



Assessment Date		Hazard	Who might be harmed and how? (Potential Injury / Loss/Damage)	What are we already doing? (ERICPD)	Severity	Likelihood	Risk Rating	What further action is necessary?	Actions to be taken by?	Target Date	Actual Completion Date
Arriving leaving/work											
site	Office areas	Employees, visitors, contractors. Uncontrolled spread of infection due to breaches of social distancing, touching of contaminated surfaces, equipment etc. Spread of Covid-19	All non-essential staff working from home (See RA005). All workstations set up to allow 2 metre social distancing. Floorplan briefed and desks issued to those returning to work. Sanitising hand gels and wipes available (Minimum 70% alcohol) Enhanced Cleaning regime. Touch points cleaned frequently with a bacteriacidal cleaning solution. If whiteboards or TV's are used, dry wipe pens should not be shared if possible but cleaned between users if not. TV remotes should be cleaned after use.	Moderate	Rare	Low Risk	Bacteriacidal cleaning solution to be replaced with a virucidal cleaning solution.	SC	Sep-20	02/09/20	
site	Entrance through doors	Employees, visitors, contractors. Staff etc touching contaminated surfaces/touchpoints. Spread of Covid-19	Hand sanitiser available in area at all touchpoints on entrance/exit route (away from direct sunlight) Automatic doors in to reception. Plastic door opening devices provided for staff in order to reduce contact with touch points. Screen in place for reception / security desk Visual Management on social distancing and hygiene precautions. Enhance Cleaning regime of touchpoints (doors/handles etc.) throughout day using a bacteriacidal cleaning solution. One way system introduced to avoid passing others in internal doorways. Thermal screening has been put in place as of 12/10/20. All people entering the building are expected to check their temperature using the wall mounted IR thermometer, any readings above 37.8C will not be allowed entry to the building.	Moderate	Rare	Low Risk					
site	Reception	Employees, visitors, contractors. Staff etc touching contaminated surfaces/touchpoints. Breaching of social distancing due to space etc. Spread of Covid-19	Hand sanitiser available in area at all touchpoints on entrance/exit route (away from direct sunlight) Automatic doors to reception Screen in place on reception desk. Visitor Control guidelines in place to restrict visits to building. Barrier in place to prevent access behind the reception desk Enhanced cleaning regime of touchpoints (doors/handles etc.) throughout day using a bacteriacidal cleaning solution. Visual Management on Hygiene Precautions and Social Distancing. Removed sign in screen to prevent multi use contact. Reception will log any visitors to site. Visitors are to use their own if necessary, primarily for Covid screening forms.	Moderate	Rare	Low Risk					
site	Congestion at shift start / Finish time	Employees, visitors, contractors Failure of social distancing due to numbers of staff starting at the same time and or staff arriving and leaving at the same time. Spread of Covid-19	Limited Numbers of staff on site, Electronic doors and access controls. Social Distancing - Visual Management Introduced one way system and separate access and exit points. Use separate doors and or routes for access and egress for staff to/from the site. All staff briefed to use the emergency staircase nearest UKKRID end to exit the building.	Moderate	Rare	Low Risk					
Moving around the building											
site	Movement through corridors	Employees, visitors, contractors Breach of social distancing due to space limitation in corridors etc. Spread of Covid-19	One way system in place (So far as possible/practical), staff only enter by certain doors and exit by other designated doors. Signage in place to indicate route directions and entry points. Staff briefing to ensure social distancing is maintained. Floor marking at 2 metres in corridor to aid social distancing Enhanced cleaning regimes on touch points door handles etc. Face coverings are to become mandatory when moving around the building and in multi occupancy meeting/office rooms	Moderate	Rare	Low Risk					
site	Movement between floors	Employees, visitors, contractors Breach of social distancing due to space limitation in corridors etc. Spread of Covid-19	One way system in place for the stairs, central staircase to be used for ascending while the emergency stairs are to be used for descending Signage in place to indicate route directions/restrictions and social distancing Floor tape used to indicate 2M gaps General use of the lift is now prohibited, the lift will only be used for special circumstances and transport of heavy items. Sanitising stations available on each floor If the area is placed into tier 3 restrictions, face coverings will become mandatory when moving around the building	Moderate	Rare	Low Risk					
site	Team briefs and comm cells	Employees Breach of social distancing due to space limitations etc. Spread of Covid-19	Ensure numbers are limited to allow for social distancing, split staff in to smaller groups if required. Meetings held in an open area where social distancing can be maintained. UKKRID area has been offered for use at any time other than when inductions are being carried out. Chairs have been provided and spaced out to provide 2m distancing between each employee Unipart Covid-19 posters are displayed in all relevant areas. Hand sanitising gel available in area to cover all touch points etc.	Moderate	Rare	Low Risk					

Site	Meetings.	<p>Employees and visitors</p> <p>Breach of social distancing due to space limitations etc.</p> <p>Spread of Covid-19</p>	<p>Limit meetings to essential meetings only.</p> <p>Use of Google meet and phone-in's</p> <p>Limit the numbers of staff allowed in each meeting room and information (Signage) on entrance regarding numbers permitted.</p> <p>Hand sanitiser available at touchpoints (Doors, chair backs etc).</p> <p>Remove additional chairs to prevent breaches of social distancing.</p> <p>If a meeting involving external visitors is deemed as essential, a meeting area will be made available on the ground floor in order to reduce any contact between other employees.</p>	Moderate	Rare	Low Risk			
site	Shared offices, desks, chairs etc.	<p>Employees, contractors</p> <p>Possible infect due to contact with contaminated surfaces etc.</p> <p>Breach of social distancing due to limitation of space and or layout of office.</p> <p>Spread of Covid-19</p>	<p>Desks and workstations are spaced to allow social distancing to be maintained, floorplan is available. Desks are allocated to employees to ensure the right desks are used as necessary for social distancing.</p> <p>Removal of all personal and non-essential items from desks to aid effective cleaning, clear desk policy implemented and managed by site team.</p> <p>Floor marked to allow social distancing to be maintained.</p> <p>Limit number of persons in office at one time, post sign on door</p> <p>Sanitising wipes / cleaning materials available to clean workstations before and after use.</p> <p>Removal of all personal desk fans.</p> <p>In order to provide some flexibility in seating, some numbered desks have a desk labelled "B" immediately next to them. In the eventuality that a numbered desk is used for part of the day but an employee needs a desk for the remainder of the day, then they would use the "B" desk. This allows for cleaning to take place of both desks at the end of the day and prevents anyone using a desk that has already been used but not cleaned.</p> <p>In tier 3 situations, any employees sat at a desk immediately next to a walkway, must wear a face covering. Employees using offices where there are more than one person, will have to use face coverings.</p>	Moderate	Rare	Low Risk	The floor plan should be reviewed in order to avoid employees being seated next to a walkway		04/20
site	Used of shared equipment; PCs, printers and general office equipment (Staplers etc).	<p>Employees, visitors, contractors</p> <p>Infection via contact with contaminated equipment and or surfaces etc.</p> <p>Spread of Covid-19</p>	<p>Workstations allocated to a single individual.</p> <p>Hand Sanitiser and surface cleaners available to clean equipment before and after use.</p> <p>Colleagues instructed to clean all shared equipment at start/end of use, information posters in place to give guidance etc.</p> <p>Disposable gloves are available (disposable gloves to be available for use when cleaning down workstations and equipment.</p> <p>Posters, briefs reminding staff of handwashing</p>	Moderate	Rare	Low Risk			
site	Contact with surfaces (railings/barriers etc.)	<p>Employees, visitors and contractors</p> <p>Touching of contaminated surfaces etc.</p> <p>Spread of Covid-19</p>	<p>Hand Sanitiser, surface cleaners are available throughout.</p> <p>Regular touch point cleaning of all barriers etc. every shift</p> <p>Posters, briefs reminding staff of handwashing</p>	Moderate	Rare	Low Risk			
site	Canteen	<p>Employees, visitors, contractors</p> <p>Breaches of social distancing, touching of contaminated surfaces etc.</p> <p>Spread of Covid-19</p>	<p>Staggered breaks</p> <p>Limit on numbers allowed in area at any time</p> <p>Floor markings zoned out and signage to indicate numbers allowed in each zone for access to food services.</p> <p>Canteen seats removed to ensure seating is 2 metres apart</p> <p>Encouraged staff to bring their own lunch and eat at their own desk.</p> <p>All self-service cutlery trays and condiments (salt/pepper/sauce) removed</p> <p>Regular cleaning of vending machines and communal fridges cleaned each shift</p> <p>Posters displayed at entrance of canteen to remind people about "washing hands" before entering, with Unipart information posters.</p> <p>All cleaning and sanitising activities have documented frequencies and sign off with time and date for audit trail</p> <p>Hand Sanitiser station available at entrance to canteen</p> <p>Wipes/Cleaning Materials available on station for staff to wipe tables/seats prior to use</p> <p>Cleaning regime in canteen.</p> <p>Communal pods not to be used.</p>	Moderate	Rare	Low Risk			
site	Shared kitchens in office areas.	<p>Employees, visitors, contractors</p> <p>Breaches of social distancing</p> <p>Infection due to touching of contaminated surfaces and or equipment.</p> <p>Spread of Covid-19</p>	<p>Set limit of persons allowed in kitchen area, removed chairs to limit numbers and manage social distancing</p> <p>Regular communication on hand, personal hygiene through Unipart intranet and briefings</p> <p>Mark out floor to ensure social distancing.</p> <p>Posters displayed in relevant areas on hand, personal hygiene.</p> <p>Sanitising wipes and hand gel available in area, with posters giving guidance on use etc.</p> <p>Regular cleaning of all tables, worktops, seating, & vending machine at least 2 times per shift</p> <p>Drinks venders made freewend.</p>	Moderate	Rare	Low Risk			
site	Watercoolers	<p>Employees, visitors, contractors</p> <p>Contact with contaminated surface, uncontrolled spread of virus through handling items such as cups etc.</p> <p>Spread of Covid-19</p>	<p>Watercoolers cleaned throughout each shift</p> <p>Hand sanitizer and wipes available</p>	Moderate	Rare	Low Risk			
site	Toilets	<p>Employees, visitors, contractors</p> <p>Contact with contaminated surfaces etc.</p> <p>Spread of Covid-19</p>	<p>Toilets cleaned throughout day as required.</p> <p>Hand soap and paper towels available</p> <p>Handwashing posters displayed to promote this</p> <p>Toilets limited to one person at any one time</p> <p>The disabled toilets are to be open for use by anyone</p>	Moderate	Rare	Low Risk	Toilet capacity may need to be reviewed as employee numbers increase.		

	site	Uncontrolled spread of virus between / from staff, social distancing tc	Employees, visitors, contractors Breaches of social distancing Uncontrolled spread of virus through coughing/sneezing	Return to work induction given to all staff and covers breaches. Employees encouraged to challenge those who breach social distancing rules. Disciplinary action will be taken if appropriate Social distancing audits to be carried out	Moderate	Rare	Low Risk			
General										
	site	Spread of disease from external visitors	Employees, visitors, contractors Spread of Covid-19	Controls in place to restrict visitors Reception area All visitors asked to complete self declaration for Covid-19, held for 14 days. Visitors/Contractors are provided with covid instructions/information before attending site. Posters displayed controls - handwashing etc. All non-business critical visits prohibited Receptionist to book any visitors in, to avoid multiple people using the	Moderate	Rare	Low Risk			
	site	Spread of virus through staff	Employees, visitors, contractors Spread of Covid-19	Communication and briefs on control measures, handwashing Risk assessment / communication briefing and individual sign off Individual risk assessment for those identified as vulnerable Self isolation policy Cleaning regimes (each shift has regular "touchpoint" cleaning regime") Regular hand washing practices. Awareness posters on safe handwashing, personal hygiene Separate handwashing basins Sanitising hand gels throughout site Workplace audits Sanitising wipes available to wipe down all equipment at start/end of shift Supervision	Moderate	Rare	Low Risk			
	site	Spread of virus through staff becoming unwell either at work/or off site	Employees, visitors, contractors - uncontrolled spread of virus	Sickness and Absence policy and procedures. Regular communication to staff on current Covid-19 procedures Return to work interview, process Supervision Quarantine room process Track and trace procedure <u>Cleaning regimes and deep cleans arranged as necessary</u>	Moderate	Rare	Low Risk			
	site	Spread of virus through staff travelling between sites	Employees -Risk of virus transmission through employees sharing cars and travelling between sites.	Travel between site is to be restricted but where necessary shall be fully risk assessed for necessity and authorisation gained by the Managing Director. Travel should be limited to one person per car. If it is necessary for 2 people to travel in the same car, face coverings should be worn, windows should be kept open if practicable. During a lockdown period whereby travel is only permitted to essential workers, a letter of authority must be taken with the person travelling in the event of being stopped by the authorities.	Moderate	Possible	Medium	If pool cars are to be used, an anti bacterial fogging machine should be purchased and used between each car use.		
Emergencies										
		Spread of the virus during emergency scenarios	Employees, visitors and contractors could be placed at an increased risk of contracting the virus during emergency situations that require an evacuation.	Office numbers are significantly reduced to assist with social distancing. Safety pause issued with a plan of the car park to allow for suitable social distancing during roll calls. Suitable PPE will be available for the event of an accident arising during the emergency situation. Evacuation testing has been suspended during the pandemic in order to reduce the possibility of transmission whilst exiting the building.	Minor	Unlikely	Low Risk			

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