

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, 15th July 2021						
Date Conducted: 15.07.21		Next review Date: 31.05.22								
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.	Refer to Policy for Safe Working at MasterMover in place and updated accordingly. Social Distancing in accordance with government guidelines shall be maintained. Staff to observe strict Hygiene and Infection Control practices as per Government Advice and company requirements. Extended provision for Home Working for most Office based staff to reduce office staffing levels. Refer to Home Working Policy and assessments. 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. Offices reconfigured to comply with government guidelines, company requirements and Risk Assessment. Appropriate PPE (Facemasks and disposable gloves) sourced and in place, where required. Installation of Steritouch handles on commonly used doors. Permission granted to eat and drink at desks – each area has hot/cold water, fridges and supplies to reduce footfall to kitchen areas.	4	2	8				

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<p>Use of Warehouse / Production / Service / Unit 1 Despatch</p>	<p>Infection control</p>	<p>Transfer of germs and pathogens leading to increased risk of infection, lost time, infection of others and possible chronic conditions.</p>	<p>Refer to Policy for Safe Working at MasterMover in place and updated accordingly.</p> <p>Refer to formal policy for Goods In, including quarantine process. Means of sanitising goods in has been put in place.</p> <p>Social Distancing in accordance with government guidelines shall be maintained.</p> <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 are mainly allocated to Production Engineer. Sharing of tools and equipment only allowed as per hygiene processes.</p> <p>Screens installed between build bays to aid in distancing.</p> <p>Footfall reduced between areas due to supply of drink making facility in assessment area.</p>	<p>4</p>	<p>2</p>	<p>8</p>				
<p>Use of communal Kitchen Areas</p>	<p>Infection control</p>	<p>Transfer of germs and pathogens leading to increased risk of infection, lost time, infection of others and possible chronic conditions.</p>	<p>Refer to Policy for Safe Working at MasterMover in place and updated accordingly.</p> <p>Permission granted to eat and drink at desks – each area has hot/cold water, fridges and supplies to reduce footfall to kitchen areas.</p> <p>Expanded Home Working will reduce overall footfall within communal areas.</p> <p>Social Distancing in accordance with government guidelines shall be maintained. Maximum limits on allowed entrants to communal areas to be observed (see signage).</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 daily.</p> <p>Cleaning provisions made available to staff. Disposable cutlery to be used.</p>	<p>4</p>	<p>2</p>	<p>8</p>				

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<p>Use of communal Toilet facilities</p>	<p>Infection control</p>	<p>Transfer of germs and pathogens leading to increased risk of infection, lost time, infection of others and possible chronic conditions.</p>	<p>Refer to Policy for Safe Working at MasterMover in place and updated accordingly.</p> <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 in accordance with government guidelines shall be maintained. Maximum limits on allowed entrants to communal areas to be observed (see signage).</p> <p>Break times to be staggered to maintain low levels of staff in communal areas.</p> <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 daily.</p>	<p>4</p>	<p>2</p>	<p>8</p>				
<p>Use of communal meeting facilities</p>	<p>Infection control</p>	<p>Transfer of germs and pathogens leading to increased risk of infection, lost time, infection of others and possible chronic conditions.</p>	<p>Refer to Policy for Safe Working at MasterMover in place and updated accordingly.</p> <p>All visitors and contractors to observe company requirements as detailed within Visitor Policy.</p> <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. Face to Face meetings shall be in accordance with existing policies and procedures and risk control measures instated dependant on risk.</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 in accordance with government guidelines shall be maintained (where possible) and personnel reduced to reasonable levels.</p> <p>Safety Manager to be made aware and offer advice dependent on individual case.</p>	<p>4</p>	<p>2</p>	<p>8</p>				

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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>Refer to Policy for Safe Working at MasterMover in place and updated accordingly.</p> <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 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> <p>Steritouch handles fitted to all commonly utilised doors.</p> <p>Hand Sanitising facilities available in commonly used access/egress points.</p>	4	2	8				
Visitors / Contractors	Infection control	Transfer of germs and pathogens leading to increased risk of infection, lost time, infection of others and possible chronic conditions.	<p>Visitors and Contractors shall be restricted wherever possible and be subject to risk controls in accordance with the Visitor and Safe Working at MasterMover policies.</p> <p>Meetings shall be carried out using appropriate software solutions where possible. Where virtual meeting space is not practical or available, low risk meetings shall be permitted under existing controls/policies.</p> <p>However, for longer duration visits and working on site, Safety Manager shall be made aware to deliver additional screening.</p> <p>All visitors and contractors to observe company requirements as detailed within Visitor Policy – all information available at reception and signed for in visitor book.</p>	4	2	8				
Working on Customer Sites	Infection control	Transfer of germs and pathogens leading to increased risk of infection, lost time, infection of others and possible chronic conditions.	<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. 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>	4	2	8				

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Sickness/ Absence	Infection control	Transfer of germs and pathogens leading to increased risk of infection, lost time, infection of others and possible chronic conditions.	All staff who are currently displaying symptoms of COVID-19 or have been instructed to do so by NHS Track & Trave or NHS COVID App shall self-isolate as per government guidelines. Usual sickness/absence procedure applies. Refer to Safe Working at MasterMover Policy and updates. Staff are encouraged to report any symptoms or concerns for the wellbeing and safety of others. Company Attendance Bonus Scheme suspended.	4	2	8				
Goods In	Infection control	Transfer of germs and pathogens leading to increased risk of infection, lost time, infection of others and possible chronic conditions.	Refer to amended policy for Goods In. Goods in may be quarantined for 24 hours dependent on assessed risks by Goods in operatives. Goods may be released earlier by utilising appropriate sanitising equipment and/or supplies. Zapptiser sanitiser in place.	4	2	8				
Use of Cleaning Chemicals & Hand Sanitiser	COSHH	Exposure to cleaning chemicals leading to chemical poisoning, skin irritation and associated health effects.	Cleaning contractors shall perform most cleaning duties that involve higher risk COSHH items. 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. Refer to COSHH Risk Assessments. Cleaning chemicals are kept in appropriate storage areas within communal areas. Desk Cleaning Kits to be made available and shall contain 'low-risk' items. Hand moisturising shall be encouraged due to the effects of repeated handwashing and sanitising. Company has made permanent moisturiser available to staff. Available upon request.	3	3	9				

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

21-25	16-20	10-15	1-9
Operation not Permissible Stop operation & review controls.	High priority remedial action 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.	Take remedial action at appropriate time Proceed with care. Additional control is advised. Review shall be implemented within 30 days.	Risk acceptable: Residual risk If possible, risk reduction should be further considered, particularly severity. There are no imminent dangers. Frequent review shall be in place especially changes in procedures, materials or environment.