

## ACUK COVID-19 Risk Assessment - Record of Significant Finding

Area/Process Assessed:	ACUK	Date:	18 <sup>th</sup> May 2020
Department:	Whole Site	Assessor:	Bert Francis

Hazards identified.	Who might be harmed and how?	Current control measures.	Current Risk			Further control measures to be implemented.	Who/When	Date completed	Residual Risk		
			Severity	Likelihood	Total				Severity	Likelihood	Total
Returning to the workplace.	<p>All staff and visitors: Possible infection with COVID-19 Coronavirus by physical – direct and indirect – and airborne contamination with people and equipment.</p> <ul style="list-style-type: none"> <li>Serious illness or death</li> </ul>	<ul style="list-style-type: none"> <li>All staff work from home, wherever possible.</li> <li>Monitor wellbeing of staff working from home to help stay connected.</li> <li>Clinically vulnerable staff at higher risk should stay at home as per existing Govt guidance (also consider staff who live with clinically vulnerable individuals).</li> <li>Staff in self-isolation, or in contact with anyone who is, should stay at home as per existing Govt guidance. They can only return to work once the prescribed isolation period (7/14 days dependant on whether they are symptomatic) has been observed and if no high temperature exists.</li> </ul>	5	2	10	<ul style="list-style-type: none"> <li>Provide necessary equipment for staff to work from home more safely and effectively.</li> <li>If clinically vulnerable and unable to work from home, consider alternative or what work can be done at home.</li> <li>Provide support for staff for mental health and wellbeing.</li> </ul>	All staff	Continually monitored	5	1	5

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In the workplace.	<p>All staff and visitors: Possible infection with COVID-19 Coronavirus by physical – direct and indirect – and airborne contamination with people and equipment.</p> <ul style="list-style-type: none"> <li>Serious illness or death</li> </ul>	<ul style="list-style-type: none"> <li>Entrance and departure through main entrance for upstairs and Service; side entrance for front office and Warehouse entrance for Warehouse staff.</li> <li>Main reception manned remotely</li> <li>Reduce number of people each person has contact with by working in fixed teams.</li> <li>Social distancing (2m apart wherever possible).</li> <li>Regular handwashing with soap and water.</li> <li>Regular use of hand sanitisers (ensure there is ample supply and well distributed throughout the building).</li> <li>Restrict movement from your workstation, between departments and remain on your floor if possible (avoid using the lift if possible or 1 at a time if you have to).</li> <li>Use of kitchen and toilet facilities restricted to one at a time, wherever possible, or 2m separation if not.</li> </ul>	5	3	15	<ul style="list-style-type: none"> <li>Continue to review what work can be done at home.</li> <li>Consider the use of screens or barriers wherever possible and if needed.</li> <li>Avoid working F2F and work back-to-back or side-by-side.</li> </ul>	All staff	Continually monitored	5	2	10

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		<ul style="list-style-type: none"> <li>Maintain staggered arrival and departure times.</li> <li>Avoid use of hot desks and breakout areas wherever possible.</li> <li>Provide a bike rack to encourage staff to cycle to work (showers available).</li> <li>Encourage staff to run or walk to work (showers available).</li> <li>Reduce the activity time to as short as possible.</li> </ul>									
Meetings.	<p>All staff and visitors: Possible infection with COVID-19 Coronavirus by physical – direct and indirect – and airborne contamination with people and equipment.</p> <ul style="list-style-type: none"> <li>Serious illness or death</li> </ul>	<ul style="list-style-type: none"> <li>Avoid F2F meetings wherever possible and use remote working tools.</li> <li>If unavoidable, limit to only absolutely necessary participants.</li> <li>Maintain strict social distancing (2m separation wherever possible) throughout.</li> </ul>	5	3	15	<ul style="list-style-type: none"> <li>Avoid use of whiteboards and flipcharts etc, wherever possible.</li> <li>If practical, hold meetings in outdoor locations.</li> </ul>	All staff	Continually monitored	5	2	10
Accidents and incidents.	<p>All staff and visitors: Possible infection with COVID-19 Coronavirus by physical – direct and indirect – and airborne contamination with people and equipment.</p> <ul style="list-style-type: none"> <li>Serious illness or death</li> </ul>	<ul style="list-style-type: none"> <li>In the event of fire, emergency evacuation or to treat a serious accident, 2m separation can be ignored if it is unsafe to life to do so.</li> <li>Ensure proper sanitation measures are observed afterwards – wash hands</li> </ul>	5	3	15	<ul style="list-style-type: none"> <li>Use of PPE when treating serious injury – gloves and face mask.</li> <li>Maintain 2m separation in assembly area if possible.</li> </ul>	All staff	Continually monitored	5	2	10

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		thoroughly and change clothes if possible. <ul style="list-style-type: none"> <li>Use nearest fire exit for emergency evacuation.</li> </ul>									
Receiving customers, suppliers and visitors.	All staff and visitors: Possible infection with COVID-19 Coronavirus by physical – direct and indirect – and airborne contamination with people and equipment. <ul style="list-style-type: none"> <li>Serious illness or death</li> </ul>	<ul style="list-style-type: none"> <li>Avoid F2F meetings wherever possible and use remote working tools.</li> <li>If unavoidable, limit the number of visitors at any one time and allocate specific time slots, wherever possible.</li> <li>Maintain strict social distancing (2m apart wherever possible).</li> <li>Observe strict hygiene protocols and do not share pens and equipment – use of own pen for signing in etc.</li> <li>Provide delivery drivers with welfare facilities, in line with Govt guidance, if practical.</li> <li>Maintain a record of all visitors, if practical.</li> <li>Ensure visitors have completed COVID-19 Visitor Questionnaire.</li> </ul>	5	3	15	<ul style="list-style-type: none"> <li>Try to determine meeting schedules (meeting room bookings and liaise with colleagues), contractor visits for essential services etc, to avoid overlap between visitors to the site.</li> <li>Provide a dedicated host responsible for visitor safety – social distancing, hygiene, communicating entry and exit routes and to collaborate with colleagues.</li> <li>If practical, hold meetings in outdoor locations.</li> </ul>	All staff	Continually monitored	5	2	10

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Attending customer site visits.	<p>All service engineers, E&amp;T, Account Managers and customer employees:</p> <p>When carrying out customer sales visits, demos or on-site calibration and maintenance.</p> <p>Possible infection with COVID-19 Coronavirus by physical – direct and indirect – and airborne contamination with people and equipment.</p> <ul style="list-style-type: none"> <li>Serious illness or death</li> </ul>	<ul style="list-style-type: none"> <li>Avoid F2F meetings wherever possible and use remote working tools.</li> <li>If unavoidable, limit to only absolutely necessary participants to attend.</li> <li>Maintain strict social distancing (2m apart wherever possible).</li> <li>Wash hands frequently with soap and water or use hand sanitiser.</li> <li>Travel separately if more than one participant required.</li> <li>Observe strict hygiene protocols and do not share pens and equipment – use of own pen for signing in etc.</li> <li>Use of PPE – face mask or covering and gloves, if practical.</li> <li>Ensure customer has completed COVID-19 Site Visit Questionnaire.</li> </ul>	5	3	15	<ul style="list-style-type: none"> <li>Agree customer host responsible for your safety throughout the visit.</li> <li>Agree specific time slot with customer.</li> <li>Agree entry and exit routes to/from site.</li> <li>Ensure all customer staff and contractors are informed of the visit.</li> <li>Try to avoid site visit when other visitors are on site.</li> <li>Ensure workspace is clear of all non-essential staff.</li> <li>Use of FFP2 or FFP3 face masks, if available.</li> </ul>	All staff	Continually monitored	5	2	10
Hygiene and cleaning in the workplace.	<p>All staff and visitors:</p> <p>Possible infection with COVID-19 Coronavirus by physical – direct and indirect – and</p>	<ul style="list-style-type: none"> <li>Maintain fully functional and serviced HVAC throughout the building.</li> <li>Provide ample supply of hand sanitisers in multiple locations.</li> </ul>	5	3	15	<ul style="list-style-type: none"> <li>Clear and clean workspaces, especially keyboards, and remove waste and belongings at the end of each shift.</li> <li>Limit use of high-touch items, such as printers and whiteboards etc.</li> </ul>	All staff	Continually monitored	5	2	10

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	airborne contamination with people and equipment. <ul style="list-style-type: none"> <li>Serious illness or death</li> </ul>	<ul style="list-style-type: none"> <li>Use of kitchen and toilet facilities restricted to one at a time, wherever possible, or maintain 2m separation.</li> <li>Frequent cleaning of work areas, equipment and surfaces (especially regularly touched – door handles, light switches etc) using usual cleaning products.</li> </ul>				<ul style="list-style-type: none"> <li>Additional signs and posters to aid awareness and act as reminders – hand washing techniques and frequency, touching your face, cough or sneeze into tissues, cleaning workspace and surfaces etc.</li> <li>Individuals using the showers are to clean them thoroughly before and after use.</li> <li>Cleaning contractor to follow specific Govt guidance for cleaning after a known or suspected case of COVID-19.</li> </ul>					
Workforce management.	All staff: Possible infection with COVID-19 Coronavirus by physical – direct and indirect – and airborne contamination with people and equipment. <ul style="list-style-type: none"> <li>Serious illness or death</li> </ul>	<ul style="list-style-type: none"> <li>Minimise all non-essential travel and consider remote options first.</li> <li>Minimise number of people travelling together.</li> <li>Provide clear, consistent and regular communication to improve understanding.</li> <li>If staying away overnight, ensure COVID-19 Accommodation Questionnaire completed by hotel or accommodation.</li> </ul>	5	3	15	<ul style="list-style-type: none"> <li>Clean pool vehicles when shared.</li> <li>Centrally log overnight stays away from home and ensure accommodation meets the required hygiene and social distancing guidelines.</li> <li>Additional signs and posters to aid awareness and act as reminders – hand washing techniques and frequency, touching your face, cough or sneeze into tissues, cleaning workspace and surfaces etc.</li> </ul>	All staff	Continually monitored	5	2	10
Legionnaires' disease.	All staff and visitors: Potential growth of legionella bacteria in low use or unused water systems. <ul style="list-style-type: none"> <li>Serious illness or death</li> </ul>	<ul style="list-style-type: none"> <li>Run water weekly in all water systems – taps and shower heads.</li> <li>Keep all taps and shower heads descaled.</li> </ul>	5	1	5	None.					

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**Key:**

**Severity:**

1. Non-treatment injury
2. First Aid treatment
3. Lost time injury
4. Major injury/disability
5. Death/Fatal illness

**Likelihood**

1. Very unlikely
2. Unlikely
3. Possible
4. Likely
5. Very likely

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
		<b>Severity</b>				

**High Risk – (20 to 25):** stop activity/task – seek advice – determine a safe system of work.

**Medium Risk – (8 to 16):** ascertain if further controls are practicable wherever possible.

**Low Risk – (1 to 6):** suitably safe working.

**Hierarchy of Control:**

<b>ELIMINATE</b>	Is it possible and practical to eliminate the hazard in its entirety?
<b>SUBSTITUTE</b>	If unable to eliminate the hazard, is it possible to substitute? Eg: Replace hazardous equipment or substance with safer alternatives?
<b>ENGINEERING CONTROLS</b>	Isolate people from exposure to the hazard. Eg: Enclosing dangerous parts of machinery behind guarding or enclosing spray painting in a booth.
<b>ADMINISTRATIVE CONTROLS</b>	Safe systems of work, permits to work, employee training, signs and warning labels. This includes effective supervision of staff and, where necessary, the use of appropriate means to discipline employees if they have worked unsafely due to their own neglect or failure to follow instructions.
<b>PPE</b>	Personal Protective Equipment is the least effective method of controlling hazards and a last resort. This will only be employed when all other controls are unavailable or impractical.