

# PPM Ltd Risk Assessment



Risk Assessment No		63	Activity		Dealing with COVID - 19		Locations		Office / Site / Yard / Garage / Workshop		
Assessment Undertaken by		R. Wilkes		Assessment Date		Mar-20		Review Date		28/3/21	
Persons at risk (PAR)			Severity / Harm Rating (S)			Risk Ratings			Likelihood (L)		
E	Employees / Contract	1	Negligible injury or no injury			1	Extremely unlikely to occur at any time				
P	Members of Public	2	Minor injury requiring First Aid			2	A rare combination of factors would be required for an incident to occur				
V	Visitors	3	Lost time injury			3	Could happen, but considered unlikely under normal circumstances				
C	Clients	4	Single serious injury or single death			4	Not certain, but an additional factor may result in an incident				
		5	Multiple deaths and or serious injuries			5	Almost inevitable that an incident will result - Highly likely to occur				
Tolerance rating											
15 - 25		DANGER - Task/activity should not proceed. Further control measures are to be put in place to reduce risk. When in place the level of risk should be re-assessed for adequacy before the work recommences.									
7 - 14		SIGNIFICANT RISK is attached to this task/activity. Look critically at ways of reducing the level of risk to a more tolerable level by improving existing control measures or by introducing new controls.									
1 - 6		TOLERABLE RISK - Consider if risk is "as low as reasonably practicable". If not try to reduce risk further by improving control measures. Keep under review and continue with task/activity, but with caution									
<b>NB. Full PPE will be utilised as a matter of course during any works undertaken</b>											
Initial Assessment No controls						Risk Mitigation Measures					
Item No	Hazard Identification	PAR	S	L	Score	Control Measures		S	L	Revised Score	Risk Acceptable
1	Communications and Planning	E	5	5	25	Guidance and advice made available to all exposed staff Regular communications and status reports of properties being visited. All staff contact details are recorded and accessible Team have capability to work at multiple sites. Prioritise staff for home visits Prioritise works exclude non emergencies. Obtain customer details from clients regarding viral infections. Enable 2 factor authentication for properties visited - Confirmation from client - Confirmation at point of site visit prior to property entry. Ensure forward plans and diaries are checked to cancel non-essential activities Ensure company communications and sickness / self-isolating is monitored		2	5	10	Robust controls and discapling required
2	Biological Virus transmission for staff in the workplace or through work activities	E	5	4	20	All members of the team have been fully briefed with current advice on staying protected through the Councils Covid-19 communications Team work at home where this is feasible All non-essential meetings have been postponed Antibacterial cleaning wipes, hand wash and sanitisers are provided in all Consider the provision of facemasks for employees visiting and conducting works in properties Any staff experiencing any symptoms or who has come into contact with someone who has symptoms should self-isolate. Affected persons to maintain regular communications Affected persons to keep updated and informed with current position Continue to limit social contact where possible (make use of technology where viable) Ensure robust hygiene measures are followed (clean desks, keyboards, mouse, screen, chair including arms, etc before and after use) and regular handwashing If visiting client properties / sites it is essential follow guidance on social distancing and always adopt robust hygiene measures on arrival and on leaving. Keep staff updated with HR & local procedures on reporting absences, isolation and any changes to working practices		2	4	8	Robust controls and discapling required
3	Psychological / Staff Wellbeing Workload Impacts of the developing pandemic and organisations	E	4	4	16	Regular communications are already well established in the service Shared distribution of workload regardless of roles to adapt to changing demands Continue to monitor workloads Escalate concerns on workload issues or support needs to line manager		1	4	4	Yes
4	Psychological / Staff Wellbeing Personal impacts of the developing pandemic	E	4	4	16	Team to established strong relationships and open communications and operate in a supportive culture. Encourage staff who are in vulnerable groups themselves or caring for others to contact their manager to discuss their support needs		1	4	4	Yes
5	Psychological / Staff Wellbeing Uncertainty and absence of knowledge due to the unprecedented nature of the pandemic to support service managers across the organisation	E	4	4	16	HR system and team contacts enable sharing of ideas HR linked to Covid-19 updates and prioritise continued engagement in Covid-19 updates. Continue to share updates on new information with all employees.		1	4	4	Yes
6	Biological / Service Delivery Delivery of Health & Safety Training	E	5	4	20	Training venues to be subject to increased hygiene / cleaning regimes Cancel all training until further notice unless it is essential on balance of risk for it to proceed Consider whether alternatives methods of delivery are feasible for any training considered essential Support branch service managers with advice on alternative controls that may be put in place in the absence of classroom based training (such as e-learning, extension of refresher timescales, additional supervision, peer challenge etc)		2	4	8	Robust controls and discapling required
7	Psychological / Staff Wellbeing Maintaining staff wellbeing	E	5	4	20	Regular information sharing and communication Ensure all staff stay connected to team communications to avoid risks of isolation Staff counselling service in place (subject to change from face to face to a wholly telephone based service for the foreseeable future) Explore the ability to have a team WhatsApp group to communicate Agree regular means of communicating with the team to accommodate home working Ensure changes to counselling service are communicated through established Covid-19 channels		1	4	4	Yes

8	Physical / Workplace Issues Changes in Emergency provision in workplaces and sites •First Aid •Fire safety •Security •Lone working	E	5	5	25	Staff are based in established company buildings and have access to HR team contacts Site Staff mobile based should have strict regime in place to decontaminate company vehicle. Site visits are planned by the operational management teams within brance based on risk priority. All non essential works cancelled, emergency service only. All team members to ensure they carry out dynamic risk assessments when undertaking all work activities. (Line managers advice should be sought if in doubt)Changes to fire safety and first aid provision to mitigate reduced staff in corporate buildings	1	5	5	Yes
9	Service Delivery Capacity to support provision of specialist technical services	E	4	4	16	HR to keep all staff informed on developments or changes to Covid-19 arrangements as they arise. Ensure regular checking of company vehicles and staff to ensure compliance to decontamination procedures	2	5	10	Robust controls and discipling required
10	Hand Hygiene	E	4	4	16	Washing hands has been named as the most effective way of preventing the spread of infection. Ensure that all staff have access to soap and running water where possible. Ensure all staff are provided with hand sanitisers where water is not available (e.g. in reception areas, Company Vehicles and offices) Staff training in the correct process of hand washing. Effective hand washing should take 20-30 seconds and cover all areas of the hands using lathered, soapy water. Consider putting up posters at handwashing stations so that employees have everything they need to protect themselves and those around them.	1	4	4	Yes
11	Surface sanitising	E, C, V	5	5	25	Regularly sanitise surfaces with a general purpose detergent such as washing-up liquid, followed by a chlorine-based sanitiser. Recommend chlorine sanitising tablets dissolved in water at a level above 1000ppm available chlorine. (1 tablet per litre of water). Dilute into a mop bucket to carry out a deep clean or into a trigger spray bottle for regular daily cleaning efforts. Sanitise all hard surfaces and concentrate especially on high-traffic areas such as door handles, lights switches, desks. Include Vehicles in the regime. These areas should generally be sanitised twice a day, but tailor this based on identified risks and exposure. When creating a cleaning procedure, ensure all staff:- 1 - Understand cleaning chemical contact times 2 - Generally, a bleach-based sanitiser should be left for 5 minutes to safely kill bacteria and viruses 3 - Check the label or safety data sheet for any specific products you are using.	2	5	10	Robust controls and discipling required
12	PPE •General purpose Work Wear •Protective nitrile Gloves •Face Shield •RPE •Disposable Overalls	E	4	4	16	Review the PPE items and ensure it is the appropriate level, given the risks of coronavirus. This will differ depending on different factors based on properties visited and the tasks to be undertaken and the people within the premises. When PPE items are identified as necessary, ensure that staff members are fully trained :- 1 - When to use PPE 2 - What PPE items to use 3 - The limitations of their PPE 4 - How to put on and remove PPE 5 - How to dispose of PPE correctly 6 - How to clean, disinfect and maintain PPE It is worth noting that in cases where the occupant is in self-isolation or a patient who has been confirmed as having coronavirus, the above assessment must be followed along with any additional requirements as detailed on the .gov website.	2	4	8	Robust controls and discipline required
13	What if a member of staff gets infected.	E	5	5	25	As part of this risk assessment process, create policies that will address the actions to be taken should a member of the team begin showing symptoms or potentially be diagnosed as suffering from coronavirus. These actions may include 1 - Allowing certain team members at risk to work from home, 2 - Providing additional PPE on top of your usual provisions, 3 - Creating a process for deep cleaning and sanitising your property following a confirmed case and closing the business temporarily while this takes place.	2	5	10	Robust controls and discipline required