

RISK ASSESSMENT FORM (034)

ACTIVITY COVERED Infection Control PEOPLE AT RISK MasterMover Operatives Visitors Contractors Customers				Project / Work Description: Since the outbreak of Coronavirus COVID-19, it has become paramount to assess the risk to the Health, Safety and Welfare of MasterMover Staff, any visitors/contractors and whilst working on Customer's sites. Effective control measures are required to keep the risk of infection at a reasonably practicable level, whilst ensuring business continuity.						
Risk Assessment Team (Name/s): All Staff				Approved (Name, Date): Chris Simpkins, 5th May 2020						
Date Conducted: 20.04.20 to 05.05.20		Next review Date: 31.05.21								
Hazard Identification				Post Control Risk Evaluation			Further Risk Control			
1a	1b	1c	1d	2a	2c	2d	3a	3b	3c	3d
Any specific work activity:	Hazard(s) / Human Factors / COSHH	HOW?? Include consequence!	Existing/Current Risk Control/PPE	S	L	Risk Rating RPN	Additional Risk Control Measures	NRR	Action by & when?	Closed Y/N
Use of Office Environment	Infection control	Transfer of germs and pathogens leading to increased risk of infection, lost time, infection of others and possible chronic conditions.	Social Distancing of 2m in accordance with government guidelines shall be maintained. Staff to observe strict Hygiene and Infection Control practices as per Government Advice. Washing of hands is a strict priority. Extended provision for Home Working for most Office based staff to reduce office staffing levels. Refer to Home Working Policy. Use of Hot Desking to be permitted under strict controls. Use of own keyboard, mouse and peripherals to be removed on a daily basis. Cleaners to sanitise Hot Desks and maintain excellent standards of cleanliness and sanitising. Safety Manager to review. Signage in place for instruction and education regarding COVID-19. All are location specific.	4	3	12	Offices to be reconfigured to comply with social distancing requirements and screens added where necessary Personal Desk Cleaning Kits and sanitising solutions. Hand Sanitising and welfare / handwash facilities to be reviewed. Appropriate PPE (Facemasks and disposable gloves) sourced and in place, where required. Develop formal policy for safe working at MasterMover Installation of Steritouch handles on commonly used doors	(4S x 2L) 8	CS	Y
Use of Warehouse / Production /	Infection control	Transfer of germs and pathogens leading to increased risk of	Social Distancing of 2m in accordance with government guidelines shall be maintained.	4	3	12	Personal Desk Cleaning Kits and sanitising solutions.	(4S x 2L) 8	CS/JR	Y

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Service / Unit 1 Despatch		infection, lost time, infection of others and possible chronic conditions.	<p>Staff to observe strict Hygiene and Infection Control practices as per Government Advice. Washing of hands is a strict priority.</p> <p>Appropriate PPE (Facemasks and disposable gloves) sourced and in place, where required.</p> <p>Use of build stations are exclusive to named Production Engineer. Layout of facility aids social distancing and infection control.</p> <p>Tools and equipment is mainly allocated to Production Engineer. Sharing of tools and equipment only allowed as per hygiene processes.</p>				<p>Hand Sanitising and welfare / handwash facilities to be reviewed.</p> <p>Screens to be installed between build bays PPE sourced and available</p> <p>Develop formal policy for Goods In</p>		CS	Y
Use of communal Kitchen Areas	Infection control	Transfer of germs and pathogens leading to increased risk of infection, lost time, infection of others and possible chronic conditions.	<p>Expanded Home Working will reduce overall footfall within communal areas.</p> <p>Social Distancing of 2m in accordance with government guidelines shall be maintained. Maximum limits on allowed entrants to communal areas to be observed.</p> <p>Staff to observe strict Hygiene and Infection Control practices as per Government Advice. Washing of hands is a strict priority.</p> <p>Break times to be staggered to maintain low levels of staff in communal areas.</p> <p>Cleaners to ensure all communal areas are cleaned and sanitised on a daily basis.</p>	4	4	16	<p>Hand Sanitising and welfare / handwash facilities to be reviewed.</p> <p>Use of disposable cutlery, plates etc – staff to bring in own provisions. Requires policy.</p> <p>Cleaning provisions made available to staff.</p>	(4S x 2L) 8	CS	Y
Use of communal Toilet facilities	Infection control	Transfer of germs and pathogens leading to increased risk of infection, lost time, infection of others and possible chronic conditions.	<p>Expanded Home Working will reduce overall footfall within communal areas.</p> <p>Staff to observe strict Hygiene and Infection Control practices as per Government Advice. Washing of hands is a strict priority.</p> <p>Social Distancing of 2m in accordance with government guidelines shall be maintained. Only 1 person allowed in communal area at any one time.</p> <p>Break times to be staggered to maintain low levels of staff in communal areas.</p>	4	4	16	<p>Hand Sanitising and welfare / handwash facilities to be reviewed to enable infection control within cubicles.</p> <p>Suitable hand drying facility in cubicles.</p>	(4S x 2L) 8	CS	Y

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			<p>Visiting Drivers not allowed to use facilities in Limes/Beeches offices. Only Unit 1 Despatch. Refer to Visiting Drivers Policy.</p> <p>All visitors and contractors to observe company requirements as detailed within Visitor Policy.</p> <p>Cleaners to ensure all communal areas are cleaned and sanitised on a daily basis.</p>							
Use of communal meeting facilities	Infection control	Transfer of germs and pathogens leading to increased risk of infection, lost time, infection of others and possible chronic conditions.	<p>Expanded Home Working will reduce overall requirement for physical meeting facilities and will naturally move to the digital workspace.</p> <p>Meetings shall be carried out using appropriate software solutions instead of face-to-face meetings.</p> <p>In the event where face-to-face meeting is unavoidable and is business critical, reference shall be made to Visitor policy, company hygiene procedures and Social Distancing of 2m in accordance with government guidelines shall be maintained and personnel reduced to reasonable levels.</p>	4	2	8				
Use of access and fire doors	Infection control	Transfer of germs and pathogens leading to increased risk of infection, lost time, infection of others and possible chronic conditions.	<p>Expanded Home Working shall reduce overall footfall within communal areas.</p> <p>Staff to observe strict Hygiene and Infection Control practices as per Government Advice. Washing of hands is a strict priority.</p> <p>Social Distancing of 2m in accordance with government guidelines shall be maintained. When doors are in use, other users should stand well back and let the area become clear before using.</p> <p>Cleaners to ensure all door handles and push plates are cleaned and sanitised on a daily basis.</p>	4	4	16	<p>Steritouch handles fitted to all commonly utilised doors.</p> <p>Hand Sanitising facilities to be reviewed. Units to be installed on either sides of heavy traffic doors, including externally, where possible.</p>	(4S x 2L) 8	CS CS	Y Y
Visitors / Contractors	Infection control	Transfer of germs and pathogens leading to increased risk of infection, lost time, infection of others and	<p>Visitors and Contractors shall be restricted wherever possible and be subject to strict controls in accordance with the Visitor Policy.</p> <p>Meetings shall be carried out using appropriate software solutions instead of face-to-face meetings. Where virtual meeting space is not practical or available, pre-screening</p>	4	2	8				

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		possible chronic conditions.	<p>questions shall be directed to all Visitors / Contractors as per Visitor Policy.</p> <p>All visitors and contractors to observe company requirements as detailed within Visitor Policy.</p>							
Working on Customer Sites	Infection control	<p>Transfer of germs and pathogens leading to increased risk of infection, lost time, infection of others and possible chronic conditions.</p>	<p>All non-essential visits to non-MasterMover and Customer sites shall be avoided and use of virtual meeting spaces attempted.</p> <p>All essential visits to non-MasterMover and Customer sites shall be in accordance with our Visiting Sites Policy.</p> <p>Observe site, government and MasterMover requirements at all times and utilise all applicable PPE where directed.</p> <p>Service Engineers shall work in accordance with our amended Policy for Service Engineers and specific Risk Assessment / Method Statements. All visits shall be subject to a Site Risk Assessment being carried out by the engineer, incorporating infection control.</p> <p>Appropriate PPE (Facemasks and disposable gloves) sourced and in place, where required.</p>	4	2	8				
Sickness/Absence	Infection control	<p>Transfer of germs and pathogens leading to increased risk of infection, lost time, infection of others and possible chronic conditions.</p>	<p>All staff who are currently displaying symptoms of COVID-19 shall self-isolate as per government guidelines for a period of 7 days (If live alone), or 14 days (if live with others).</p> <p>Usual sickness/absence procedure applies.</p> <p>Staff are encouraged to report any symptoms or concerns for the wellbeing and safety of others.</p> <p>Company Attendance Bonus Scheme suspended, pending review.</p>	4	3	12	<p>Require a policy for Sickness/Absence and remove the incentive attend work if displaying symptoms of an infectious illness. Staff with home working capability to utilise.</p>	(4S x 2L) 8	CS/TM/AJO/JJ	Y
Goods In	Infection control	<p>Transfer of germs and pathogens leading to increased risk of infection, lost time, infection of others and</p>	<p>Refer to amended policy for Goods In.</p> <p>All goods shall be quarantined in accordance with government guidelines and the materials they contain.</p> <p>Cardboard, fabric and porous surfaces shall be quarantined for 24 hours.</p>	4	2	8				

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		possible chronic conditions.	<p>Metalwork, Plastics and shiny, non-porous surfaces shall be quarantine for 72 hours.</p> <p>Exceptions shall be made when Business Critical needs require parts/deliveries to be released early. Refer to Amended Goods In Policy for appropriate Risk Control measures in this event.</p>							
Use of Cleaning Chemicals & Hand Sanitiser	COSHH	Exposure to cleaning chemicals leading to chemical poisoning, skin irritation and associated health effects.	<p>Cleaning contractors shall perform the majority of cleaning duties that involve COSHH items.</p> <p>When cleaning materials are required, full consideration must be given to the Hazardous labels on each material and only recognised, widely available cleaning sprays to be utilised. Do not use industrial chemicals.</p> <p>Refer to COSHH Risk Assessments.</p> <p>Cleaning chemicals are kept in appropriate storage areas within communal areas. Desk Cleaning Kits to be made available and shall contain 'low-risk' items.</p> <p>Hand moisturising shall be encouraged due to the effects of repeated handwashing and sanitising.</p>	3	3	9	Company to make permanent moisturiser available to staff. Available upon request.	(4S x 2L) 8	CS/TM/ AJO/ JJ	Y

Key: S (Severity), **L** (Likelihood), **NRR** (New Risk Rating)

21-25	16-20	10-15	1-9
<p>Operation not Permissible</p> <p>Stop operation & review controls.</p>	<p>High priority remedial action</p> <p>Proceed with extreme caution with PI present at all times. Implement additional (secondary) controls immediately. Review within 7 days. Emergency control measures shall be in place.</p>	<p>Take remedial action at appropriate time</p> <p>Proceed with care. Additional control is advised. Review shall be implemented within 30 days.</p>	<p>Risk acceptable: Residual risk</p> <p>If possible, risk reduction should be further considered, particularly severity.</p> <p>There are no imminent dangers. Frequent review shall be in place especially changes in procedures, materials or environment.</p>