



RISK ASSESSMENT - CORONAVIRUS









Risk assessment - topic/area covered	
Location(s):	Production / Despatch / Warehouse & Goods Inwards
Department/staff:	All Staff
Tasks/activities:	Use of PC workstations / Scanning stations
Other information:	

Risk assessment sign off					
Prepared by:	D Flynn – QHSE Manager	Signature:		Date:	19.05.20
Reviewed by:	P Ward – Managing Director	Signature:		Date:	19.05.20
Date for review:	This risk assessment should be reviewed if additional risks not covered are identified or if there is any reason to suggest that the control measures are deemed to be insufficient.				

Document issue record				
Amendment number	Issue date	Date amended	Person amending	Remarks

Distribution schedule				
Registered number	Issue number	Date	Name	Designation
3	1	19.05.20	M Parker / R Halsall / R Nugent / A Griffiths	Production / Despatch and Warehouse Operatives

Key										
L: Likelihood	5	5	10	15	20	25	High risk: 15-25	High-risk activities should cease immediately. Further effective control measures to mitigate risks must be introduced.		
	4	4	8	12	16	20		Medium risk: 8-12	Medium risks should only be tolerated for the short term and only whilst further control measures to mitigate the risks are being planned and introduced.	
	3	3	6	9	12	15	Low risk: 1-6		Low risks are largely acceptable. Where it is reasonable to do so, efforts should be made to reduce risks further.	
	2	2	4	6	8	10				
	1	1	2	3	4	5				
	1	1	2	3	4	5				
S: Severity				DR: Degree of risk			RR: Residual risk			
Guidance.	<ol style="list-style-type: none"> Identify the persons at risk and the significant hazards. Calculate an initial RR for the activity. Identify risk control measures that reduce the risks to an acceptable level. Calculate a revised RR - assuming the control measures are followed. (Consider changing both the likelihood (L) and the severity (S) ratings.) 									

PPE assessment		Note. In many instances you will be able to reduce risks further by asking staff/others to wear/use PPE. You should identify which items are required for the task here:						
Type of PPE:								
	Head	Foot	Eye	Hand	Hearing	Hi-visibility	RPE	Fall arrest
Additional requirements:		Gloves should be worn whenever it is practicable to do so.						
Note. PPE must only be considered when other control measures, such as guarding, local exhaust extraction, preventing noise at source, eliminating the need to work at height etc. are not possible. PPE should always be considered as a last resort option. PPE should only be worn when there is reasonable justification for doing so.								

Risk assessment									
Activity	Persons at risk	Significant hazards	Initial			Risk control measures	Residual		
			L	S	DR		L	S	RR
Use of PC's / Scanning Stations / Label Machines / Printers	All Staff	Serious ill-health conditions	2	5	10	<ul style="list-style-type: none"> Hand Sanitiser docking station required for all P/C's and Scanning Stations. Multiple User Workstations – Ensure hands are sanitised before using PC's and Scanning Stations Ref: 01 PC's / Scanning Stations – Ensure these are logged on at the beginning of each day. Ensure the keyboard, mouse and any other operational controls for the screen and processor are wiped down using Anti-Bacterial wipes at the start / end of each working day. Refer to cleaning guidance document Ref: 03 Ensure hand held scanners are wiped down before each use using Anti- Bacterial wipes. Refer to cleaning guidance document Ref: 03 Ensure all Printer surfaces and controls are wiped down, using Anti-Bacterial wipes at the start / end of each working day. Refer to cleaning guidance document Ref: 03 Ensure phone handsets are wiped down using Anti-Bacterial wipes at the start / end of each working day. Refer to cleaning guidance document Ref: 03 Ensure desk areas / other items used are wiped down, using Anti-Bacterial spray at the start / end of each working day. Refer to cleaning guidance document Ref: 04 Ensure cleaning materials to include blue roll, and used wipes are disposed of after use within the designated clinical waste bins provided. Purchase SteriType keyboard covers, to enable regular cleaning and disinfection. 	1	5	5

Risk assessment									
Activity	Persons at risk	Significant hazards	Initial			Risk control measures	Residual		
			L	S	DR		L	S	RR
						<ul style="list-style-type: none"> Ensure all Operatives are equipped with their own stationary items, and these items are not shared – E.G Pens etc. Ensure communal holders to store pens etc. are removed Ref: 02 Chairs used at workstations to be allocated to one Operative and their name clearly marked. Any spare chairs to be removed from workstation areas and stored accordingly Ref: 02 Maintain social distancing at all times, and appropriate signage displayed Ref: 02 			

Action plan				
Subject	Further action required	Action by whom	Action by when	Date completed
Tool box talks and guidance documents	Tool box talk and cleaning guidance documents to be issued, in line with this Risk Assessment	DF / RH	19.05.20	22.05.20
Hand Sanitiser	Hand Sanitiser docking stations required next to all scanning stations. Ensure there is an adequate supply of Hand Sanitiser with a 60% alcohol content.	GW / DF	14.05.20	14.05.20
Anti-Bacterial Wipes	Anti-Bacterial Wipes to be provided next to scanning PC stations	GW	15.05.20	15.05.20
Blue Roll	Ensure we have an adequate supply of Blue roll	GW	14.05.20	14.05.20
Anti-Bacterial Sprays	Ensure we have an adequate supply of Anti-Bacterial Spray. The Anti-Bacterial spray needs to be of an adequate strength to kill the virus	GW / DF	14.05.20	14.05.20
Keyboard covers	Purchase Steritype keyboard covers to enable regular cleaning and disinfection.	GW / DF	TBC	
COVID-19 Signage	Purchase appropriate wall / floor signage.	DF	15.05.20	15.05.20

Ongoing Monitoring / Management required
<ul style="list-style-type: none"> Ongoing Monitoring to ensure the Risk Assessment and Guidance documents are being followed, through weekly Safety Tours