

Unit 20 Salisbury Road, Haydock Industrial Estate  
Haydock WA11 9XG

<b>Assessment No.</b>	RA.COVID19 (R1)	<b>Location: (Site/ Building/ Room)</b>	Unit 20 Offices / Factory & Communal Areas
<b>Assessment Date:</b>	01/09/2020	<b>Review Date:</b>	01/09/2021
<b>Assessors Name:</b>	Brian Lambert (CMIOSH-IMaPS)	<b>Job Title:</b>	H&S Consultant
<b>Task:</b> Risk assessment for the activities associated with work in an office & designated communal areas of the building.			
<b>Persons Affected:</b> Staff, Employees, Customers & Clients			

Activity	Hazard	Control measures	Action
Business activities associated with manufacturing lv switchgear and distribution boards.	Exposure and infection to Covid 19	1-In meeting current Government guidelines it is deemed that the installation work is classed as essential so far as it cannot be done from home	MSL
		2-Not withstanding item 1-determine if the task directly involves workers can be eliminated completely. Criteria to be satisfied- a-Not essential at this time as it has no impact on project program b-Inability within the task to ensure social separation without resulting in safety risk.	MSL
		3- Consider if the customer is classed as a vulnerable person as defined under UK Government guidelines-70 years of age or over, or having any underlying medical health conditions, cancer, lung issues or heart problems.	MSL
		4- All persons carrying out work shall be made aware of the Coronavirus, and its potential contamination, and contact transmission routes, during pre- work planning period- including plant hire and material delivery vehicle drivers.	MSL
		5- Coronavirus signage and labelling shall be placed externally and internally at the Brookside Centre.	MSL
		6- Sub Contractors method statement and risk assessment shall consider the Covid 19 Government guidelines and specifically social distancing.	MSL
		7-All workers upon arriving on site shall disinfect- wash hand in site welfare facility before signing in for the shift.	MSL
		8- Each worker will be subject to health screen check- refer to health screen check list	MSL

Activity	Hazard	Control measures	Action
Business activities associated with storage, sale, and installation of windows	Exposure and infection to Covid 19	9- Coronavirus posters to be placed in communal areas at MSL Offices / Factory	MSL
		10- Strictly non sharing of cups	MSL
		11- Adequate provision shall be made at MSL Offices / Factory and also on site for personal hygiene and cleansing.	MSL
		12-Sufficient waste bins specifically for used tissues , to be provided in communal areas and on project sites	MSL
		13- Welfare areas and communal rest areas including toilets to be regularly cleaned	MSL
		14-Regular hand washing and sanitising by all workers prior to using any welfare facilities and after using welfare facilities by all workers	MSL
		15- For work activities that cannot be done within Government guidelines additional risk assessment and task briefing shall be undertaken to establish all necessary additional control measures. PPE is likely to be the main barrier to cross contamination	MSL
		16- Any person showing Coronavirus symptoms to notify their manager and leave site immediately- record time and named individual details and identify any one else who may have been in close contact and require them to stop work and self- isolate until certain of the absence of any symptoms over a 24 hour period-	All
		17- Tools and equipment sharing- gloves must be worn when sharing and handling /operating tools and equipment, followed by hand wash disinfection.	MSL
18-If it is impractical or increases the risk of injury when carrying out work, workers can work side by side for a maximum of 15 minutes as per Government guidelines	MSL		

**Reference documents:**

*Guidance on hygiene.*

*Guidance on cleaning and washing of hands.*

*Guidance on coughs and sneezing.*

*Avoiding infections at work*