

## ASSESSING OUR RISKS – GENERAL RISK ASSESSMENT FORM

Site/Department: A&M Defence & Marine

Task/Activity/Area: Bodmin Offices

Notes:

Coronavirus COVID-19

RA Team:

Steve Naylor

Date of RA:

15 May 2020

Review Date: As Required

People at risk: Company Employees, Visitors Covid-19 contact.

Dept Manager

Signature:

Hazards identified or clear Injury causes, highlighting risks (Injury focused - see checklist)	Controls/Procedures/Key Behaviours (existing controls, information, training etc)	Further action required
Transmission	<ul style="list-style-type: none"> <li>a. Wash hands with soap and water on a regular basis. Use alcohol based sanitiser where soap and water isn't available. Follow hand washing guidance: <a href="https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/">https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</a></li> <li>b. Avoid shaking hands and exercise social distancing – stay 2 metres away from others</li> <li>c. Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze</li> <li>d. Put used tissues in the bin straight away</li> <li>e. Try to avoid close contact with people who are unwell</li> <li>f. If unwell with symptoms of COVID-19 self-isolate at home in line with government advice: <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</a></li> <li>g. If unwell with any symptoms and you are in doubt as to what to do phone your line manager for advice before travelling into work. You may be asked to work from home.</li> <li>h. Wear nitrile gloves for undertaking cleaning.</li> </ul> <p>Use the NHS symptom checker: <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/">https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/</a></p>	

<p>Employees/visitors with symptoms of COVID-19</p>	<ul style="list-style-type: none"> <li>a. If an individual falls ill at work they should go home immediately, being careful to keep contact with surfaces to a minimum and to ensure social distancing is maintained where it is safe to do so. If required the individual should access NHS 111 online and work through questions. In an emergency dial 999.</li> <li>b. Any surfaces that a person with suspected COVID-19 symptoms has come into contact with must be thoroughly cleaned by the designated person using the household detergents, blue roll, disposable gloves, apron, facemask and disposal bags contained within the Clean-up Kit stored in the kitchen. The following advice which includes proper disposal of waste must be adhered to:  <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></li> </ul>	
<p>Arrival and Departure</p>	<ul style="list-style-type: none"> <li>a. Where possible use your own transport</li> <li>b. Wash hands with soap and water or use hand sanitiser on arrival and before departure from the building.</li> <li>c. Minimise trips away from the premises – eg bring your own food.</li> </ul>	
<p>Use of the premises (offices, canteen/rest areas, workshop, yard)</p>	<ul style="list-style-type: none"> <li>a. Maintain 2 metre social distancing measures at all times, including when sitting at desks or working at benches.</li> <li>b. Avoid in-person meetings. Where a meeting is deemed necessary, maintain 2 metre social distancing measures and conduct the meeting in a large space with good air flow. Open doors/windows where possible.</li> <li>c. Avoid sharing pens and or other objects.</li> <li>d. Use local printers and avoid use of central printers as far as possible.</li> <li>e. Opening windows and doors frequently to encourage ventilation, where possible.</li> <li>f. Regularly clean common contact surfaces e.g. entry key pads, door handles and printers.</li> <li>g. Ensure that desks and work areas are situated more than 2 metres away from entrances/exits</li> <li>h. Stagger break times to maintain social distancing</li> <li>i. Dispose of rubbish and place used crockery/utensils in the dishwasher immediately after use.</li> </ul>	

Kitchen	<ul style="list-style-type: none"> <li>a. Only 3 people inside at any one time.</li> <li>b. Maintain social distancing</li> <li>c. Use hand cleanser on entering and leaving the area</li> <li>d. Frequently clean surfaces that are touched regularly, using standard cleaning products e.g. kettles, refrigerators, microwaves, work tops.</li> <li>e. All used crockery, eating utensils, cups etc. should be placed in the dish washer before leaving.</li> </ul>	
Stairs and corridors	<ul style="list-style-type: none"> <li>a. Do not pass others in restricted areas such as stairways and corridors where 2 metre social distancing cannot be maintained.</li> </ul>	
Goods in/out	<ul style="list-style-type: none"> <li>a. Use non-contact deliveries/collections where possible</li> <li>b. Deliveries should be placed in designated areas as per signage</li> <li>c. Where possible only one member of personnel should load /unload vehicles</li> <li>d. Wash hands after handling deliveries/collections.</li> <li>e. Clean fork lift before and after use, paying particular attention to levers, seat and steering wheel.</li> </ul>	
Mental health and wellbeing	<ul style="list-style-type: none"> <li>a. Line managers to contact direct employees on a regular basis.</li> <li>b. Any employee with concerns should contact either their line manager or the company health, safety and training manager.</li> </ul>	
Emergencies	<ul style="list-style-type: none"> <li>a. In an emergency, for example, an accident, fire or break-in, people do not have to stay 2m apart if it would be unsafe.</li> <li>b. People involved in the provision of assistance to others should wear PPE, if at all possible, and pay particular attention to sanitation measures immediately afterwards including washing hands.</li> </ul>	