

**RISK ASSESSMENT FORM**

Version: 02

Document Reference: ADCRACOV19

Title: COVID - 19 - ADC Risk Assessment

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Local Review by: Stacey Bailey





Date: 13.05.20





Date of Local Review: 14.05.20



Severity / Consequence Categories	
Severity	Description
<b>Catastrophic</b>	Multiple fatalities (employees or third parties). Catastrophic environmental impact, resulting in irreversible/long term harm to environment.
<b>Significant</b>	Single fatality (employee or third party), loss of limbs, permanent severe disablement. Severe environmental incident resulting in significant impact requiring management by external authorities and / or high level of resources for response and remedy. Reversible/medium term harm to environment.
<b>Moderate</b>	Major injury / ill-health effect such as breaking a major bone or temporary disablement requiring hospital / casualty treatment and resulting in time off work. Moderate environmental impact requiring management response to aid recovery and resulting in reversible / short-term harm to the environment.
<b>Low</b>	Minor injury, ill-health effect requiring medical treatment beyond first aid. Restricted duties may be possible. Low environmental impact, not requiring management response.
<b>Negligible</b>	First aid case, no lost time. Negligible safety impact. Negligible environmental impact not requiring management response.





Likelihood (Chance of Risk) >>>		Severity / Consequence >>>						
		Negligible	Low	Moderate	Significant	Catastrophic		
Certain	>90%	M	M	H	H	H	H	High - Stop operations and rectify immediately. Senior management decision required to accept or reject risk.
Likely	>50% < 90%	M	M	M	H	H	H	Medium - Maintain current controls. Management to review and determine if further controls are required.
Possible	>10% < 50%	L	L	M	M	H	H	
Remote	>1% <10%	L	L	L	M	M	M	
Unlikely	<1%	L	L	L	M	M	M	Low - No further controls are required.

Process/Activity/Task/Step/Change	Hazard	Who May be Harmed?				Existing Risk Controls	Interim Risk			FOR LOCAL REVIEW PURPOSES						
		Employee	Contractor	Client / Public	Environment		Consequence	Likelihood	Rating (H-M-L)	Controls Adequate?	Additional Risk Controls (Not applicable if controls are adequate)			Residual Risk		
Description in Sequence										Yes / No	Action	Person Responsible	Date			
Contact with surfaces possibly infected with the COVID-19 (Coronavirus).	Transmission of the COVID-19 (Coronavirus) by hand contact with the face, eyes, nose or mouth.	X	X			Observe the government safety guidelines and procedures for social distancing and personal hygiene. Wash hands regularly for a period of at least 20 seconds with soap and water or if not available, an alcohol based hand-rub with at least 60% alcohol content. Avoid touching your face, eyes, nose or mouth with unwashed hands. Clean work surfaces with alcohol based wipe or anti bacterial spray before starting work. Transfer risk through shared contact surfaces should be avoided, for instance, do not share pens, keyboards or laptops without cleaning first.	S	P	M	Yes						

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Description in Sequence						  				Yes / No	Action	Person Responsible	Date				
Contact with persons possibly infected with the COVID-19 (Coronavirus).	Transmission of the COVID-19 (Coronavirus) by the inhalation of water droplets. (People coughing and direct contact).	X	X			Observe the government safety guidelines and procedures for social distancing and personal hygiene. Follow sensible respiratory hygiene, for example, cover your mouth and nose when coughing or sneezing, use tissues and throw them away after single use, and wash your hands or use a hand sanitizer every time you touch your mouth or nose. Remain at least 2m from all persons in the area when practical. Wear single use disposable gloves where practical, physical barriers such as cones, tape, cardboard or screens can assist in keeping the work area clear of other people. Do not shake hands with any other persons. Report any concerns you might have about the health of a person or yourself to your line manager. Provision of washable face masks issued to all colleagues. Available PPE (gloves) for all colleagues.	S	M	M	Yes							
Contact with a possible infected person in small areas.	Transmission of the COVID-19 (Coronavirus) by the inhalation of droplets. People sneezing and direct contact.	X	X			If practical avoid entering offices, meeting rooms and areas with people in close proximity. Observe the site rules and procedures for personal hygiene and hand washing. Cover your mouth and nose when coughing or sneezing, use tissues and throw them away after single use. Remain at least 2m from all persons in the area where practical. Do not shake hands with any other persons. Transfer risk through shared contact surfaces should be avoided, for instance, do not share pens, keyboards or laptops without cleaning first. If Colleagues need to be working in an office ensure that they do not face each other. Adhere to the 2 meter rule when interacting and use a radio where possible. Report any concerns about the health of a person or yourself to your line manager.	S	P	M	Yes							

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Contact with possible infected persons on corridors	Transmission of the COVID-19 (Coronavirus) by the inhalation of droplets. People sneezing and direct contact.	X	X			Stand as further as possible when walking up/down the corridor with others keeping social distancing where practical. Shift start and end times changed to reduce interaction. Additional signage on doors and walls. Demarcation on floors to determine 2 metres distancing. Additional signage on smoking shelter to remind smokers of the 2 metre guideline. Ensure toilet breaks are managed, do not enter the toilets if breaching the 2 metre rule.	S	P	M	Yes						
Management	Transmission of the COVID-19 by not having 2 metres between colleagues	X	X			Only essential face to face meetings to be held where practical. Most meetings to be held through TEAMS. No daily Ops meetings. Reduce all non critical meetings. Only critical behavioural and process audits to be completed. Managers on different shifts to not crossover. Start and finish times moved.	S	P	M	Yes						
Reception area	Transmission of the COVID-19 by not having 2 metres between colleagues	X	X			Reception closed ( swipe access only), Inbound deliveries to Gatehouse.	S	P	M	Yes						
Contractors	Transmission of the COVID-19 by not having 2 metres between colleagues	X	X			Only essential work to be carried out onsite. Contractors briefed on safety measures in place. Policing by the Supervisors/Managers to ensure contractors are 2 metres apart.	S	P	M	Yes						
Canteen area	Transmission of the COVID-19 by not having 2 metres between colleagues	X	X			Additional signage on walls and signage on table toppers reminding colleagues they must be 2 metres apart at all times and 2 colleagues per table. Extra table and seating removed. Staggered break times. Game machines out of use.	S	P	M	Yes						
Security	Transmission of the COVID-19 by not having 2 metres between colleagues	X	X			Gatehouse - No physical contact is added between security/drivers. Reference Numbers are voiced from driver inside their cab or extended to gatehouse window to be checked. Searches to being kept to a minimum.	S	P	M	Yes						
Inbound	Transmission of the COVID-19 by not having 2 metres between colleagues	X	X			Additional signage on walls and signage reminding colleagues they must be 2 metres apart at all times. Segregation of workstations. All manual handling to be done with required PPE. Daily &/or Weekly briefs at 2 meters apart.	S	P	M	Yes						

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Despatch	Transmission of the COVID - 19 by not having 2 metres between colleagues	X	X			Additional signage on walls and signage reminding colleagues they must be 2 metres apart at all times where practical. Segregation of workstations. All manual handling to be done with required PPE. Daily &/or Weekly briefs at 2 meters apart.	S	P	M	Yes					
Packing areas	Transmission of the COVID - 19 by not having 2 metres between colleagues	X	X			Using alternate packing tables to ensure 2 meter distancing, extra cleaning products. Daily &/or Weekly briefs at 2 meters apart. All manual handling to be done with required PPE.									
Full Case Pick Area	Transmission of the COVID - 19 by not having 2 metres between colleagues	X	X			Additional signage on walls and signage reminding colleagues they must be 2 metres apart at all times. Segregation of workstations where practical. Briefs at two meters distance. All manual handling to be done with required PPE.	S	P	M	Yes					
MHE Training	Transmission of the COVID - 19 by not having 2 metres between colleagues	X	X			Only essential MHE training to be undertaken where practical.	S	P	M	Yes					
Using shared resource	Transmission of the COVID - 19 by not having 2 metres between colleagues and not ensuring the equipment is cleansed	X	X			All shared resource such as workstations, RF kit and MHE to be regularly wiped down with alcohol wipes or anti bacterial sprays where practical. Hand sanitiser provided to all colleagues. Several hand sanitiser stations through out the building. Posters/notices to remind people to wash hands or sanitize them.	S	P	M	Yes					
Access and egress to building	Transmission of the COVID - 19 by not having 2 metres between colleagues	X	X			No Cross over between shifts at start/end of shift. Turnstile on free flow and hand gel available before and after the turnstile.	S	P	M	Yes					
Travel to work	Transmission of the COVID - 19 by not having 2 metres between colleagues	X	X			Staff to use own vehicles. Car share to be avoided if doing so it's at colleagues own risk. Avoid public transport where practical.	S	P	M	Yes					
Home working	Mental health issues, less contact with team members. Working in a effective way.	X	X			Home workers to be monitored by manager. Access to mental health first aiders. Teams video calls set up. Work monitored. Access to lifeworks.	S	P	M	Yes					

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Colleague isolation	Transmission of the COVID - 19 due to ill health or a vulnerable person as per guide lines	X	X			Following the Government guidelines and pro-actively making provisions for all Colleagues that can work from home to do so. Colleagues with underlying health issues are not onsite. Colleagues who wish to self-isolate are supported.	S	P	M	Yes						

Review reason	Review Date and By
Reviewed due to new safety advice being released	14/05/2020 S.Bailey

Changes made
Added information on home workers/mental health support and updated information on social distancing.