



Risk Assessment of **Covid-19**
 Assessment Last Updated: **6th Jan 2021**

Risk Assessment Calculation

Consequence: 1=No loss; 2=Minor injury or harm; 3=Significant injury or harm; 4=Major injury or harm; 5=Fatal injury or harm

Likelihood: 1=Seldom occurs; 2=Probable occurrence; 3=Frequently occurs; 4=Certain to occur **Total** =Consequence x Likelihood

Note: The risk assessment is reviewed on a weekly basis and if updated the date will change.

No.	Task	Hazard/Risk	Risk BEFORE Control			Control	Risk AFTER Control		
			C	L	T		C	L	T
1	First Aid	Exposure to casualty's vapour droplets whilst carrying out First Aid duties (including CPR)	5	2	10	'Hands Only' CPR to be carried out, head turned away from First Aider, casualties face to be covered.	5	1	5
		Employee develops symptoms of COVID-19 whilst at work	5	2	10	Face shields, disposable apron, nitrile gloves and FFP2 Mask to worn by First Aider for ALL first aid duties. Ask casualty to turn head away from you whilst carrying out first aid. All equipment used to be disposed of in biohazard bins, glasses to be cleaned using biohazard wipes. All surfaces wiped down with biohazard wipes or appropriate spray afterwards. Employee quarantined locally if possible or else use the First Aid Room until transport off site is arranged. Place of work cordoned off, so cleaning of area can take place (carried out by First Aiders).	5	1	5



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1	First Aid – cont.	Employee develops symptoms of COVID-19 whilst at work – cont.				First Aider’s given the option to ‘step down’ temporarily until current situation has passed.			
2	Exposure to virus whilst carrying out normal duties.	Exposure to virus on surfaces at work.	5	2	10	<p>Departments given cleaning materials to clean surfaces regularly.</p> <p>Public areas are cleaned routinely throughout the day.</p> <p>All communal equipment (forklifts, trollies, keyboards, mice etc) will be cleaned after each use.</p> <p>Signs informing staff to wash hands thoroughly and regularly.</p> <p>Hand Sanitiser provided throughout site.</p> <p>Employees maintain 2 metres social distancing when reasonably practicable.</p> <p>Signs informing staff to wash hands thoroughly and regularly.</p> <p>Face Masks/Coverings must be worn when entering/exit building and not at own workstation.</p>	5	1	5



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			C	L	T		C	L	T
2	Exposure to virus whilst carrying out normal duties – cont.	Exposure to virus from other employees	5	2	10	<p>Managers to review cleaning procedures are being carried regularly throughout the day.</p> <p>Employees supported to self-isolate if any signs or symptoms of virus develop (including family member) in line with government advice. Liberal application of sick pay policy to encourage employees to self-isolate who feel ill or have been in close contact with an ill person (up to 2 weeks paid full without need for certification).</p> <p>‘Grab n Go’ lunches collection available from restaurant.</p> <p>Hot plated meals only served when local restrictions allow.</p> <p>A strict one-way system, tables spaced to maintain 2 metre social distancing and clear screens. Employees must sanitise hands before entering restaurant.</p>	5	1	5



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2	Exposure to virus whilst carrying out normal duties – cont.	Exposure to virus from other employees – cont.	5	2	10	<p>Employees who can eat at their work station (cold meals) allowed to do so, to allow other employees more room in Restaurant and Bill Brodey Room.</p> <p>Narrow gangways (< 1.5m) are designated 'One- Way', all other gangways marked to ensure employees keep left.</p> <p>Employees returning from sickness to be taken through 'Return to Work' checklist and sign 'COVID-19 Declaration Form'.</p> <p>Employees encouraged to 'challenge' fellow employees who do not social distance or are not complying with COVID-19 Risk Assessment.</p> <p>Employees who can work from home can do so based upon departmental rota and working from home policies.</p> <p>Car sharing can only be done in line current tier system guidelines.</p> <p>Managers to review procedures are being carried regularly throughout the day.</p>	5	1	5



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3	Exposure to virus from employees returning from holidays or normal activities outside of work (social distancing relaxed).	Exposure to virus from employees.	5	2	10	<p>Employees maintain 2 metres social distancing when reasonably practicable.</p> <p>Employees returning from holiday to be taken through 'Return to Work' checklist and sign 'COVID-19 Declaration Form'</p> <p>Employees uncomfortable working with employees returning from holiday are allowed to take holiday themselves or unpaid leave if alternative work is not available.</p> <p>Follow the governments guidelines on when to isolate when returning from holidays abroad or use the 'Test to Release for international travel'.</p> <p>Item 2 controls used.</p>	5	1	5



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4	Visitors/Contractors/Delivery Drivers arriving at Norbar	Exposure to virus from visitors	5	2	10	<p>Visitor Request Form to filled out and approved by a member of the COVID-19 Committee BEFORE visitor allowed on site.</p> <p>Visitors are required to follow Norbar's Covid-19 Risk Assessment when on site.</p> <p>All visitors must complete a declaration form indicating they have not been exposed to Covid-19.</p> <p>No cold callers allowed on site.</p> <p>Buyers encouraged to hold virtual meetings if at all possible.</p> <p>Delivery drivers requested to stay in the vehicle if at all possible.</p> <p>Contractors who are carrying out work must produce their method statements, safe systems of work and COVID-19 Risk Assessment prior to visit.</p> <p>Face Masks/Coverings must be worn at all times when on site</p>	5	1	5



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5	Employees visiting other premises	Employees exposed to virus at other sites.	5	2	10	<p>Norbar employees which deliver stock to have hand sanitiser in vehicle.</p> <p>Face masks and nitrile gloves available for drivers.</p> <p>Approval for site visit to be given by a member of the COVID-19 Committee.</p> <p>Employees, who visit other companies as part of job, to comply with government guidelines on travel and in accordance with Norbar Travel and Site Visit Risk Assessment.</p> <p>Employees encouraged to hold virtual meetings with customers if at all possible.</p>	5	1	5



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I confirm that I have communicated the identified risks and the recommended control measures to all staff.	
MANAGERS NAME (PRINT)	SIGNATURE
Andy Lobo	
RISK ASSESSOR (PRINT)	SIGNATURE
Ian Broome	
Recommended date of next Risk Assessment: Will be reviewed weekly (and updated if necessary), whenever government guidelines or recommendations are updated, change in company policy or procedure, or an incident or near miss occurs.	