in conjunction with 056
Date Completed	26/03/20	Date Revised	3/8/20 (V3)	Page No	- 4 -

Working at Sencon premises in any department continued	Contact with packages or items contaminated with coronavirus	Employees Contractors Visitors	<ul style="list-style-type: none"> Using back-to-back or side-to-side working (rather than face-to-face) whenever possible; and Reducing the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others). <p>The business will provide handwashing facilities, or hand sanitiser where not possible, at entry and exit points.</p> <p>The businesses will service or adjust ventilation systems, for example so that they do not automatically reduce ventilation levels due to lower than normal occupancy levels.</p> <p>The business will open windows and doors frequently to encourage ventilation, where possible.</p>				
			<p>Markings at pick-up and drop-off points installed to alert persons of safe distancing.</p> <p>Where possible and safe, we will have single workers load or unload parcels.</p> <p>Where possible, we will use the same pairs of people for loads where more than one is needed.</p>	1	5	5	<p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released. Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p>

Written By	S Bourn	Job Title: Office Manager (H&S Officer)		Reviewed by	H&S Officer	Review date: daily in conjunction with 056
Date Completed	26/03/20	Date Revised	3/8/20 (V3)	Page No	- 5 -	

Working at Sencon premises in any department continued	Exposure to virus through handling of equipment, contact with surfaces, etc.	Employees Contractors Visitors	Smaller delivery packages should be wiped down where reasonable. Handlers encouraged to follow strict hygiene procedures.				Control measures will be revised and updated daily at 2pm when the latest government guidance is released.
			<p>Only one person to use their own equipment (where possible).</p> <p>Increased cleaning frequency – interrupt production in order to wipe down/clean busy areas, washrooms.</p> <p>Cleaning of shared equipment after usage – pallet trucks, forklift trucks, manual handling aides, etc.</p> <p>Start and end of shift cleaning conducted.</p> <p>Operatives encouraged to wipe down surfaces, handles, operational buttons, etc. frequently adhering to strict hygiene procedures in place.</p> <p>Maintenance contractors advised of strict hygiene procedures with equipment cleaned down prior to service/inspection.</p> <p>Contractors supervised, but maintaining safe distance at all times.</p>	1	5	5	<p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released. Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p>

Written By	S Bourn	Job Title: Office Manager (H&S Officer)		Reviewed by	H&S Officer	Review date: daily in conjunction with 056
Date Completed	26/03/20	Date Revised	3/8/20 (V3)	Page No	- 6 -	

<p>Working at Sencon premises in any department continued</p>	<p>Contact with packages or items handled by persons who may have been exposed to coronavirus</p>	<p>Employees Contractors Visitors</p>	<p>The business will look to reduce contact with others by:</p> <ul style="list-style-type: none"> • Reviewing layouts and processes to allow people to work further apart from each other; • Using floor tape or paint to mark areas to help workers keep to a two-metre distance; • Only where it is not possible to move workstations further apart, arranging for people to work side-by-side or facing away from each other rather than face-to-face; • Only where it is not possible to move workstations further apart, using screens to separate people from each other; • Managing occupancy levels to enable social distancing; • Avoiding the use of hot desks and spaces and, where not possible (for example, call centres or training facilities), cleaning and sanitising workstations between different occupants, including shared equipment; • Conducting review of line set-ups and processes; • Informing staff to wash hands at the beginning and end of every break and on arrival/leaving the premises; 	<p>1</p>	<p>5</p>	<p>5</p>	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p>
---	---	---	--	----------	----------	----------	--

<p>Written By</p>	<p>S Bourn</p>	<p>Job Title: Office Manager (H&S Officer)</p>		<p>Reviewed by</p>	<p>H&S Officer</p>	<p>Review date: daily in conjunction with 056</p>
<p>Date Completed</p>	<p>26/03/20</p>	<p>Date Revised</p>	<p>3/8/20 (V3)</p>	<p>Page No</p>	<p>- 7 -</p>	

<p>Working at Sencon premises in any department continued</p>			<ul style="list-style-type: none"> • Implementing social distancing/floor markings in toilets, shower areas, locker areas; • Increasing/encouraging the use of Microsoft teams and telephones rather than physical contact. Devices cleaned after use; • Displaying poster/guidance for employers (business & guidance); • Displaying signs and posters to encourage and promote good hand hygiene and remind people to avoid touching their face and use the upper arm of their sleeve where tissues are not available; • Sharing this assessment with all employees and publishing it on our website (if more than 50 employees); • Completing new and expectant mothers risk assessment (where necessary); • Making health and wellbeing (including mental health) support available for employees; • Making reasonable adjustments for staff with protected characteristics; • Reviewing and amending emergency procedures to include the disapplication of the two-metre social distancing rule to evacuations; 				<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p>
---	--	--	---	--	--	--	--

Written By	S Bourn	Job Title: Office Manager (H&S Officer)		Reviewed by	H&S Officer	Review date: daily in conjunction with 056
Date Completed	26/03/20	Date Revised	3/8/20 (V3)	Page No	- 8 -	

Working at Sencon premises in any department continued	Disposal of waste that may be contaminated by a coronavirus sufferer	Employees Contractors Visitors	All waste that has been in contact with the relevant person, including used tissues, and masks if used, should be put in a plastic rubbish bag and tied when full. The plastic bag should then be placed in a second bin bag and tied. It should be put in a safe place and marked for storage until the result is available. If the individual tests negative, this can be put in the normal waste.	1	5	5	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p>
Working at Sencon premises in any department continued	Contact with persons suffering from coronavirus – meetings	Employees Contractors Visitors	<p>The business will look to reduce contact with others by:</p> <ul style="list-style-type: none"> • Using remote working tools to avoid in-person meetings; • Allowing only absolutely necessary participants to attend meetings and maintaining two-metre separation throughout; • Avoiding transmission during meetings, for example by avoiding sharing pens and other objects; • Providing hand sanitiser in meeting rooms; 	1	5	5	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p>

Written By	S Bourn	Job Title: Office Manager (H&S Officer)	Reviewed by	H&S Officer	Review date: daily in conjunction with 056
Date Completed	26/03/20	Date Revised	3/8/20 (V3)	Page No	- 9 -

			<ul style="list-style-type: none"> • Holding meetings outdoors or in well-ventilated rooms whenever possible; and • For areas where regular meetings take place, using floor signage to help people maintain social distancing. 				
Working at Sencon premises in any department continued	Contact with persons suffering from coronavirus – common areas	Employees Contractors Visitors	<p>The business will look to reduce contact with others by:</p> <ul style="list-style-type: none"> • Creating additional space by using other parts of the workplace or building that have been freed up by remote working; • Installing screens to protect staff in receptions or similar areas; • Reconfiguring seating and tables to maintain spacing and reduce face-to-face interactions; • Encouraging staff to remain on-site and, when not possible, maintain social distancing while off-site; • Regulating the use of the locker area, shower room and other facility areas to reduce concurrent usage; and • Encouraging storage of personal items and clothing in personal storage spaces, for example lockers and during shifts. 	1	5	5	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p>
Working at Sencon premises in any	Contact with persons suffering	Employees Contractors Visitors	<p>The business will look to reduce contact with others by:</p>	2	5	10	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p>

Written By	S Bourn	Job Title: Office Manager (H&S Officer)		Reviewed by	H&S Officer	Review date: daily in conjunction with 056
Date Completed	26/03/20	Date Revised	3/8/20 (V3)	Page No	- 10 -	

department continued	from coronavirus – visitors and contractors		<ul style="list-style-type: none"> • Encouraging visits via remote connection/working where this is an option; • Where site visits are required, explaining site guidance on social distancing and hygiene to visitors on or before arrival; • Limiting the number of visitors at any one time; • Advise visitors to wear face masks; • Limiting visitor times to a specific time window and restricting access to required visitors only; • Determining if schedules for essential services and contractor visits can be revised to reduce interaction and overlap between people, for example carrying out services at night; • Maintaining a record of all visitors, if this is practical; • Revising visitor arrangements to ensure social distancing and hygiene, for example where someone physically signs in with the same pen in receptions; • Providing clear guidance on social distancing and hygiene to people on arrival (for example, signage or visual aids) and before arrival (for example, by phone, on the website or by email); 				https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19 Control measures will be revised and updated daily at 2pm when the latest government guidance is released.
----------------------	---	--	---	--	--	--	---

Written By	S Bourn	Job Title: Office Manager (H&S Officer)		Reviewed by	H&S Officer	Review date: daily in conjunction with 056
Date Completed	26/03/20	Date Revised	3/8/20 (V3)	Page No	- 11 -	

<p>Working at Sencon premises in any department continued</p>	<p>Contact with persons suffering from coronavirus – visitors and contractors</p>	<p>Employees Contractors Visitors</p>	<p>The business will look to improve hygiene between others by:</p> <ul style="list-style-type: none"> • Using signs and posters to build awareness of good handwashing technique, as well as the need to increase handwashing frequency, avoid touching your face and to cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available; • Providing regular reminders and signage to maintain personal hygiene standards; • Providing hand sanitiser in multiple locations in addition to washrooms; • Setting clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved as much as possible; • Introducing enhancing cleaning for busy areas; • Providing more waste facilities and more frequent rubbish collection; • Where possible, providing paper towels as an alternative to hand dryers in handwashing facilities; and • Introducing enhanced cleaning of all facilities regularly during the day and at the end of the day. 	<p>2</p>	<p>5</p>	<p>10</p>	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p>
---	---	---	--	----------	----------	-----------	--

<p>Written By</p>	<p>S Bourn</p>	<p>Job Title: Office Manager (H&S Officer)</p>	<p>Reviewed by</p>	<p>H&S Officer</p>	<p>Review date: daily in conjunction with 056</p>
<p>Date Completed</p>	<p>26/03/20</p>	<p>Date Revised</p>	<p>3/8/20 (V3)</p>	<p>Page No</p>	<p>- 12 -</p>

<p>Working at Sencon premises in any department continued</p>	<p>Contact with persons suffering from coronavirus – wearing of personal protective equipment (PPE)</p>	<p>Employees Contractors Visitors</p>	<p>Existing PPE worn in a work activity to protect against non-COVID-19 risks should continue to be worn.</p> <p>Wearing a face covering is optional and is not required by law. Sencon encourages all staff to wear them, when walking around the building, and when it is essential to work for short periods of time closer than the 2m social distance required. It will be important to use face coverings properly and wash your hands before putting them on and taking them off.</p> <p>Employees using face coverings will be encouraged to:</p> <ul style="list-style-type: none"> • Wash their hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after removing it. • When wearing a face covering, avoid touching their face or face covering, as it could contaminate them with germs from their hands. • Change their face covering if it becomes damp or if they have touched it. • Continue to wash their hands regularly. • Change and wash face coverings daily. 	<p>1</p>	<p>5</p>	<p>5</p>	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p>
---	---	---	--	----------	----------	----------	--

<p>Written By</p>	<p>S Bourn</p>	<p>Job Title: Office Manager (H&S Officer)</p>		<p>Reviewed by</p>	<p>H&S Officer</p>	<p>Review date: daily in conjunction with 056</p>
<p>Date Completed</p>	<p>26/03/20</p>	<p>Date Revised</p>	<p>3/8/20 (V3)</p>	<p>Page No</p>	<p>- 13 -</p>	

			<ul style="list-style-type: none"> • If the material is washable, wash in line with manufacturer’s instructions. If it is not washable, dispose of it carefully in your usual waste, or in the designated face mask bin located at the rear door. • Practise social distancing wherever possible. 				
--	--	--	---	--	--	--	--

Working at Sencon premises in any department continued	Contracting and spreading of infection	Employees Contractors Visitors	<p>Basic infection controls should be followed as recommended by the government:</p> <ul style="list-style-type: none"> • 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 straight away. • Wash your hands with soap and water often – use hand sanitiser gel if soap and water are not available. • Try to avoid close contact with people who are unwell. • Clean and disinfect frequently touched objects and surfaces. • Do not touch your eyes, nose or mouth if your hands are not clean. • Maintain a distance of 2 metres at all times for social distancing. <p>Persons worried about symptoms should use the NHS 111, only call if they cannot get help online, and NOT go to their GP or other healthcare centre.</p>	2	5	10	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p> <p>https://www.nhs.uk/conditions/coronavirus-covid-19/</p>
--	--	--------------------------------------	---	---	---	----	--

Written By	S Bourn	Job Title: Office Manager (H&S Officer)		Reviewed by	H&S Officer	Review date: daily in conjunction with 056
Date Completed	26/03/20	Date Revised	3/8/20 (V3)	Page No	- 14 -	

--	--	--	--	--	--	--	--

Written By	S Bourn	Job Title: Office Manager (H&S Officer)		Reviewed by	H&S Officer	Review date: daily in conjunction with 056
Date Completed	26/03/20	Date Revised	3/8/20 (V3)	Page No	- 15 -	

Working at Sencon premises in any department continued	Contact with visitors/contractors to site	Employees Contractors Visitors	<p>All visitors/contractors expected to complete the RA059 Visitor to Sencon Site Acceptance and Record and only allowed on site if the work cannot be completed at another time.</p> <p>Contractors instructed to keep two metres away from all other persons at all times.</p> <p>Contractors provided with handwashing facilities.</p> <p>Contractors supervised at all times.</p>	2	5	10	
--	---	--------------------------------------	---	---	---	----	--

PLEASE SEE DAILY MONITORING CHECKLIST RA056

Written By	S Bourn	Job Title: Office Manager (H&S Officer)	Reviewed by	H&S Officer	Review date: daily in conjunction with 056
Date Completed	26/03/20	Date Revised	3/8/20 (V3)	Page No	- 16 -

Risk/Priority Indicator Key

Severity (Consequence)
1. Negligible (delay only)
2. Slight (minor injury / damage / interruption)
3. Moderate (lost time injury, illness, damage, lost business)
4. High (major injury / damage, lost time business interruption, disablement)
5. Very High (fatality / business closure)

Likelihood
1. Improbable / very unlikely
2. Unlikely
3. Even chance / may happen
4. Likely
5. Almost certain / imminent

RISK / PRIORITY INDICATOR MATRIX						
LIKELIHOOD	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
SEVERITY (CONSEQUENCE)						

Summary		Suggested Timeframe
12-25	High	As soon as possible
6-11	Medium	Within the next three to six months
1-5	Low	Whenever viable to do so

Written By	S Bourn	Job Title: Office Manager (H&S Officer)	Reviewed by	H&S Officer	Review date: daily in conjunction with 056
Date Completed	26/03/20	Date Revised	3/8/20 (V3)	Page No	- 17 -