



**Risk Assessment Form**  
**COVID-19 – Witham Site**  
Offices



## Risk Assessment Form - Warehouse safety to protect staff from COVID-19

<b>Company</b>	DD Group Ltd	<b>Sites relating to this Assessment</b>	Witham	<b>Task Assessed</b>	Office safety to protect staff from COVID-19	<b>Date of Assessment</b>	08/06/2020	<b>Assessment to be reviewed by</b>	On completion of each outstanding control measures; thereafter following a health and safety incident, changes in legislation, location or personnel or after a maximum period of one year.	<b>Assessment reference Number</b>	DDRACOVID002
<b>Assessed by</b>	Steve Gracie	<b>Approved by</b>	David LeGood	<b>Reason for Assessment</b>	Government guidance on how businesses can operate safely during COVID-19 pandemic	<b>Version Number</b>	2	<b>Persons Exposed</b>	Staff, Visitors, Contractors, vulnerable persons	<b>Overall assessment of risk is</b>	MEDIUM

**Below: Identify each hazard at every step in the process. If many hazards use 2 rows.  
Risk Rating: Decide each category of risk rating from the key below for each activity in the process.**

Hazard and potential consequences	Areas affected	What control measures are in place currently?	Current Risk Scoring (A) (key at bottom)		Score for (a)	What additional control measures should be considered to reduce risk?	Revised score with control measures in place (b)		Score for (B)
			Severity	Likelihood			Risk Score		
Travelling to work using public transport where there are a number of touch points and potential for virus to spread	Off-Site	Government guidelines have urged employees not to use public transport wherever possible.  Many staff currently working from home.  New Govt. guidance instructs the mandatory use of face coverings when using public transport.	Severity	5	MEDIUM	Request staff do not car share with colleagues.  Increase bike stations if required	Severity	5	MEDIUM
			Likelihood	2			Likelihood	2	
			Risk Score	10			Risk Score	10	



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			Severity	Likelihood			Risk Score	Severity	
Virus exposure to those attending site who may fall under the Government high risk category, or live with someone who is within that category.	All Areas	<p>Survey was carried out with all employees to identify who may fall into this category. Those who fell into this category were either furloughed or asked to work from home.</p> <p>Each case is considered on its individual merit</p>	Severity	5	MEDIUM		Severity	5	MEDIUM
			Likelihood	2			Probability	2	
			Risk Score	10			Risk Score	10	
People attending site whilst feeling unwell, however slight. This may cause infection to spread across the site.	All Areas	<p>Clear government guidelines about what approach individuals should take if they or anyone in their household display symptoms associated with COVID.</p> <p>If staff can work from home, they are being encouraged to do so.</p> <p>Anyone displaying symptoms of COVID are being encouraged to visit a test centre to be tested.</p>	Severity	5	MEDIUM	Consider body temperature checks upon access to building using an IR calibrated thermometer	Severity	5	MEDIUM
			Likelihood	2			Likelihood	2	
			Risk Score	10			Risk Score	10	



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<p>Mental health issues due to; Staff who have been off-site may find leaving their house (safe bubble) difficult and could cause anxiety and stress to the individual.</p> <p>Staff who have been working on-site throughout this pandemic may feel anxiety about the workplace being filled with people again.</p>	All Areas	<p>Line Managers regularly keep in contact with those individuals who are either on furlough or are working from home during lockdown.</p> <p>Regular communication issued by MD keeping people in the loop.</p> <p>Staff have access to the mental health and wellbeing page on the intranet which offers links to professional support through the employee assistance programme and organisations such as the Samaritans.</p> <p>Network of DD volunteers supporting mental health teams created.</p>	Severity	3	MEDIUM	<p>Mental Health guide for managers to be produced and issued.</p> <p>Improved mental health and wellbeing page created on the intranet (WIP)</p> <p>Enhance promoting of good mental health and wellbeing with increased posters &amp; electronic content across the business</p>	Severity	3	MEDIUM
			Likelihood	4			Risk Score	12	



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			Severity	Likelihood			Risk Score	Severity	
Staff working in close proximity of each other in offices	Offices	<p>All office capacity has been hugely reduced with a number of staff working from home.</p> <p>Those staff that are still operating from the office are spaced out to ensure good social distancing measures are adhered to.</p> <p>Staff currently on site have been instructed to maintain distancing with their colleagues.</p> <p>There is appropriate supervision to remind staff over distancing measures introduced.</p> <p>Surgical face masks and nitrile surgical gloves have been made available to staff should they wish to wear them (not mandatory)</p> <p>Maximum occupancy levels for each office has been calculated, displayed and communicated with departmental heads</p> <p>Desks in use are not directly facing someone else.</p> <p>Personal etiquette training issued to all staff</p>	Severity	5	MEDIUM	<p>Continue to work with reduced office staff on site.</p> <p>H&amp;S to write Do's &amp; Don'ts document.</p>	Severity	5	LOW
			Likelihood	2			Likelihood	1	
			Risk Score	10			Risk Score	5	



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			Severity	Likelihood			Risk Score	Risk Score	
Social distancing measures difficult to adhere to during lunch breaks	Staff break rooms, External huts, Smoking shelters	<p>Reduced number of staff on site which allows for distancing to be manageable.</p> <p>Multiple areas &amp; staff rooms available for staff to use for breaks.</p> <p>Staff to eat / drink at their desk or in their car to avoid excessive people in break areas.</p> <p>Sufficient number of chairs removed from areas to assist with social distancing.</p> <p>Increased signage in these areas and across the business.</p>	Severity	5	LOW	Further consideration needed when number of employees on site is increased	Severity	5	LOW
			Likelihood	1			Likelihood	1	
			Risk Score	5			Risk Score	5	
Social distancing measures difficult to adhere to in kitchens & toilets	Kitchens, toilets	<p>Multiple toilets and kitchen facilities across the site</p> <p>Reduced number of staff on site.</p> <p>Reduced capacity in each WC and kitchens with signage indicating what is permitted.</p>	Severity	5	MEDIUM	Consider the need for additional portable toilets for staff use when increased numbers are on site.	Severity	5	LOW
			Likelihood	2			Likelihood	1	
			Risk Score	10			Risk Score	5	



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			Severity	Likelihood			Risk Score	Severity	
Staff movement between buildings and departments. People movement increases the likelihood of a virus spreading through social distancing not being adhered to and the carrier touching multiple points.	All Areas	<p>All non-operational staff are not permitted to use the warehouse pedestrian route in Unit 3. Where movement is needed to get between buildings, office-based staff are asked to walk around the yard area in the safe pedestrian route to move between buildings.</p> <p>One way route in operations where considered appropriate.</p> <p>Restricted entry &amp; exit points.</p> <p>Use of Teams or telephone is encouraged as first point of contact.</p> <p>No. of staff working from home</p>	Severity	5	MEDIUM	Install physical barriers at entry points to Unit 3 warehouse to clearly show where the area is for operational staff only	Severity	5	LOW
			Likelihood	2			Likelihood	1	
			Risk Score	10			Risk Score	5	
Multiple touch points including fire doors, handrails, door handles, photocopiers, tablets, phones, keyboards and desks. Potential to increase spread of virus through touching objects.	All Areas	<p>Increased number of sanitisation units</p> <p>Cleaning schedule increased to focus on touch points (5 hours per day, 5 days per week) Toe opening devices installed in WC outer doors to allow for staff to use these as an alternative to using the handles.</p> <p>Fire doors opened using Dorguards along main corridor of units 6, 8 &amp; 10.</p> <p>These will automatically close upon activation of fire alarm.</p>	Severity	5	MEDIUM	Continually review to see where there may be other areas exposed	Severity	5	MEDIUM
			Likelihood	2			Likelihood	2	
			Risk Score	10			Risk Score	10	



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			Severity	Likelihood			Risk Score	Severity		Likelihood
Sharing equipment such as photocopiers, staplers, computers etc	All Areas	Sanitisation units installed at various points across the site.	Severity	5	MEDIUM		Severity	5	MEDIUM	
			Likelihood	2				Likelihood		2
			Risk Score	10				Risk Score		10
Daily stand up in staff room is too small for distancing measures to be observed.	Staff break room	Whilst there are a reduced number of staff on site, social distancing can be followed.  Sanitisation stations in various parts of the building  Stand ups now completed using Teams.	Severity	5	LOW		Severity	5	LOW	
			Likelihood	1				Likelihood		1
			Risk Score	5				Risk Score		5
Lack of awareness / Poor behaviour / poor attitude towards control measures put in place which could result in virus spreading	All Areas	Well publicised guidance about the seriousness about COVID-19  Appropriate signage across the site in relation to social distancing, with floor markings to guide persons on site.  Appropriate supervision across the operations team to monitor.  Management continually reminded to lead by example  Personal etiquette training issued to all staff upon return to site	Severity	5	MEDIUM		Severity	5	MEDIUM	
			Likelihood	2				Likelihood		2
			Risk Score	10				Risk Score		10
Potential for ill visitors / contractors to inadvertently bring virus with them to site	All Areas	All visitors attending site have been briefed about social distancing and infection control  All works are planned and agreed prior to commencement	Severity	5	MEDIUM	Any necessary visitors to our site to be by appointment only  Visitors attending our site to be asked to wait in their car until they are asked to enter the building  Avoid visitors to site wherever possible; use Teams meetings where possible  Identify who are essential key contractors, and only they are allowed to visit site	Severity	5	LOW	
			Likelihood	2				Likelihood		1
			Risk Score	10				Risk Score		5





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First aiders unable to adhere to social distancing measures when treating staff who have suffered an injury	All Areas	<p>First aiders have been provided with guidance from St. Johns with how to treat an injury.</p> <p>First aid boxes are maintained by first aiders on site</p> <p>First aid boxes are fully stocked with additional PPE such as face masks and gloves for the first aider.</p>	Severity	5	MEDIUM	Ensure clear guidance is kept within the first aid boxes to remind first aiders of their safety when treating colleagues	Severity	5	MEDIUM
			Likelihood	2			Likelihood	2	
			Risk Score	10			Risk Score	10	
Poor hand hygiene which can increase the spread of the virus	All Areas	<p>Hand wash posters are displayed in prominent positions by sinks which indicate how to wash hands correctly</p> <p>Sanitisation stations at entrances / exits to buildings</p> <p>Personal hand sanitisers and hand creams issued out to all the staff.</p>	Severity	5	MEDIUM	Consider portable sinks to allow staff to wash their hands more frequently, whilst reducing travel distances around the building	Severity	5	MEDIUM
			Likelihood	2			Likelihood	2	
			Risk Score	10			Risk Score	10	
Emergency evacuation of the building due to reasons such as fire could result in social distancing measures being broken	All Areas	<p>Multiple points of exit to be used in an emergency situation</p> <p>Expected reduced number of staff on site</p> <p>Emergency situations such as fire must take priority over COVID as there would be an immediate threat to life. Whilst social distancing at the fire assembly points is expected wherever practicable, it is not expected upon evacuation of a building.</p>	Severity	5	MEDIUM	<p>Fire marshals on site to ensure exits are free from obstruction.</p> <p>Create clear guidance on what to do in an emergency.</p> <p>Clarify with our insurers the need for practice fire drills.</p>	Severity	5	MEDIUM
			Likelihood	2			Likelihood	2	
			Risk Score	10			Risk Score	10	



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			Severity	5			Severity	5	
Potential link to virus spreading through air con system	Pharmacy, staff break rooms, temperature-controlled area on Mezzanine 3, Kitchens, Toile	<p>All areas listed here has a fresh air system</p> <p>This system extracts air from offices and pumps it outside.</p> <p>The system also takes air directly from outside, and pumps into the office through a filter at the desired temperature.</p> <p>All offices are on separate systems so there is minimal danger of this air being recirculated across multiple offices</p> <p>All multi occupancy offices air con systems have been locked and can't be tampered with by staff.</p> <p>Timers have been set so they come on automatically 2 hours before staff are on site and turn off as they leave the building at night.</p>	Likelihood	1	LOW		Likelihood	1	LOW
			Risk Score	5			Risk Score	5	

Severity	Score	Likelihood	Score	Risk Score	Risk Rating	
No Illness	1	Not likely	1	0 - 6	Low	No additional controls are required. Consideration may be given to more cost-effective solutions or improvement that imposes no additional cost burden. Monitoring is required to ensure that the controls are maintained
Minor Illness	2	Possible	2	7 - 12	Medium	Efforts should be made to reduce risk, but the costs of prevention should be carefully measured and limited. Risk reduction measures should be implemented. Where a moderate risk is associated with extremely harmful consequences, further assessment may be necessary to establish more precisely the likelihood of harm as a basis for determining the need for improved control measures
Hospital visit	3	Even Chance	3	13+	High	Work should not be started until the risk has been reduced. Considerable resources may need to be allocated to reduce the risk. Where the risk involves work in progress, urgent action will need to be taken
Hospital Admittance	4	Probable	4			
Fatality	5	Certain	5			

