

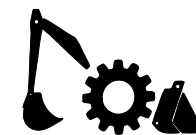
RISK RATING (R)		LIKELIHOOD OF OCCURRENCE (L)				
		V.LOW (1)	LOW (2)	MED (3)	HIGH (4)	V.HIGH (5)
HAZARD SEVERITY (S)	NEGLIGIBLE (1)	1	2	3	4	5
	MODERATE (2)	2	4	6	8	10
	SERIOUS (3)	3	6	9	12	15
	MAJOR (4)	4	8	12	16	20
	CATASTROPHIC (5)	5	10	15	20	25

Location	Common Road Depot, Training School & Tollgate site
Department	All

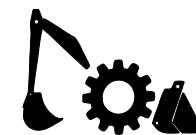
Ref No:	APWRA-002	Issue No	3
Date Assessed:	21 May 2020		
Assessed by:	M Burton		
Signature:			
Date Reviewed:	05 Oct 2020		
Review timescale:	3 Months		
Authorised by:	P Helks		
Signature:			

Activity	COVID-19 protection in accordance with Government, PHE & HSE guidelines.
Item	N/A
Area	All

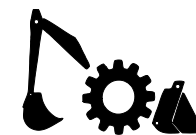
HAZARD	PERSONS AFFECTED	INITIAL RISK			CONTROL MEASURE List those provided and required	RESIDUAL RISK		
		L	S	R		L	S	R
Entry/Exit	All personnel & visitors	5	3	15	Stay 2m apart. Disinfect the turnstile at Common Road minimum twice a day. Disinfect handles at entry and exit points at Tollgate site minimum twice a day. Staggered start and finish times where possible. Check-in using the NHS App.	1	3	3
Individuals bringing COVID in to work	All personnel & visitors	5	3	15	Self-assessment at home first, if you have a cough and/or fever and/or lack of smell/taste then stay at home, in accordance with government guidance. On arrival to your place of work receive a temperature check, anything over 37.8°C (subject to certified error allowance of thermometer) will be sent home for self-isolation. Checker will ask how you feel and if your smell/taste is normal. Receive hand sanitiser before entering site.	3	3	9



HAZARD	PERSONS AFFECTED	INITIAL RISK			CONTROL MEASURE List those provided and required	RESIDUAL RISK		
		L	S	R		L	S	R
Sitting too close in the office, classroom or working too close in the workshop	All personnel & visitors	5	3	15	Ensure desks are 2m apart, if not possible then put screening up to protect. Where possible create bays in workshops to prevent straying into each other's work zone. If having to work within the 2m zone, then approved face protection must be used and work within the 2m zone for as minimum amount of time as possible.	1	3	3
Contaminated objects	All personnel & visitors	3	3	9	Have a rigorous cleaning schedule for common objects i.e. handles, switches etc. Sanitise hands after touching any such objects.	1	3	3
Breaktimes	All personnel & visitors	5	3	15	No communal tea breaks, and no tea rounds. Bring own hot and cold drinks in if possible. Canteen separation, one chair per table and use own vehicle if possible. Have staggered breaks to reduce the numbers on break.	1	3	3
Shared pool vehicles	All personnel & visitors	4	3	12	Cleaning routine of vehicle on entering and exiting the vehicle. Sanitise hands after cleaning of vehicle.	1	3	3
Multiple occupancy of vehicle	All personnel & visitors	4	3	12	Single occupancy of vehicles. If there is an emergency, then only one person allowed on a row of seats and personnel to be seated staggered to each other. Face protection to be worn and ventilation to be increased such as by opening windows. Sanitise hands after travelling in this way.	3	3	9
Plant prep for onwards movement to user	Workshop and driver personnel	5	3	15	Disinfect plant prior to going to user site. Sanitise hands after disinfection of plant.	1	3	3
Transfer to and from Workshop & office	All personnel & visitors	3	3	9	Wash/sanitise hands prior to entering office and workshop.	1	3	3
Office workstation with COVID contamination	All personnel & visitors	5	3	15	Clean all areas which are touched by the hands twice daily. At Tollgate site use the corridors as the travelling route rather than directly through the offices.	2	3	6
Fuel area cross contamination	All personnel & visitors	5	3	15	Wear disposable gloves for refuelling then dispose of before entering your vehicle. Clean down pump station with disinfectant.	1	3	3
Passing on stairs or corridors	All personnel & visitors	4	3	12	Where there is space allow others to pass remaining 2m away at all times. Create a one-way system beside common road stores as corridors are too narrow and there is potential of walking into other personnel around corners.	1	3	3
Drivers Hatch	All personnel & visitors	3	3	9	Only one person allowed in the hatch reception at a time, upon entering sanitise your hands.	1	3	3



HAZARD	PERSONS AFFECTED	INITIAL RISK			CONTROL MEASURE List those provided and required	RESIDUAL RISK		
		L	S	R		L	S	R
Paperwork handling	All personnel & visitors	4	3	12	Where possible reduce paperwork handling by introducing electronic capabilities. If this cannot be done, keep to a minimum.	2	3	6
Emergency situation i.e. fire, bomb etc.	All personnel & visitors	3	3	9	Responding to an Emergency to ensure your immediate safety outweighs COVID issues, and the 2m distance can be relaxed until in a safe environment to go back to 2m.	1	3	3
First Aid	All personnel & visitors	3	3	9	Any first aid needed to be carried out must be done in accordance with current health guidelines, i.e. face coverings over the injured party whilst doing CPR. All managers have been briefed on the SHEQ teams page of first aid requirements from St Johns Ambulance.	2	3	6
Unnecessary workforce	All personnel	5	3	15	If people can still work from home and their mental wellbeing allows it then they should remain there.	1	3	3
Male toilets	All male personnel	5	3	15	Tape off areas of the urinal to prevent encroachment of the 2m rule. Tape off sinks to prevent usage within 2m rule. Allow one in one out if toilet is too small for segregation by placing occupied sign on door.	1	3	3
Female toilets	All female personnel	5	3	15	Tape off sinks to prevent usage within 2m rule. Allow one in one out if toilet is too small for segregation by placing occupied sign on door.	1	3	3
Training site	All personnel & visitors	4	3	12	Maximum of 2 people per room in the office and kitchen. While on site keep 2m away at all times unless essential training required then approved face protection must be used and used for as minimum amount of time as possible.	1	3	3
Hot desking	All personnel & visitors	2	3	6	Hot desking is not permitted, you will be assigned a desk and that remains yours to keep clean. Use remote desktop capabilities to connect to specialist IT equipment/software when needed.	1	3	3
Office communication internally/externally	All personnel & visitors	4	3	12	Hold meetings electronically where possible, if unavoidable ensure 2m between you and the next person. Have tape around desk denoting 2m and to not cross threshold. Use phones, emails or Microsoft teams as the first mode of conversation before face to face.	2	3	6
Oils store in workshop	All personnel & visitors	3	3	9	At Common Road, only one person in the room at a time.	1	3	3



HAZARD	PERSONS AFFECTED	INITIAL RISK			CONTROL MEASURE List those provided and required	RESIDUAL RISK		
		L	S	R		L	S	R
Outside walkways	All personnel & visitors	3	3	9	Allow others to pass through the walkways before going through yourself, allowing 2m at the end.	1	3	3
Receiving deliveries	Reception staff & Stores person	4	3	12	Keep front door locked and display a sign to driver to leave delivery in the foyer, reception can see through glass door if any other advice is needed to be given. For larger items, the stores person will remove them to allow driver to stay socially distant.	1	3	3
Using kitchens	All personnel & visitors	5	3	15	Cleaning regime will be in place to ensure all areas are sanitised. Before and after touching fridges, kettles etc. sanitise hands.	2	3	6
Smoking areas	All smokers	5	3	15	Only one person allowed in the smoking shelter at Common road. At the training school personnel must be 2m apart. At Tollgate site floor markings will denote 2m distance.	1	3	3
Printers	All Office personnel	5	3	15	Try not to use printers unless absolutely necessary. Sanitise hands after touching any such objects.	1	3	3
Contractors	All personnel and contractors	3	3	9	Only allow critical contractors on site, and ensure they wait at reception on arrival. Brief contractors of this assessment and ensure they have all the controls for the work they intend to do. Ensure their actions are monitored to provide assurance to our staff. Contractors must have the same temperature and wellness questions as our own staff.	1	3	3

### Additional Comments / Observations

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### RISK ASSESSMENT DECLARATION.

I confirm that I have been briefed on the associated risks involved, I am aware of the restrictions and safety related issues involved in this task. I am aware that if for any reason I cannot carry out the work as instructed I must stop work and inform my supervisor.

Date.	Name.	Company.	Signature.

**NOTE: This declaration may be replaced with single project declaration if referenced therewith**