Assessment Date	Area	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. 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 witha 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 operning devices provided for staff in order to reduce contact with touch points. Screen in place for reception / security desk Visual Managment 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.	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 Contol 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	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 some 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 seperate 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				
	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.	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	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 emplloyee 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				

		Who & Hazard	Controls	Severity	Likelihood	Risk				
Site	**Meetings.**	Employees and visitors Breach of social distancing due to space limitations etc. Spread of Covid-19	Limit meetings to essential meetings only. Use of Google meet and phone-in's Limit the numbers of staff allowed in each meeting room and information (Signage) on entrance regarding numbers permitted. Hand sanitiser available at touchpoints (Doors, chair backs etc). Remove additional chairs to prevent breaches of social distancing. 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.	Moderate	Rare	Low Risk				
site	**Shared offices, desks, chairs etc.**	Employees, contractors Possible infect due to contact with contaminated surfaces etc. Breach of social distancing due to limitation of space and or layout of office. Spread of Covid-19	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. Removal of all personal and none-essential items from desks to aid effective cleaning, clear desk policy implemented and managed by site team. Floor marked to allow social distancing to be maintained. Limit number of persons in office at one time, post sign on door Sanitising wipes / cleaning materials available to clean workstations before and after use. Removal of all personal desk fans.	Moderate	Rare	Low Risk				
site	**Used of shared equipment; PCs, printers and general office equipment (Staplers etc).**	Employees, visitors, contractors Infection via contact with contaminated equipment and or surfaces etc. Spread of Covid-19	Workstations allocated to a single individual. Hand Sanitiser and surface cleaners available to clean equipment before and after use. Colleagues instructed to clean all shared equipment at start/end of use, information posters in place to give guidance etc. Disposable gloves are available (disposable gloves to be available for use when cleaning down workstations and equipment. Posters, briefs reminding staff of handwashing	Moderate	Rare	Low Risk				
site	**Contact with surfaces (railings/barriers etc.)**	Employees, visitors and contractors Touching of contaminated surfaces etc. Spread of Covid-19	Hand Sanitiser, surface cleaners are available throughout. Regular touch point cleaning of all barriers etc. every shift Posters, briefs reminding staff of handwashing	Moderate	Rare	Low Risk				
site	**Canteen**	Employees, visitors, contractors Breaches of social distancing, touching of contaminated surfaces etc. Spread of Covid-19	Staggered breaks Limit on numbers allowed in area at any time Floor markings zoned out and signage to indicate numbers allowed in each zone for access to food services. Canteen seats removed to ensure seating is 2 metres apart Encouraged staff to bring their own lunch and eat at their own desk. All self-service cutlery trays and condiments (salt/pepper/sauce) removed Regular cleaning of vending machines and communal fridges cleaned each shift Posters displayed at entrance of canteen to remind people about "washing hands" before entering, with Unipart information posters. All cleaning and sanitising activities have documented frequencies and sign off with time and date for audit trail Hand Sanitiser station available at entrance to canteen Wipes/Cleaning Materials available on station for staff to wipe tables/seats prior to use Cleaning regime in canteen. Communal pods not to be used.	Moderate	Rare	Low Risk				
site	**Shared kitchens in office areas.**	Employees, visitors, contractors Breaches of social distancing Infection due to touching of contaminated surfaces and or equipment. Spread of Covid-19	Set limit of persons allowed in kitchen area, removed chairs to limit numbers and manage social distancing Regular communication on hand, personal hygiene through Unipart intranet and briefings Mark out floor to ensure social distancing. Posters displayed in relevant areas on hand, personal hygiene. Sanitising wipes and hand gel available in area, with posters giving guidance on use etc. Regular cleaning of all tables, worktops, seating, & vending machine at lease 2 times per shift Drinks venders made freevend.	Moderate	Rare	Low Risk				
site	**Watercoolers**	Employees, visitors, contractors Contact with contaminated surface, uncontrolled spread of virus through handling items such as cups etc. Spread of Covid-19	Watercoolers cleaned throughout each shift Hand sanitizer and wipes available	Moderate	Rare	Low Risk				

site	**Toilets**	Employees, visitors, contractors Contact with contaminated surfaces etc. Spread of Covid-19	Toilets cleaned throughout day as required. Hand soap and paper towels available Handwashing posters displayed to promote this Toilets limited to one person at any one time The disabled toilets are to be open for use by anyone	Moderate	Rare	Low Risk	Toilet capcity needs 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	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	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 Cleaning regimes and deep cleans arranged as necessary	Moderate	Rare	Low Risk			

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