



**Risk Assessment Form**  
**COVID-19 – Witham Site**  
Visitors and Contractors



## Risk Assessment Form - Site COVID-19 safety considerations relating to visitors and contractors attending site

<b>Company</b>	DD Group Ltd	<b>Sites relating to this Assessment</b>	Witham	<b>Task Assessed</b>	General site safety to protect staff, visitors and contractors 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>	DDRACOV003
<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

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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)
Visitors travelling to site using public transport where there are a number of touch points and potential for virus to spread	Off-Site	Government guidelines have urged persons to avoid the use of public transport wherever possible.  New Govt. guidance instructs the mandatory use of face coverings when using public transport.	Severity	5	MEDIUM	Discourage visitors to site and seek electronic meetings using software such as Teams.  Where this is not practicable, establish visitors travel arrangements and only allow visitors who are not arriving using public transport.  Adapt visitor's policy to outline company expectations for all visitors prior to arriving on site (H&S Dept. to write)	Severity	5	LOW
			Likelihood	2			Likelihood	1	
			Risk Score	10			Risk Score	5	



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			Severity	Likelihood			Severity	Likelihood	
Visitors 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>Anyone displaying symptoms of COVID are being encouraged to visit a test centre to be tested.</p>	Severity	5	MEDIUM	<p>Adapt visitor's policy to outline company expectations for all visitors prior to arriving on site (H&amp;S Dept. to write)</p> <p>Discourage visitors to site and seek electronic meetings using software such as Teams.</p> <p>Communicate what expectations are required from our staff meeting visitors such as ensuring distancing measures are maintained, no handshakes etc (H&amp;S dept. to write and communicate)</p>	Severity	5	MEDIUM
			Likelihood	2			Probability	2	
			Risk Score	10			Risk Score	10	
Social distancing measures within reception area difficult to manage due to size and layout of room	Reception	<p>Furniture removed from area</p> <p>Visitors requested to sit in vehicle / wait outside until they are met.</p>	Severity	5	MEDIUM	As above	Severity	5	LOW
			Likelihood	2			Likelihood	1	
			Risk Score	10			Risk Score	5	
Social distancing measures difficult to adhere to due in areas where staff operate	All Areas	<p>Reduced number of staff on site which allows for distancing to be manageable.</p> <p>All visitors attending site have been briefed about social distancing and infection control</p> <p>All works are planned and agreed prior to commencement</p>	Severity	5	MEDIUM	<p>As above</p> <p>Any necessary visitors to our site to be by appointment only</p> <p>Visitors attending our site to be asked to wait in their car until they are asked to enter the building</p> <p>Avoid visitors to site wherever possible; use Teams meetings where possible</p> <p>Identify who are essential key contractors, and only they are allowed to visit site</p> <p>Try to stagger visitors time wherever practicable</p>	Severity	5	LOW
			Likelihood	2			Likelihood	1	
			Risk Score	10			Risk Score	5	



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	Severity	
Social distancing measures difficult to adhere to in kitchens & toilets	Kitchens, toilets	Multiple toilets and kitchen facilities across the site Reduced number of staff on site. Reduced capacity in each WC and kitchens with signage indicating what is permitted.	Severity	5	MEDIUM	Allocate toilet and kitchen facilities to visitors as part of site induction	Severity	5	LOW
			Likelihood	2			Likelihood	1	
			Risk Score	10			Risk Score	5	
People 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	Permit to work system to now include social distancing to assist with controlling contractor movement on site  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.  One way system in operation in units 6, 8 & 10. Restricted entry and exit points in use. Unit 3 has some passing places for staff to use when somebody is approaching them in the opposite direction.  Use of teams or telephone is encouraged as first point of contact with colleagues.	Severity	5	MEDIUM		Severity	5	MEDIUM
			Likelihood	2			Likelihood	2	
			Risk Score	10			Risk Score	10	
Contamination from signing job sheets / receiving paper copies	All Areas	Clinell Wipes issued across the business to clean & disinfect equipment after use.  Personal hand sanitisers and hand creams issued out to all the staff.	Severity	5	MEDIUM	Electronic copies are to be provided by visitors / contractors carrying out the works.  No contact with customer tablet / phone to sign for the above.  Only sign where staff can use pen and not contact paper document.	Severity	5	LOW
			Likelihood	2			Likelihood	1	
			Risk Score	10			Risk Score	5	



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			Severity	Likelihood			Risk Score	Severity	
First aiders unable to adhere to social distancing measures when treating persons 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 have been checked and are fully stocked with additional PPE such as face masks for the first aider to use</p>	Severity	5	MEDIUM	<p>Ensure clear guidance is kept within the first aid boxes to remind first aiders of their safety when treating persons on site</p>	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>	Severity	5	MEDIUM	<p>Consider portable sinks to allow persons to wash their hands more frequently, whilst reducing travel distances around the building</p> <p>Highlight importance of good hygiene within contractors document issued at the outset.</p>	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>Appropriate supervision of all visitors attending 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 and highlight within contractors document issued at the outset</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	



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			