

## Risk Assessment Form

Date:	May 2020
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Assessors Name:	Phil Carthy	Reference Number:	Risk Assessment Record – 47b Updated	Review Date:	Ongoing – as per government guidance updates
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Reviewed By:	AB, JM, LR,	Signature:		Position:	MD, DM,	Date:	June 2020
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Description of assessment	Coronavirus (COVID-19) – Office Staff required to work at Smart Platform Depots
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Location Details	Office Staff at all Smart Platform Rental Ltd operating depot locations
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Identified Hazards	Who may be affected	Risk Level before control measures S x L = R				Existing control measures	Additional Control measures required	To be actioned by	Completion date	Final Risk level S x L = R			
		S	L	R	RR					S	L	R	RR
<b>Catching / Spreading</b>	Employees, Customers, General Public, Training Delegates	5	4	20	VH	<ul style="list-style-type: none"> <li>All locations will contain suitable levels of soap and antibacterial gel. for employee use.</li> <li>No handshakes with customers or colleagues</li> <li>Employees will be required to wash hands with soap regularly and thoroughly, for at least 20 seconds as per governmental guidelines.</li> <li>➤ After using the toilet</li> </ul>	<ul style="list-style-type: none"> <li>Wash/sanitise hands upon entry to the depot</li> <li>Increase level of local cleaning of equipment</li> <li>One only one person in the kitchen at one time unless social distancing can be adhered to</li> <li>Employees to make drinks for themselves only</li> <li>Mandatory employee use of “track and trace” app once reliability is established</li> </ul>	All Depot Managers  All  All  AB		4	2	8	M

Smart Platform Rental Ltd	V.2
47b COVID -19 Arrangements for Office Staff	May 2020



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		S	L	R	RR					S	L	R	RR
<b>Catching / Spreading</b> (continued)	Employees, Customers, General Public, Training Delegates	5	4	20	VH	<ul style="list-style-type: none"> <li>Employees are reminded to not touch their eyes, nose or mouth if their hands are not clean.</li> <li>Gloves are available for use</li> <li>Employees are encouraged to bring their own food whenever possible</li> <li>All communal areas to be cleaned regularly during the day, ensuring that work surfaces, stair bannisters, door handles, taps etc. are all thoroughly wiped down with an antibacterial cleaning substance.</li> <li>Deliveries of goods for personal use are no longer allowed at depots</li> <li>No training is currently being conducted at any location.</li> <li>Employees will be told to self-isolate for 14 days should they find they have a new, persistent cough and/or a high temperature.</li> <li>Should employees disclose that personnel living with them are self-isolating, they should be encouraged to do the same for 14 days as per Government guidance.</li> </ul>	<p>Testing is now available for anyone showing symptoms</p> <p><a href="https://www.nhs.uk/ask-for-a-coronavirus-test">https://www.nhs.uk/ask-for-a-coronavirus-test</a></p>			4	2	8	M

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		S	L	R	RR					S	L	R	RR
<b>Employee travel plans</b>	Employees, Customers, General Public,	4	3	12	H	<ul style="list-style-type: none"> <li>Employees are required to inform us if they are leaving the country.</li> <li>Self-isolation will be enforced in line with the area / country guidance.</li> </ul>				4	1	4	M
<b>Lack of awareness</b>	Employees, Customers,	5	2	10	H	<ul style="list-style-type: none"> <li>Appropriate signage including the latest government campaign posters will be on display in the welfare areas and in suitable places around site.</li> <li>Toolbox talks will be carried out for any returning furloughed staff.</li> <li>Information for customers will be available on the Smart Platforms website</li> <li>We continually adopt and review new government / WHO guidance as and when it is available. Any new information relating to the virus and its impact will be communicated to staff</li> </ul>	Last updated March 2020			3	1	3	L

## Guidance Notes

<b>SEVERITY</b>	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
	<b>LIKELIHOOD</b>					

<b>LIKELIHOOD</b>	
5	<b>Almost Certain – Very High Risk</b>
4	<b>Probable – High Risk</b>
3	<b>50/50 – Medium Risk</b>
2	<b>Improbable – Low Risk</b>
1	<b>Almost impossible – Low Risk</b>

<b>SEVERITY</b>	
5	<b>Fatality – Very High Risk</b>
4	<b>Severe incapacity – High Risk</b>
3	<b>Absent 3 weeks – Medium Risk</b>
2	<b>Absent less than 1 day – Low Risk</b>
1	<b>Insignificant – Low Risk</b>

1–4 <b>LOW</b>	5–9 <b>MEDIUM</b>	10–15 <b>HIGH</b>	16–25 <b>VERY HIGH</b>
Continue with existing control, however monitor for changes. Implement any additional control measures required, within the timescales given in the risk assessment.	Requires attention to reduce the rating as well as regular ongoing monitoring. Implement any additional control measures required, within the timescales given in the risk assessment.	Requires immediate attention to bring the risk down to an acceptable level. Implement the control measures required, within the timescales given in the risk assessment and continue to review working practices to reduce the probability of an	<b>Stop immediately – the risk is too high. Take immediate action to reduce the risk to the lowest level possible.</b>

		accident to the lowest possible level.	
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