

		RISK ASSESSMENT							Notes:					
Location:		Description of Activity: COVID-19 Risk Assessment							Issue:	V 1.2	Ref:	23/11/20		
Assessed By:									Date:	23/10/20	Review:			
Hazard/Area	Likely Harm	Party Affected	Risk Rating			Existing Controls	Additional Control Measures Required / Comment	By Whom	By When	Residual Risk Rating				
			S	L	R					S	L	R		
Reception	Catching/Spreading	MSOTC	5	3	15	Reception area has been locked off to general public using Access Control. Temperature taken using IR camera in foyer before entering Reception area. Hand Sanitiser Station in Foyer. Post/UPS pick up has now moved to foyer to avoid any contact with Receptionist	Regular review of Government guidance.	SW/CU/DF/SP			5	1	5	
Work Meetings	Catching/Spreading	MSOTC	5	3	15	Meetings are advised to be conducted remotely using video conferencing. Where this is not possible, masks are available to all visitors. Temperature taken using IR camera in foyer before entering main office area. Hand Sanitiser Station in Foyer. COVID-19 visitors questionnaires to be completed by all visiting Lancaster House. Biosite have a QR code in the foyer for visitors to use for Track & Trace.	Regular review of Government guidance.	SW/CU/DF/SP			5	1	5	
Factory	Catching/Spreading	O	5	3	15	2m social distancing markers around the factory. Perspex screens between work stations. Hi-vis vests with 2m social distancing information. Sanitising products throughout factory areas. Gloves and masks in this area have now become mandatory for all engineers/logistic staff. Area has been deep cleaned/fogged 10/08.	Regular review of Government guidance.	SW/CU/DF/SP			5	1	5	
Factory	Catching/Spreading	O	5	3	15	Use of rear entrance for engineers/logistics team. IR camera takes temperature each morning & sanitiser stations in place. Less contact at front of house. Gloves and masks in this area have now become mandatory. Area has been deep cleaned/fogged 10/08.	Regular review of Government guidance.	SW/CU/DF/SP			5	1	5	
Canteen Area	Catching/Spreading	O	5	3	15	Production Team using staggered break pattern. Cleaning products available to clean down tables/chairs.	New canteen area on mezzanine floor to be used by Production staff ONLY. Production/Stores staff should not be entering main office space or canteen area.	SW/CU			5	1	5	
Bathroom	Catching/Spreading	MSOTC	5	3	15	Anti bacterial wipes available for the cleaning of toilet pre/post use. Hand sanitiser station in place inside & outside of bathroom. Signage in bathroom stating the correct hand washing/sanitising procedure as advised by the Government.	Regular review of Government guidance.	SW/CU			5	1	5	
Working From Home	Catching/Spreading	OT	5	2	10	Staff are to continue to work from home where possible and encouraged to take meetings online where possible. Regular checks completed on home working staff in relation to mental health/isolation. DSE assessments completed.	Regular review of Government guidance.	SW/CU			5	1	5	
Working On Site	Catching/Spreading	MSOTC	5	3	15	Engineers and Logistics Team to follow Government guidelines when working on site. Must complete site inductions and follow site rules. Masks & gloves provided to all staff working on site. COVID specific RAMs to be provided by Installation/Projects Manager before attending site	To be reviewed with official Government guideline changes. Engineers & Logistics Team to follow on site rules.	SW/CU			5	1	5	
Employee Travel Plans	Catching/Spreading	OT	5	3	15	Where possible, staff are to work from home & avoid using public transport to travel to and from work. Walking and cycling encouraged.	Regular review of Government guidance.	SW/CU			5	1	5	
Lancaster House	Catching/Spreading	MSOTC	5	3	15	External cleaning company scheduled every working evening to clean office spaces & bathrooms. Soap and cleaning supplies regularly replenished.	Regular review of Government guidance.	SW/CU			5	1	5	
Lancaster House	Catching/Spreading	MSOTC	5	3	15	Signage around the building informing staff & visitors of the correct hand washing procedures. Government guidelines clearly displayed in Foyer and regularly updated. Regular updates to staff and tool box talks of any Government changes. COVID-19 Risk Assessment clearly displayed in Reception area.	Regular review of Government guidance.	SW/CU			5	1	5	
Outside Work Activities	Catching/Spreading	MSOTC	5	3	15	Staff are to follow Government guidelines when completing activities outside of work and are encouraged to use the Track & Trace system when visiting venues where this is required.	Regular review of Government guidance.	All Staff			5	1	5	

KEY:	Party M = Management S = Supervisor O = Operative T = Third Party C = Client	S - Severity 1 = Trivial Injury/ies 2 = Minor Injury/ies 3 = Major Injury/ies to one person 4 = Major Injury/ies to several people 5 = Death	L - Likelihood 1 = Improbable Occurrence 2 = Remote Occurrence 3 = Possible Occurrence 4 = Probable Occurrence 5 = Likely Occurrence	R - Risk = S x L 15 - 25 = High Risk 8 - 12 = Medium Risk 1 - 6 = Low Risk
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