


Mr Plant Hire PLC Risk Assessment Form

Date: 12 th May 2020	Ref. No: COVID19	Review Date: 12 th July 2020	Assessor/s: Ele Ioannou			Assessors Signature: 						
Description of task to be assessed: COVID-19 Virus Infection Control						Area or Dept: Mr Plant Hire PLC						
						Persons Exposed (e.g. employee, contractor, public etc)			Employee			
<p>Section A - Hazard Identification and Initial and Risk Assessment Review how the task is, or is going to be, undertaken. Consider each step in the task. If possible, observe how the task is undertaken. When conducting this review, ensure you consult personnel who are involved and consider any existing documentation that may have a bearing on your assessment (e.g. documented procedures and policies, equipment used for task, chemicals, substances employed, services used (electricity, gas, compressed air etc.) or maintenance procedures.</p> <p>Section B - Additional Risk Control Measures Identify any hazard which has a risk rating greater than five (5). If no hazards are rated greater than five (5) then the risk assessment is complete. If there are hazards with a risk rating of greater than five (5) then additional risk control measures need to be considered. For each hazard identified as requiring an additional risk control measure, review the hazard and decide what additional controls can be introduced to sufficiently reduce the risk to an acceptable level. Re-calculate the revised risk rating taking into account the proposed additional controls.</p>												
Ref	Hazard	Potential Harm	Existing Risk Control Measures	Level of Risk			Additional control measures	Residual risk			Person responsible	Date to Complete
				Prob-ability	Severity	Risk Score		Prob-ability	Severity	Risk Score		
01	Exposure to contaminated person(s) and/or surfaces.	Infection with COVID-19	Current Government guidance to be followed including not expecting employees who are vulnerable or shielding to attend work. All staff who can work from home are provided with suitable arrangements for homeworking.	3	4	12	Where staff are required to attend office, occupied workstations must be a minimum of 2 metres apart. Any desks between designated workstations should be put out of use. Individuals identified as "at risk" by the government to inform line manager and continue self-isolation as advised by NHS. Individuals are not to undertake any site visits or attend offices.	2	4	8	Manager for overseeing, individual persons to carry out task	

			<p>Wash hands regularly.</p> <p>Hand washing facilities made available where possible. Use of alcohol disinfectant gel/wipes where suitable handwashing not available.</p> <p>Disposable towels/hot air drying only in use.</p> <p>Adequate provision of pedal action (or similar) waste bins for contaminated wipes, tissues, etc.</p> <p>Practice social distancing – maintain 2 metre distance between individuals.</p> <p>Travel to site in isolation either walking, cycling or driving. Avoid use of public transport.</p> <p>Any equipment to be cleaned and disinfected before/after site visit.</p> <p>Restrict site visits to essential circumstances only. Where possible meetings should be conducted remotely.</p>				<p>Communal areas should be put out of use if 2 metre distance cannot be maintained.</p> <p>Provide adequate supply of cleaning and disinfectant materials</p> <p>All work surfaces and utensils should be cleaned and disinfected before and after use.</p> <p>Where possible air circulation systems should be switched off.</p> <p>Within workplaces - clean down of work surfaces, keyboards, telephones, etc at start and end of working day.</p> <p>Within vehicles - clean down all interior surfaces/contact points at start and end of journey.</p> <p>Where equipment is taken onto site/off site, appropriate cleaning equipment and chemicals should be provided to employee.</p> <p>Where site visits are deemed necessary, site controls for destination should be obtained. If</p>			
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			<p>Limit visits to office to essential persons only.</p> <p>Limit contact with any surfaces, equipment, or materials when on site.</p> <p>Provision of PPE – Suitable RPE if work is within hazardous area or where potential for contamination cannot be controlled by social distancing. Contaminated PPE should be removed prior to leaving site and disposed of safely. Guidance posters/electronic briefing to staff.</p> <p>Procedure communicated to all staff, clients and contractors</p>				<p>no adequate controls are in place then a dynamic risk assessment is required.</p> <p>Where site visits are necessary it should be requested that only one person from the site attends to limit exposure. Social distancing should be maintained at all times. Where social distancing may not be possible at all times a dynamic risk assessment must be undertaken.</p> <p>Where possible use telecast apps to provide on-site images/data remotely.</p> <p>Provide all staff undertaking site visits with appropriate waste containers for potentially contaminated clothing and PPE.</p> <p>Avoid food and drink from site. It is recommended that you make arrangements for food and drink to be sourced from home and consumed in isolation.</p>			
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02	Colleague developing symptoms (cough /fever/shortness of breath) prior to attending work	Infection with COVID-19	Individual(s) with any symptoms should self-isolate. Current Government guidance to be followed Procedure communicated to all staff.	4	3	12	If COVID confirmed Line manager to review all persons with whom infected individual may have come into contact in last 14 days and consider if they need to self- isolate	4	2	8		
03	Colleague developing symptoms (cough /fever/shortness of breath) at work	Infection with COVID-19	Current Government guidance to be followed Individual must remain at least 2 metres from other people and avoid touching people, surfaces and objects. Inform line manager and immediately leave premises and go home.	4	4	12	All potentially contaminated areas to be cleaned and disinfected as per Government guidance: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings	4	3	12		

Section C - Additional Comments

Add any other comments that are relevant to the risk assessment.

The following task specific documents should be read in conjunction with this risk assessment:

UK Government Guidance: <https://www.gov.uk/coronavirus>

		Severity				
		Trivial 1	Minor 2	7-day 3	Major 4	Fatal 5
Probability	Very likely 5	5	10	15	20	25
	Probably 4	4	8	12	16	20
	Possible 3	3	6	9	12	15
	Remote 2	2	4	6	8	10
	Improbable 1	1	2	3	4	5

Level of risk	Action and timescale
High	You should not start work until the risk has been reduced. You may have to set aside considerable resources to reduce the risk. If the risk involves work in progress, you should take urgent action. If it is not possible to reduce the risk even with unlimited resources, you must stop all work.
Medium	You must try to reduce the risk, but should carefully measure the cost of prevention. You should use measures to reduce the risk within a defined time period. If the medium risk is associated with extremely harmful consequences, you may need to carry out another assessment to identify more precisely the likelihood of harm. This will help you decide whether you need to use improved control measures.
Low	You don't need to take action or keep documentary records. Monitoring is necessary to make sure that the controls are still effective.

Task Assessed	COVID-19 Risk Assessment	Reference Number, if applicable	COVID19	Date of Risk Assessment	12 th May 2020
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Communication of this RA

This RA must be communicated to all employees

Employees must acknowledge receipt of the RA and confirm they understand all of the control measures by signing below.

Name	Signature	Date	Name	Signature	Date