

HARRISON THOMPSON LIMITED							
RA-031: Covid -19							
Risk Assessment Matrix Description: Severity of Injury x Likelihood of Injury = Risk							
← Severity ↑	Risk Rating Matrix						
	Catastrophic	5	5	10	15	20	25
	Specified / Major Harm	4	4	8	12	16	20
	Moderate Harm	3	3	6	9	12	15
	Minor harm	2	2	4	6	8	10
	Insignificant	1	1	2	3	4	5
	Value	1	2	3	4	5	
	Very unlikely	Unlikely	Fairly Likely	Likely	Very Likely / Certain		
	← Likelihood →						
	Consequence / Severity						
	Catastrophic:	5	Death, permanent disability or serious injury				
	Specified Injury / Major Harm:	4	Broken bones, puncture wound to eye, serious burns				
	Moderate Harm:	3	Where the injured person requires up to seven days absence, but is not subject to Specified or Major Injury				
	Minor Injury:	2	Where the injured person requires first aid only				
	Insignificant:	1	Where the person does not require any first aid treatment				
	Likelihood						
	Very Likely	5	Happens on a regular basis at the company				
	Likely	4	Has happened here before and is common in the industry				
	Fairly Likely	3	Has happened here in the last ten years				
	Unlikely	2	Has occurred occasionally in the industry				
	Very Unlikely	1	Occurred under exceptional rare circumstances in industry.				
	Significance						
	1-4 Low	Acceptable control / no control required No further action, but ensure controls are maintained.					
	5-9 Medium	Adequately Controlled Risk May only require signs, information, training					
	10-16 High	Inadequately Controlled Risk Considerable improvements required Look to improve within specified timescale					
	17-25 Very High	Unacceptable Uncontrolled Risk Stop activity until improvements are implemented					
	Covid 19 Risk Assessment						
	This risk assessment relates to our risk to Covid 19 and our preparations in making the buildings and facility safe at Harrison Thompson Limited, Leeds.						

RA-031	Covid-19 Risk Assessment			<table border="1" style="text-align: center;"> <tr> <td colspan="5">RISK MATRIX</td> </tr> <tr> <td rowspan="5" style="writing-mode: vertical-rl; transform: rotate(180deg);">SEVERITY</td> <td>5</td> <td>10</td> <td>15</td> <td>20</td> <td>25</td> </tr> <tr> <td>4</td> <td>8</td> <td>12</td> <td>16</td> <td>20</td> </tr> <tr> <td>3</td> <td>6</td> <td>9</td> <td>12</td> <td>15</td> </tr> <tr> <td>2</td> <td>4</td> <td>6</td> <td>8</td> <td>10</td> </tr> <tr> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> <tr> <td colspan="5">LIKELIHOOD</td> </tr> </table>	RISK MATRIX					SEVERITY	5	10	15	20	25	4	8	12	16	20	3	6	9	12	15	2	4	6	8	10	1	2	3	4	5	LIKELIHOOD				
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Assessment Date	15 th May 2020	Assessment carried out by:	Phil Christopher																																					
Date of next review:	15 th August 2020	Approved by:																																						

General Hazard Statement -

The overall Hazard is exposure to the Covid-19 virus due to fast spreading of the infection in the current pandemic causing respiratory illness. Impact of Covid-19 infection is likely to be low unless the person is in a high risk group, has an underlying health condition, or their immune system is otherwise compromised in which case the impact could be very serious up to and including death. Persons may become infected with Covid-19 through exposure from work activities bringing them close enough to a source of infection for them to contract the disease. Please note – reference within the Control Measures to “workers” should also be taken to apply to “employees”.

Hazard	Who might be harmed and how	Worst Consequence	Existing Controls	Risk with existing controls			Additional Actions Required	Risk after additional controls		
				S	L	Risk		S	L	Risk
Returning to a workplace after a period of closure or reduced activity where covid-19 may have been present.	Employees Workers Visitors Third parties	Illness, Death	<ul style="list-style-type: none"> Site preparation has been carried out. This includes – Cleaning with a virus killing sanitiser. Essential H&S checks and inspections for the; Heating and Ventilation systems; electrical supply and systems; water systems; legionella control; other mechanical systems. Essential checks of our fire detection and alarm system. A plentiful supply of soap, hot water and virus killing sanitiser has been arranged. 	4	1	4				

Hazard	Who might be harmed and how	Worst Consequence	Existing Controls	Risk with existing controls			Additional Actions Required	Risk after additional controls		
				S	L	Risk		S	L	Risk
Workers' lack of awareness of need to self-distance and the general control actions required from them whilst at work	Employees Workers Visitors Third parties	Illness, Death	<ul style="list-style-type: none"> • Provide toolbox talk to pass information to Workers about Covid-19 and control measures to limit the spread of infection in the workplace. Copy placed on notice boards and in workplace. • Workers are made aware of the information contained within this risk assessment and the other information provided for their safety. Copy placed on notice boards and in workplace. • Information is updated as it is released by HM Government. • Signage is displayed reminding workers of good hand washing technique. 	4	1	4				
Working in areas with colleagues or others who you may come into contact with who may carry Covid-19.	Employees Workers Visitors Third parties	Illness, Death	<ul style="list-style-type: none"> • The good principles of Public Health England will be followed as far as is reasonably practicable. • Workers must obey social distancing rules maintaining at least 2m from work colleagues and other persons. • Workers must wash hands on entering the site at the beginning of the work period, frequently during it and at the end of the work period. • Where possible physical segregation will be provided such as plexiglass / Perspex screens. • Where possible reduced people density will be arranged. 	4	1	4				

Hazard	Who might be harmed and how	Worst Consequence	Existing Controls	Risk with existing controls			Additional Actions Required	Risk after additional controls		
				S	L	Risk		S	L	Risk
			<ul style="list-style-type: none"> • Where possible workers will work side-by-side, or facing away from each other, rather than face to face. • Work will be organised as far as is reasonably practicable to avoid the need to work in close proximity with others. • Staggered start and finish times and staggered break times will be implemented should the need arise. • Ventilation of enclosed spaces is maximised as far as possible. • Supervisors and Managers are briefed to enforce the Covid-19 control measures and take action as necessary to ensure Workers comply with it. • Enhanced cleaning regimes with virus killing sanitiser are in place. • More frequent housekeeping and clearing of waste from the work area at the end of each shift is in place. <p>If the above is not always possible then as a last resort, measures such as face coverings / masks and disposable PPE (gloves, aprons, filter masks FFP3 or FFP2 with high vigilance to all other control measures should be used)</p>							

Hazard	Who might be harmed and how	Worst Consequence	Existing Controls	Risk with existing controls			Additional Actions Required	Risk after additional controls		
				S	L	Risk		S	L	Risk
Difficulty maintaining self- distancing (2 metres) because of limitations in workplace layout or the task in hand	Employees Workers Visitors Third parties	Illness, Death	<ul style="list-style-type: none"> Where it is not possible to maintain a two-metre distance, each activity will be risk assessed using the hierarchy of controls and against Government sector-specific guidance. RPE and PPE are the last resort in the hierarchy. Where possible Workers will work from home. The frequency and time workers are within 2 metres of each other is minimised as far as is reasonably practicable. Ideally no more than 15 minutes. Face to face working is avoided where practicable. Where face to face working is essential to carry out a task when this will be kept to 15 minutes or less where possible. The number of workers involved is minimised as far as is reasonably practicable. Where working from home is impossible and working with a colleague within 2m distance cannot be avoided, disposable PPE – FFP3 will be worn. Where FFP3 cannot be sourced FFP2 will be provided with extra scrupulous attention by workers to prevent coughs and sneezes and increase handwashing frequencies. 	3	2	6				

Hazard	Who might be harmed and how	Worst Consequence	Existing Controls	Risk with existing controls			Additional Actions Required	Risk after additional controls		
				S	L	Risk		S	L	Risk
			<ul style="list-style-type: none"> • Where possible walkways, corridors, stair ways, common areas will have 'one-way' pedestrian system with floor markings. • Floors will have markings to set out where workers should travel or wait till onward travel is possible. • Use the same pairs or teams of people where two-person or team lifting is required. • Handwashing before and after two-person or teams lifting is mandatory. • Ventilation of the work area will be maximised. 							
Exposure to Covid-19 during delivery of first aid or when responding to accidents in the workplace when the 2m rule cannot be met.	Employees Workers	Illness, Death	<ul style="list-style-type: none"> • First aider training includes measures on how to avoid contact with existing infections such as HIV and Hepatitis. • First aiders will apply diligent hygiene measures including handwashing before and after, use of hand and face PPE. (ideally FFP3) • Injured party to wear face PPE during treatment. 	3	2	6				
Contact with surfaces carrying Covid-19	Employees Workers Third parties Visitors	Illness, Death	<ul style="list-style-type: none"> • Common touchpoints, e.g. - doors, buttons, handles, vehicle cabs, tools, equipment, etc are subject to increased cleaning with virus killing sanitiser (min 70% alcohol content). • Non-fire doors will be chocked open. 	3	2	5				

Hazard	Who might be harmed and how	Worst Consequence	Existing Controls	Risk with existing controls			Additional Actions Required	Risk after additional controls		
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Contact with Covid-19 when moving and handling goods, supplies, materials	Employees Workers Third parties	Illness, Death	<ul style="list-style-type: none"> Mechanical means of moving goods, supplies, raw materials, products is used wherever possible. Items that have been handled by a person who is later believed to have contracted COVID 19 will be thoroughly cleaned with virus killing sanitiser, preferably after being left for 72 hours. PPE is provided to minimise handling contact with items. Signage is displayed to remind workers of good practice. 							
Contact with Covid-19 when using shared equipment e.g. production machinery, handling machinery, FLTs, office equipment, telephones, hot desking.	Employees Workers	Illness, Death	<ul style="list-style-type: none"> Workers should wash their hands before and after using any equipment. Enhanced cleaning regimes with virus killing sanitiser are in place. Where practicable, work equipment will be assigned to individual persons. Where equipment is shared, e.g. multiple shifts then the area and equipment will be thoroughly cleaned between shift changes. 	3	2	5				
Exposure to Covid-19 through use of reusable RPE / PPE	Employees Workers	Illness, Death	<ul style="list-style-type: none"> Re-usable RPE and PPE will not be shared between workers. Hand washing before and after handling RPE and PPE is required. Single use PPE will be disposed of hygienically, double bagged and hands washed afterwards. 	4	1	4				

Hazard	Who might be harmed and how	Worst Consequence	Existing Controls	Risk with existing controls			Additional Actions Required	Risk after additional controls		
				S	L	Risk		S	L	Risk
Exposure to Covid-19 in high risk areas where social distancing and other measures are not possible and where additional PPE is required.	Employees Workers	Illness, Death	<ul style="list-style-type: none"> Where workers are required to work in specific environments (e.g. where persons are shielding, with symptoms, or confirmed Coronavirus (COVID-19) cases may be present e.g. delivering to homes, providing healthcare or if working in a home environment) additional PPE requirements applicable to the Covid-19 risk will be actioned. Workers are to speak with their manager if they think this applies to them. 	5	1	5				
Contact with Covid-19 when using welfare facilities such as toilets, canteens, kitchens, vending machines, etc	Employees Workers Third parties Visitors	Illness, Death	<ul style="list-style-type: none"> Welfare areas will receive enhanced cleaning using virus killing sanitiser. Handwashing before and after using the facilities. Numbers using the facilities at any one time are controlled such that the 2-metre rule can be maintained. Floor markings are applied to create social distancing space in changing rooms. Locker areas, toilets and showers. Paper towels are provided for hand drying. Break times will be staggered as far as reasonably practicable. Tables and seating will be spaced to achieve 2m distancing where possible. Sitting opposite colleagues is prohibited. 	3	2	6				

Hazard	Who might be harmed and how	Worst Consequence	Existing Controls	Risk with existing controls			Additional Actions Required	Risk after additional controls		
				S	L	Risk		S	L	Risk
			<ul style="list-style-type: none"> Cups, crockery and utensils will be disposable or washed in soap/detergent in hot water Food should be ideally prepacked and brought from home to avoid leaving site during the shift. Use of a safe outside area for breaks is encouraged. Additional space freed up by remote working will be utilised where possible. Workers are encouraged to stay on site during breaks and not visit shops. 							
Exposure due to others visiting site such as visitors to reception, trades contractors, goods deliveries and collections	Employees Workers Third parties Visitors	Illness, Death	<ul style="list-style-type: none"> Points of access to site will be minimised as far as is practicable. Visitors are not permitted past reception. Visitor sign in, where needed, should be done with visitors own pen.. Floor markings are applied to indicate where visitors should wait. Where possible client, supplier or sales meetings will be held by video or telephone call Unnecessary routine maintenance work will be postponed until the epidemic has reduced to normal levels – Level One or Two in the Government Warning standards. Covid-10 control measures will be included in our visitor H&S information. 	3	2	6				

Hazard	Who might be harmed and how	Worst Consequence	Existing Controls	Risk with existing controls			Additional Actions Required	Risk after additional controls		
				S	L	Risk		S	L	Risk
			<ul style="list-style-type: none"> All non-essential deliveries to site (including personal purchases) should be left at the secure point. Welfare facilities for delivery drivers will be strictly monitored and drivers will be required to follow our social distancing, handwashing and cleaning procedures. Where practicable delivery drivers will remain in their vehicle during pick up/delivery. Contact with office staff and warehouse workers will be minimised as far as reasonably practicable. Pick-up and drop-off collection points will be controlled with floor markings to denote 2m social distancing. Procedures and signage will be prominently displayed. 							
Exposure due to attending customer sites or potential customer sites.	Employees Workers	Illness, Death	<ul style="list-style-type: none"> Where possible client or sales meetings will be held by video or telephone call. Where meetings are essential, 2m social distancing is mandatory. Workers including sales and delivery teams are provided with hygiene packs containing virus killing sanitiser, tissues, gloves and facial coverings/masks. Goods and delivery drivers should wherever possible remain in their cabs. 	3	2	6				

Hazard	Who might be harmed and how	Worst Consequence	Existing Controls	Risk with existing controls			Additional Actions Required	Risk after additional controls		
				S	L	Risk		S	L	Risk
Exposure to Covid-19 due to close contact at meetings and briefings	Employees Workers	Illness, Death	<ul style="list-style-type: none"> • Meetings and briefings are avoided where practicable. • Meetings are held by phone or video conference or email where possible. • If meetings are required, where possible they will be held outside or in a well-ventilated space. • The 2m social distancing rule will be maintained at all times. • Provide hand sanitiser in meeting rooms. • Attendees will not sit or stand face to face. 	3	2	6				
Exposure to Covid-19 due to the poor personal hygiene of others in the workplace	Employees Workers	Illness, Death	<ul style="list-style-type: none"> • All Workers must comply with our Covid-19 infection control measures. • Supervisors will be extra vigilant to ensure correct standards and practices are met. • Disciplinary action will be taken against Workers who flout or ignore our Covid-19 control measures. 	3	2	6				
Exposure to Covid-19 due to lack of supplies of PPE.	Employees Workers	Illness, Death	The work being undertaken should be re-assessed and where alternative methods as outlined above cannot be used to reduce the risk of infection, work should be suspended until PPE supplies become available.	4	1	4				

Hazard	Who might be harmed and how	Worst Consequence	Existing Controls	Risk with existing controls			Additional Actions Required	Risk after additional controls		
				S	L	Risk		S	L	Risk
Exposure to Covid-19 due to poorly fitting PPE	Employees Workers	Illness, Death	<ul style="list-style-type: none"> Workers receive training in how to fit PPE. Face-Fit testing will be carried out to ensure correct selection of PPE. Workers should be clean shaven when wearing PPE face masks (FFP3 or FFP2) Positive Air-feed RPE will be provided for those where facial hair is present for religious reasons and where re-deployment is not possible. 	4	2	8				
Home to work travel. Exposure to Covid-19 due to travelling in to work on public transport or sharing vehicles.	Employees Workers	Illness, Death	<ul style="list-style-type: none"> Workers need to be vigilant and apply strict 2m social distancing. Sharing vehicles for travel should be avoided where possible. If shared vehicles are used strict control measures must be followed with facial coverings being worn. If a vehicle is used by / shared with more than one person careful cleaning with a virus killing sanitiser should take place between swap over. If a vehicle has been used by a person who is later believed to have contracted COVID 19 it should be thoroughly cleaned with a virus killing sanitiser, preferably after being left for 72 hours. Travel on public transport should be avoided if possible, off peak travel being preferred. 	3	2	6				

Hazard	Who might be harmed and how	Worst Consequence	Existing Controls	Risk with existing controls			Additional Actions Required	Risk after additional controls		
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			<ul style="list-style-type: none"> Floor markings to denote 2 metre distancing and showing flow patterns with arrows has been applied to points of entry to site and buildings. Handwashing facilities or virus killing sanitiser has been provided at entry and exit points. 							
Workers attend work having developed Covid-19 symptoms and become infectious away from work.	Employees Workers	Illness, Death	Anyone who experiences symptoms (as publicised by Public Health England and summarised in our Tool-Box Talk) should not attend work but self-isolate in accordance with PHE requirements.	5	2	10				
High risk individuals (with underlying health conditions) inc pregnant women	Employees Workers	Illness, Death	<ul style="list-style-type: none"> Workers in the 'high risk' group as defined by PHE should where possible work from home. Where homeworking is not possible such workers should follow the shielding advice from PHE. 	5	1	5				
Exposure to Covid-19 when worker reports a member of their household shows symptoms or has tested positive.	Employees Workers	Illness, Death	<ul style="list-style-type: none"> Working from home will be organised where possible. Where homeworking is not possible such workers should follow the self-isolation advice from PHE. 	5	1	5				
Exposure to Covid-19 through contact with workers falling ill with the Covid-19 at work	Employees Workers	Illness, Death	Workers experiencing the onset of Covid-19 symptoms must – <ul style="list-style-type: none"> Ensure their manager or supervisor is informed. Return home immediately. 	5	1	5				

Hazard	Who might be harmed and how	Worst Consequence	Existing Controls	Risk with existing controls			Additional Actions Required	Risk after additional controls		
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			<ul style="list-style-type: none"> • Avoid touching anything. • Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough, and sneeze into the crook of their elbow. • They must then follow the PHE guidance on self-isolation and not return to work until their period of self-isolation has been completed. • Their work area should ideally be quarantined for 72 hours • https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings 							
Development of mental health problems associated with risk of infection,	Employees Workers	Mental Health disorders, depression, suicidal thoughts.	<ul style="list-style-type: none"> • Workers are provided with a Wellbeing support programme including access to confidential phone-based support and counselling. • Management will offer whatever support and guidance they can to help. • Information from support organisations such as 'Mind' will be made available to any worker experiencing difficulties. https://www.mind.org.uk/coronavirus-we-are-here-for-you/	4	2	8				

Summary of Actions Required

<i>Hazard</i>	<i>Action Required</i>	<i>Priority</i>	<i>Action By</i>	<i>Comment</i>	<i>Target Date</i>	<i>Comp Date</i>	<i>Signed</i>

Priority Ratings: Timescale to complete: A = immediately; B = within 1 week; C = within 1 month; D = within 3 months; E = over 3 months

This draft document is intended as a guide and may require amendment to fit the individual circumstances of each case. You are recommended to take advice from us if you intend to use it as is, or with changes.