

Document Ref: RA-10114

Task / Activity being carried out: Business operations during the COVID-19 pandemic. Risk assessment will be regularly reviewed to ensure any new government guidance is implemented.

Activity	Hazard Description and any Effects	Persons at Risk Employee / Contractor / Visitor / Public	Hazard Severity (A)	Likelihood (B)	Risk Rating AxB	Next Step	Controls	New Hazard Severity (A)	New Likelihood (B)	New Risk Rating AxB	
4 Travel between sites. Use of public transport.	Possibility of spreading the virus to other sites/locations.	All	4	3	12	<p>Red - Stop task!</p> <p>Yellow - Implement controls then reassess</p> <p>Green - assessment can stop but implement</p>	<p>1. All non-essential trips have been cancelled. Only personnel permitted to travel to other sites are service / support engineers providing critical technical services. Members of the sales team are permitted to visit sites to provide advice for the provision of units to a critical business.</p> <p>2. All site engineers are issued with face coverings, hand sanitiser and disposable gloves. Cohorting will be implemented where possible i.e. engineers that are related. Generic and site specific COVID-19 RAMS are issued to cover the activities being undertaken.</p> <p>3. All site engineers / sales engineers will follow any instructions issued by the client for safe working on their site.</p> <p>4. When restrictions start to be lifted staff members would be asked to inform their manager of any forthcoming travel plans.</p> <p>5. All non-essential visits to the premises have been postponed until further notice. Only those providing specialist cleaning, breakdown engineers, and consultants undertaking statutory inspection are granted access. All are notified of the requirement to maintain a 2mt distance from Airedale employees and to wear a face covering.</p> <p>6. Use of public transport discouraged. Face coverings to be worn from 15/06/20. Bike to work scheme in place to encourage the use of this safer sustainable transport.</p>	4	2	8	
5 Higher risk individuals due to health conditions. Employees in the BAME group.	More serious symptoms for this group.	E	4	4	16		<p>All high-risk individuals with health conditions have been relocated to work from home. DSE assessments undertaken where needed.</p> <p>Maintain the good controls currently in place. Implement any further advice issued.</p>	4	2	8	
6 Risk to individuals from their job role.	In most roles staff can maintain social distancing. Staff are in close contact with each other to carry out 2 man work, i.e. manual handling, fitting fans/coils etc. Social distancing cannot be achieved increasing the risk of spreading the virus.	E	4	3	12		<p>1. Office based workers have been re-located to work from home. DSE assessments undertaken.</p> <p>2. Where the company has identified the wearing of gloves as a requirement of the job, an adequate supply of these will be provided. Staff instructed in a tool box talk that the wearing of gloves is not a substitute for good hand washing. Labourers will wear gloves for all cleaning due to their increased exposure.</p> <p>3. Public Health guidance on the use of PPE to protect against COVID-19 relates to health care settings. In all other settings i.e. manufacturing, individuals are asked to observe social distancing measures and practice good hand hygiene behaviours. Airedale provides masks/face coverings for occasions where social distancing cannot be maintained, these are not issued as a form of RPE, so no face fit testing has been carried out.</p>	4	2	8	
7 Drivers from other companies delivering to stores or collecting units.	Individuals are unknown to us, and we are unaware of what guidance/ information they have been issued with. They may be self-employed and need to work even with symptoms.	E	4	3	12		<p>1. Drivers are permitted to access the drivers lobby and toilet. Stores personnel have personally issued stocks of hand sanitiser for handling paperwork. Regular cleans of lobby &amp; toilet carried out daily. Areas also included on the twice weekly specialist chemical clean.</p> <p>2. Hand washing promoted and sanitiser gel provided, instructions displayed in multiple languages. Drivers must ensure they comply with the good personal hygiene guidance at all times.</p>	4	2	8	
8 Mental health issues.	The crisis is causing elevated rates of stress, anxiety, loneliness, depression and harmful alcohol and drug use.  Homeworkers and furloughed staff may feel isolated being away from colleagues and the change in routine.	E	3	4	12		<p>1. Management will promote mental health &amp; wellbeing awareness to staff during the COVID-19 outbreak, and will offer whatever support they can.</p> <p>2. Internal communication channels and cascading of messages through Managers, Team &amp; Line Leaders will be carried out regularly to reassure and support employees.</p> <p>3. Managers/Supervisors will offer support to staff who are affected by COVID-19, or has a family member affected.</p> <p>4. Regular communication of mental health information and an open-door policy for those who need additional support to be adopted by management.</p>	3	2	6	
9 Skin issues.	Increased hand washing and use of hand sanitiser may lead to skin drying out / cracking. Risk of skin infections.	E	3	3	9		<p>1. The Company provides hand wash facilities / products. Staff are advised at commencement of employment of product uses and application. It is the responsibility of the staff member to use the skin care products in accordance with training received.</p> <p>2. Additional supplies of hand moisturiser have been made available to assist staff in maintaining healthy skin.</p>	3	2	6	
Assessed by: B Hemingway		Reviewed by: A Cole		Assessment date: 12/05/2020			Revision No: 02		Reviewed: 18/06/2020		