

	Likelihood	Consequences	Risk Rating	
	1 – Very Unlikely	1 – Insignificant	1 – 4 Acceptable	
	2 – Unlikely	2 – Minor	5 – 9 Adequate	
	3 – Fairly Likely	3 – Moderate	10 – 16 Tolerable	
	4 – Likely	4 – Major	17 – 25 Unacceptable	
	5 – Very Likely	5 – Catastrophic		
Task Description	COVID-19 RETURN TO WORK		People Affected	Employees / Contractors / Visitors / New and Expectant Mothers

Hazards	Risk rating L x C = R			Current Risk Controls	Additional Risk Controls	New Risk Rating L x C = R		
	L	C	R			L	C	R
Clinically Extremely Vulnerable Employees	Information Only			<ul style="list-style-type: none"> These employees have been strongly advised not to work outside of their home environment. Refer to the current advice on who is in the 'Clinically Extremely Vulnerable Employees' group. 	<ul style="list-style-type: none"> Regular updates to be communicated electronically to all employees. 			
Clinically Vulnerable Employees	Information Only			<ul style="list-style-type: none"> These employees have been advised to take extra care in observing social distancing and these employees should be helped to work from home in their current role or an alternative role. Where a 'Clinically Vulnerable Employee' cannot work from home, you need to offer the option of the safest available on-site role, which will allow them to stay 2m away from other employees, individuals. Refer to the current advice on who is in the 'Clinically Vulnerable Employee' group. 	<ul style="list-style-type: none"> If for any reason they have to spend time with any other person within 2m, you need to assess whether this is an acceptable level of risk. 			
Employees with Protected Characteristics	2	5	10	<ul style="list-style-type: none"> As with any workplace risk assessment for employees with 	<ul style="list-style-type: none"> Where this is not possible, expectant mothers are entitled to 	2	3	6

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				protected characteristics i.e. expectant mothers, you will need to look at their specific duties and whether you can ensure their safety in line with the above measures.	suspension on full pay if a suitable role cannot be found for them. <ul style="list-style-type: none"> You will also need to consider those employees who live with a 'Clinically Extremely Vulnerable Person'. 			
Employees Who Need to Self-isolate	2	5	10	<ul style="list-style-type: none"> Ensure that employees who are advised to stay at home, do not physically come into work. This includes individuals who have symptoms or COVID-19 as well as those who live in a household with someone who has symptoms. 	<ul style="list-style-type: none"> Where it is possible ensure employees can work from home whilst self-isolating. 	2	2	4
Managing Wellbeing	2	6	12	<ul style="list-style-type: none"> Employers may also want to review how they can support their employees on broader issues, such as bereavement support and general anxiety about the ongoing situation. 	<ul style="list-style-type: none"> Where work-related issues present themselves, the HSE's published Stress Management Standards should be followed. 	2	2	4
Social Distancing	3	6	18	<ul style="list-style-type: none"> Further increase the frequency of handwashing and surface cleaning. The activity / task time must be kept as short as possible. Use screens or barriers to separate people from each other. Back-to-back or side-to-side working is more preferred as opposed to working face-to-face working. Reduce the number of people each employee has contact with by creating 'fixed teams or partnering'. 		2	5	10
Arriving to Work and Leaving Work	3	3	9	<ul style="list-style-type: none"> Ensure all employee wash their hands upon arrival to work. Consider staggering arrival and 		2	3	6

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				departure times. <ul style="list-style-type: none"> Where possible provide additional parking facilities or facilities for employees to store their bikes. Where possible try and avoid public transport, this will also encourage people to walk to work. Have 'fixed groups' of employees for the same transport routes where sole travel is not always possible. 				
Moving Around Buildings, Worksites and Destinations	3	3	9	<ul style="list-style-type: none"> Where it is possible reduce the number of employees at the depot. Schedule times for collections of goods to avoid mass gatherings. Reduce job and location rotation. Find alternative solutions to a 2-person delivery. Where the above is not possible for large items for delivery, maintain a 'fixed pairing' for a 2-person delivery. Minimise physical contact. Use of alternative methods i.e. mechanical / material handling equipment is to be used. 	<ul style="list-style-type: none"> Pick goods ahead of the collection and load onto a vehicle without interacting with the driver. 	2	2	4
Social Distancing Inside a Vehicle	3	3	9	<ul style="list-style-type: none"> Vehicles should not be shared, try to avoid multiple occupancy of the vehicle. Where it is not possible to maintain a 2m distance inside a vehicle, you need to have in place: 		2	2	4

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				<ul style="list-style-type: none"> • Clear concise signage outlining the social distancing measure in place. • Single person or contactless refuelling. • Physical screening, providing this does not compromise safety i.e. visibility. • Increase ventilation where possible i.e. open a window. • Ensure regular cleaning of the vehicle, especially between different users of the vehicle. 				
Carrying out Deliveries	2	3	6	<ul style="list-style-type: none"> • Encourage drivers to say in their vehicles. • Maximise use of electronic paperwork wherever possible. • Scheduling is key to limiting exposure to mass gathering and rush hours. 	<ul style="list-style-type: none"> • Look at revising pick-up points and drop-off collection points, mark out with signage and markings on the floor. • Think about using electronic pre-booking for deliveries coming in or going out. • Review procedures to enable safe exchange of paper copies wherever needed. 	2	2	4
Accident, Security and Other Incidents	3	3	9	<ul style="list-style-type: none"> • In the event of an emergency i.e. accident, fire or break-in, you do not have to stay 2m apart as this would be unsafe to do so. • Where any person is involved in the provision of assistance to others, particular attention should be made to sanitation measures immediately afterwards, this includes washing of hands. 		3	3	9

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Keeping the Workplace Clean	2		4	8	<ul style="list-style-type: none"> Frequent cleaning of work areas and equipment between use. Frequent cleaning of objects and surfaces that are touched more often than most, i.e. door handles, fuel pumps, vehicle keys. Ensure that there is sufficient disposal arrangements. Encourage employees to wash hands before entering a vehicle. Retain a sufficient amount of hand sanitiser / wipes within the vehicles, this will enable employees to clean their hands after each delivery / drop-off and collection. Ensure workspaces are cleared and all waste from the vehicles is removed at the end of each shift. 			2		3	6	
Hygiene – Hand Washing, Sanitisation Facilities and Toilets	3		3	9	<ul style="list-style-type: none"> Ensure drivers have access to appropriate toilet facilities during their journeys. Where possible, see if they can use facilities when they reach their destinations. Provide enough hand sanitiser where handwashing is not possible. Provide more waste facilities and more frequent rubbish collection. 	<ul style="list-style-type: none"> Use posters and signs to enhance awareness of good handwashing techniques. This should include the need for increased handwashing, no touching of the face and to cough or sneeze into your arm. 			2		3	6
Face Coverings	3		4	8	<ul style="list-style-type: none"> Hands need to be washed thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after removing it. 			2		3	6	

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				<ul style="list-style-type: none"> When wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands. Change the face covering if it becomes damp or if they have touched it. Continue to wash your hands regularly. Change and wash your face covering daily. Where the material is washable, it should be washed in line with manufacturer's instructions. If it is not washable, dispose of it carefully in your usual waste. Practise social distancing wherever possible. 				
Changing Areas	2	3	6	<ul style="list-style-type: none"> Where changing areas are available, ensure they are kept clean, clear of personal items and social distancing is achieved as much as possible. Introduce more frequent cleaning of all facilities during the day and at the end of every shift and or working day. 		2	2	4
Food Preparation	3	3	9	<ul style="list-style-type: none"> Access to the kitchen for employees needs to be as few as possible. Limited interaction between the employees and other employees, especially on breaks. 		2	3	6

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				<ul style="list-style-type: none"> Consider teams working shifts to limit interaction between employees. Where possible keep workstations 2m apart, if you can, consider moving equipment. Use one-way movement systems to minimise contact. 				
Meetings	2	3	6	<ul style="list-style-type: none"> Limit contact at 'handover' points with other employees i.e. when handing over to delivery drivers. Consider using remote working tools to reduce in-person meetings. Only when it is absolutely necessary employees should attend meetings, maintaining a 2m distance. Where meetings need to be held, consider holding them in a well-ventilated area or outdoors. Provide hand sanitiser in meeting areas. If meetings are held on a regular basis, then use floor signage to help employees maintain social distancing. 	<ul style="list-style-type: none"> 	2	2	4
Common Areas	3	3	9	<ul style="list-style-type: none"> Consider staggering break times. Consider outside areas for breaks. Where possible create additional space by using other parts of the workplace that has been freed up by remote workers. Install screens to protect employees in reception areas. 	<ul style="list-style-type: none"> Storage of personal items, clothing etc. should be kept in lockers. 	2	3	6

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				<ul style="list-style-type: none"> Encourage employees bring in packaged meals or similar. Reconfigure seating and tables to maintain social distancing, reduce face-to-face interactions. Encourage employees to remain on the premises and when this is not possible encourage them to maintain social distancing whilst off site. 				
Appointments	2	3	6	<ul style="list-style-type: none"> Do not share pens or other objects during the appointment. If you need to communicate with a member of the household or premises, hold the meeting outdoors. Communicate with customers prior to arrival and on arrival. Provide clear guidance on social distancing and any hygiene measures that need to be in place. 		2	2	4
Work Related Travel	3	3	9	<ul style="list-style-type: none"> Minimising the number of workers travelling together in any one vehicle, where this is unavoidable use fixed partners, increase the ventilation i.e. open windows. Shared vehicles need to be cleaned between shifts or handovers. 		2	3	6
Recontamination	2	4	8	<ul style="list-style-type: none"> Employees who suspect they may be unwell are required to stay away from work and follow normal sickness absence reporting procedures. 		2	2	4

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				<ul style="list-style-type: none"> Dedicated personnel to manage the crisis. 				

Assessors Name:		Date of Assessment:	
Approved By:		Date of Review	

Safe Working Procedures:

Vehicles – ‘COVID-19 Secure’ Guidance

Social Distancing Inside a Vehicle

- Vehicles should not be shared, try to avoid multiple occupancy of the vehicle.
- Where it is not possible to maintain a 2m distance inside a vehicle, you need to have in place:
 - Clear concise signage outlining the social distancing measure in place.
 - Single person or contactless refuelling.
 - Physical screening, providing this does not compromise safely i.e. visibility.
 - Increase ventilation where possible i.e. open a window.
 - Ensure regular cleaning of the vehicle, especially between different users of the vehicle.

Site Access & Egress Points

All non-essential visitors will not be allowed on site.	Staggered start & finish times will be adopted.
Access & egress points will be monitored to ensure social distancing.	
Cleaning of hands to take place upon entry and exit of the site. Two metre distancing will be enforced upon entry and exit to the site.	The following areas will be cleaned regularly: Reception, Office, Screens, Telephone Handsets, desks etc.

Drivers will be asked to remain in their vehicles, where this is not possible drivers will be asked to wash their hands prior to unloading and after unloading goods.	Site inductions to be held either outdoors or indoors where less people attend.
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Hand Washing

The following procedures will be in place:

Additional hand washing facilities where there is a significant numbers of personnel on site.	Soap and fresh water is readily available and kept topped up at all times.
Hand sanitiser is available where hand washing facilities are unavailable.	We will regularly check soap and sanitiser levels.
Suitable and sufficient number of rubbish bins.	Have additional supplies as reserves.

Toilet Facilities

The following procedures will be in place:

We will restrict the number of people using toilet facilities at any one time.	A cleaning regime for toilet facilities particularly door handles, locks and the toilet flush in place.
Hands must be washed before and after using the facilities	Suitable and sufficient number of rubbish bins.

Canteens and Eating Arrangements

The following procedures will be in place:

All rubbish should be put straight in the bin.	All areas for eating will be thoroughly cleaned at the end of each break and shift, including chairs, door handles.
Break times will be staggered to reduce congestion and contact at all times.	Hand cleaning facilities or hand sanitiser will be available at the entrance of any room where people eat and used by workers when entering and leaving the area.

Employees are required to bring pre-prepared meals and refillable drinking bottles from home.	Workers will sit 2 metres apart from each other whilst eating.
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Cleaning

Enhanced cleaning procedures will be in place across the site, this includes:

Taps and washing facilities.	Door handles and push plates.
Toilet flush and seats.	Handrails on staircases and corridors.
Lift and hoist controls.	Machinery and equipment controls.
Food preparation and eating surfaces.	Telephone equipment.
Keyboards, photocopiers and other office equipment.	Rubbish collection and storage points will be increased and emptied regularly throughout and at the end of each day.

