

RISK ASSESSMENT



Company Name:	T-T Pumps Ltd	Date:	18/05/2020	Review Date:	18/05/2021	Assessment No:	RA0125
Assessor:	Simon Walter CMIOSH		Task:	RISK ASSESSMENT FOR COVID 19			

What are the hazards?	Hazard Level	Who might be harmed and consequences?	What controls are already in place?	What further action is necessary?	Action: by whom and by when?	Done	Final Hazard Level
Contracting or Spreading Covid-19	High	<p>Who?</p> <ul style="list-style-type: none"> All Staff Visitors Contractors Others Public <p>Consequences</p> <ul style="list-style-type: none"> Coronavirus Respiratory distress Death 	<ul style="list-style-type: none"> Official government guidelines and recommendations are followed, and all staff are briefed on the latest updates. Clinically Extremely Vulnerable individuals (as notified by government correspondence advising them to shield at home) are strongly advised to stay at home and not attend the workplace. Clinically Vulnerable individuals may be able to return to work with additional precautions; these will be assessed on a case-by-case basis and a separate Risk Assessment produced. Correct PPE is worn in line with government guidance and the work we conduct. Hand sanitization and/or hand washing facilities are provided, and staff encouraged to use these facilities regularly. Signs are installed throughout our premises to remind people wash their hands and social distance. Good hygiene practices are followed with increased cleaning conducted on all touch points and welfare facilities. Employees with any symptoms are immediately sent home to self-isolate. 	<p><i>Continual monitoring to ensure these controls are adhered to.</i></p> <p><i>Staff regularly reminded to social distance.</i></p> <p><i>Monitor to ensure social distancing is being adhered to.</i></p> <p><i>Ensure hand sanitizing facilities are being provided and monitored for replenishment as required.</i></p>	Manager	Ongoing	Medium

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What are the hazards?	Hazard Level	Who might be harmed and consequences?	What controls are already in place?	What further action is necessary?	Action: by whom and by when?	Done	Final Hazard Level
<p>Contracting or Spreading Covid-19</p>	<p>High</p>	<p>Who?</p> <ul style="list-style-type: none"> • All Staff • Visitors • Contractors • Others • Public <p>Consequences</p> <ul style="list-style-type: none"> • Coronavirus • Respiratory distress • Death 	<ul style="list-style-type: none"> • Interaction with others is kept to a minimum and task reallocation considered where required. • The 2m social distancing rule is adhered to where reasonably possible. • Staff will continue to work from home where possible. If they are required to attend the premises, this will be kept to minimum levels necessary. • For those attending the workplace, the number of people each person has contact with will be minimized using fixed teams, partnering, or shift patterns where possible. • Staff will continue to use conference /video call systems to speak to clients and suppliers rather than meeting them in person. • If a face-to-face meeting is unavoidable, only essential attendees will be in the meeting, it will take place in a well-ventilated area, and no hand-shaking or other physical contact is permitted. Attendees will remain at least 2m apart where possible. Hand sanitization facilities will be provided in the meeting room. • Pens, notebooks etc. must not be shared, whether between staff or with visitors. • Only essential visitors will be authorised to enter our premises (for example essential maintenance or cleaners). • Staff arrival and departure times will be staggered where possible. • Hand sanitization and/or hand washing facilities will be provided at the entrance to our premises. 	<p><i>Continual monitoring to ensure these controls are adhered to.</i></p> <p><i>Staff regularly reminded to social distance.</i></p> <p><i>Monitor to ensure social distancing is being adhered to.</i></p> <p><i>Ensure hand sanitizing facilities are being provided and monitored for replenishment as required.</i></p>	<p>Manager</p>	<p>Ongoing</p>	<p>Medium</p>

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Contracting or Spreading Covid-19	High	<p>Who?</p> <ul style="list-style-type: none"> All Staff Visitors Contractors Others Public <p>Consequences</p> <ul style="list-style-type: none"> Coronavirus Respiratory distress Death 	<ul style="list-style-type: none"> The layout of our premises will be reviewed to ensure social distancing can be met. This may involve moving workstations. We will mark 2m zones in specific locations to assist staff in maintaining social distancing. We will avoid staff working face to face where possible and instead work side by side or back to back. If avoidance of face-to-face working is not possible, we may use screens to create a physical barrier. Screens may also be used in high traffic or contact areas such as Reception areas. Staff are encouraged to bring only pre-prepared food and drinks from home to work, and strongly discouraged from travelling to shops immediately before or during working hours and bringing food and drinks directly to our premises. 	<p><i>Continual monitoring to ensure these controls are adhered to.</i></p> <p><i>Staff regularly reminded to social distance.</i></p> <p><i>Monitor to ensure social distancing is being adhered to.</i></p> <p><i>Ensure hand sanitizing facilities are being provided and monitored for replenishment as required.</i></p>	Manager	Ongoing	Medium

Useful links to help stay up to date with Covid-19 procedures and government guidance:

UK Government Covid-19 Website and Working Safely During Coronavirus Guidance

<https://www.gov.uk/coronavirus>

https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19?fbclid=IwAR3pJlGcDNsGGQkccDIUXdE27QY6cqWEPM_Hy9RXR37VDWHGMSjEApS_R10

The Health and Safety Executive Covid-19 Website

<https://www.hse.gov.uk/news/coronavirus.htm>

The World Health Organisation Covid-19 Website

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019>

The National Health Service Covid-19 Website

<https://www.nhs.uk/conditions/coronavirus-covid-19/>