

Activity Risk Assessment Form				Ref: Cor1	
Activity:	Coronavirus				
Location:	Newark & home				
Frequency and Duration:	Constant throughout the day	Number of People exposed to the risks:		All staff	
<b>STAGE 1</b>					
<p>Hazards: Contact with people who have not shown any symptoms of Coronavirus and the virus is not widespread or limited to isolated pockets of the UK.</p>					
Current Risk Control Measures in place					
<p>Existing Controls: Wash hands with warm soapy water for at least 20 seconds often or use hand sanitizer Cover your mouth and nose with a tissue when coughing or sneezing and put the used tissues in the bin straight away Avoid close contact with people who are unwell Avoid touching your eyes, nose or mouth if your hands are not clean Hand sanitizer available and in use</p>					
Severity of Injury (S):	4	Likelihood of Injury (L):	3	Risk Rating (SxL):	Tolerable
Name and job title of assessor:			Chris Bennett SHEQ Manager		
Date of assessment:			09.04.20		
Additional Risk Control Measures to be put in place to reduce risk:					
<p>Additional Controls: Clean and disinfect touched objects and surfaces – provide PC and desk surface cleaning wipes Clean and disinfect pool car internal surfaces prior to use – provide general surface cleaning wipes Issue company guidance to all staff regarding the symptoms to be aware of Provide hand washing / sanitising facilities to visitors at reception areas Issue company guidance in line with Government guidance to all staff</p>					
Severity of Injury (S):	4	Likelihood of Injury (L):	2	Risk Rating (SxL):	Adequate
Name and job title of assessor:			Chris Bennett SHEQ Manager		
Date of assessment:			09.04.20		

**STAGE 2**

**Increase of Hazards:**

Contact with people who have not shown any symptoms of Coronavirus, but the virus is more widespread and there are confirmed cases within the local community

**Current Risk Control Measures in place**

**Existing Controls:**

Wash hands with warm soapy water for at least 20 seconds often or use hand sanitizer  
 Cover your mouth and nose with a tissue when coughing or sneezing and put the used tissues in the bin straight away  
 Avoid close contact with people who are unwell  
 Avoid touching your eyes, nose or mouth if your hands are not clean  
 Hand sanitizer available and in use  
 Clean and disinfect touched objects and surfaces – provide PC and desk surface cleaning wipes  
 Clean and disinfect pool car internal surfaces prior to use – provide general surface cleaning wipes  
 Issue company guidance to all staff regarding the symptoms to be aware of  
 Provide hand washing facilities to visitors at reception areas

Severity of Injury (S):	4	Likelihood of Injury (L):	2	Risk Rating (SxL):	Adequate
-------------------------	---	---------------------------	---	--------------------	----------

Name and job title of assessor:	Chris Bennett SHEQ Manager				
---------------------------------	-------------------------------	--	--	--	--

Date of assessment:	09.04.20				
---------------------	----------	--	--	--	--

**Additional Risk Control Measures to be put in place to reduce risk:**

**Additional Controls:**

Avoid meetings – use Teams or other non-personal attendance systems  
 Maintain a personal safe zone of at least 2mtr apart  
 Avoid direct contact (hand shaking)  
 Issue company guidance in line with Government guidance to all staff

Severity of Injury (S):	3	Likelihood of Injury (L):	2	Risk Rating (SxL):	Adequate
-------------------------	---	---------------------------	---	--------------------	----------

Name and job title of assessor:	Chris Bennett SHEQ Manager				
---------------------------------	-------------------------------	--	--	--	--

Date of assessment:	09.04.20				
---------------------	----------	--	--	--	--

**STAGE 3**

Increase of Hazards:  
Contact with people who have been diagnosed with Coronavirus and / or the virus is more widespread across the country

**Current Risk Control Measures in place**

Existing Controls:  
Wash hands with warm soapy water for at least 20 seconds often or use hand sanitizer  
Cover your mouth and nose with a tissue when coughing or sneezing and put the used tissues in the bin straight away  
Avoid close contact with people who are unwell  
Avoid touching your eyes, nose or mouth if your hands are not clean  
Hand sanitizer available and in use  
Clean and disinfect touched objects and surfaces – provide PC and desk surface cleaning wipes  
Clean and disinfect pool car internal surfaces prior to use – provide general surface cleaning wipes  
Issue company guidance to all staff regarding the symptoms to be aware of  
Provide hand washing facilities to visitors at reception areas  
Avoid meetings – use Teams or other non-personal attendance systems  
Maintain a personal safe zone of at least 2mtr apart  
Avoid direct contact (hand shaking)

Severity of Injury (S):	3	Likelihood of Injury (L):	2	Risk Rating (SxL):	Adequate
-------------------------	---	---------------------------	---	--------------------	----------

Name and job title of assessor:	Chris Bennett SHEQ Manager
---------------------------------	-------------------------------

Date of assessment:	09.04.20
---------------------	----------

**Additional Risk Control Measures to be put in place to reduce risk:**

Additional Controls:  
All staff to work from home  
All face to face meetings to be cancelled  
Self-isolation for all staff - watch for any symptoms – if so call 111 without delay  
Sales staff to operate from home / office – no customer visits  
Issue company guidance in line with Government guidance to all staff

Severity of Injury (S):	3	Likelihood of Injury (L):	2	Risk Rating (SxL):	Adequate
-------------------------	---	---------------------------	---	--------------------	----------

Name and job title of assessor:	Chris Bennett SHEQ Manager
---------------------------------	-------------------------------

Date of assessment:	09.04.20
---------------------	----------

**STAGE 4**

Reduction of Hazards:

Coronavirus is now limited and controlled via suitable and sufficient methods set in place by the Government. Self-isolation restrictions are lifted and staff are permitted to return to work.

Current Risk Control Measures in place

Existing Controls:

Wash hands with warm soapy water for at least 20 seconds often or use hand sanitizer  
 Cover your mouth and nose with a tissue when coughing or sneezing and put the used tissues in the bin straight away  
 Avoid close contact with people who are unwell  
 Avoid touching your eyes, nose or mouth if your hands are not clean  
 Hand sanitizer available and in use  
 Clean and disinfect touched objects and surfaces – provide PC and desk surface cleaning wipes  
 Clean and disinfect pool car internal surfaces prior to use – provide general surface cleaning wipes  
 Issue company guidance to all staff regarding the symptoms to still be aware of  
 Provide hand washing facilities to visitors at reception areas.

Severity of Injury (S):	3	Likelihood of Injury (L):	2	Risk Rating (SxL):	Adequate
-------------------------	---	---------------------------	---	--------------------	----------

Name and job title of assessor:	Chris Bennett SHEQ Manager
---------------------------------	-------------------------------

Date of assessment:	09.04.20
---------------------	----------

Additional Risk Control Measures to be put in place to reduce risk:

Additional Controls:

Watch for any symptoms – if so call 111 without delay and inform your line manager for advice  
 Try to keep yourself away from other work colleagues until a diagnosis has been given from either 111 or your doctor

Office areas:

Use the one way in and one way out system  
 Use only the desk spaces allocated – do not move desks or regenerate disused desks / areas  
 Wipe down your desk space prior to and after use each day  
 Toilets – Use the free / occupied signed on the doors – do not enter the corridor if a toilet is in use  
 Small kitchens – Make your own drinks – do not make drinks for anyone else  
 Main kitchen – Only use the allocated seating – do not regenerate disused seating / areas. If someone is using the food preparation facilities, wait for them to leave before you enter – keep your distance (at least 2mtrs)  
 Meeting rooms are limited to the number of occupants – this must not be exceeded (2 in the small room and 4 in the large room).  
 Observe the 2mtr distance rule as much as possible.  
 Keep your movement between Alexander House and Innovation House to an absolute minimum.  
 Smoking: Maintain 2mtrs distance from all other smokers while outside.  
 Only staff identified as low risk and informed are permitted back into the offices in this stage.  
 Further reviews of this RA will be undertaken and re-issued to all staff as and when required.

Severity of Injury (S):	2	Likelihood of Injury (L):	2	Risk Rating (SxL):	Acceptable
-------------------------	---	---------------------------	---	--------------------	------------

Name and job title of assessor:	Chris Bennett SHEQ Manager
---------------------------------	-------------------------------

Date of assessment:	10.07.20
---------------------	----------

**STAGE 5**

**Reduction of Hazards:**

Coronavirus is now under complete control with vaccines available to all.  
All restrictions are lifted.

**Current Risk Control Measures in place**

**Existing Controls:**

Wash hands with warm soapy water for at least 20 seconds often or use hand sanitizer.  
Cover your mouth and nose with a tissue when coughing or sneezing and put the used tissues in the bin straight away.  
Avoid close contact with people who are unwell.  
Avoid touching your eyes, nose or mouth if your hands are not clean.  
Hand sanitizer available and in use.  
Clean and disinfect touched objects and surfaces – provide PC and desk surface cleaning wipes.  
Clean and disinfect pool car internal surfaces prior to use – provide general surface cleaning wipes.  
Issue company guidance to all staff regarding the symptoms to still be aware of.  
Provide hand washing facilities to visitors at reception areas.  
Use the one way in and one way out system.  
Use only the desk spaces allocated – do not move desks or regenerate disused desks / areas.  
Wipe down your desk space prior to and after use each day.  
Toilets – Use the free / occupied signed on the doors – do not enter the corridor if a toilet is in use.  
Small kitchens – Make your own drinks – do not make drinks for anyone else.  
Main kitchen – Only use the allocated seating – do not regenerate disused seating / areas. If someone is using the food preparation facilities, wait for them to leave before you enter – keep your distance (at least 2mtrs)  
Meeting rooms are limited to the number of occupants – this must not be exceeded (2 in the small room and 4 in the large room).  
Observe the 2mtr distance rule as much as possible.  
Keep your movement between Alexander House and Innovation House to an absolute minimum.  
Smoking: Maintain 2mtrs distance from all other smokers while outside.  
Only staff identified as low risk and informed are permitted back into the offices in this stage.  
Watch for any symptoms – if so call 111 without delay and inform your line manager for advice  
Try to keep yourself away from other work colleagues until a diagnosis has been given from either 111 or your doctor.  
Further reviews of this RA will be undertaken and re-issued to all staff as and when required.

Severity of Injury (S):	2	Likelihood of Injury (L):	2	Risk Rating (SxL):	Acceptable
Name and job title of assessor:			Chris Bennett SHEQ Manager		
Date of assessment:			10.07.20		

**Additional Risk Control Measures to be put in place to reduce risk:**

**Additional Controls:**

Severity of Injury (S):	2	Likelihood of Injury (L):	2	Risk Rating (SxL):	Acceptable
Name and job title of assessor:			Chris Bennett SHEQ Manager		
Date of assessment:			10.07.20		