

## Risk assessment template

Company name: NWT Northwich

Assessment carried out by: D J Potter

Date of next review: Six Months

Date assessment was carried out: 24-6-20

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
<b>Spread of COVID-19</b>	Company staff. Visitors. Contractors. Cleaners.	<p><b>Hand Washing</b></p> <p>Hand washing facilities with soap and hot water. Hand washing in place. Hand dryers. Published hand washing guide, posters. Gel sanitisers in area where washing facilities are not readily available.</p>	<p>Paper towels required. Additional gel sanitiser stations required. Employees to be reminded to wash their hands for 20 seconds with warm water and soap and the importance of proper drying. Also reminded to catch coughs and sneezes in tissues/elbow. To avoid touching face, eyes, nose or mouth with unclean hands. Published additional hand washing guide, posters and other materials. Checks by managers to ensure procedures are being followed.</p>	<p>MC</p> <p>MC/JB/MD</p>	<p>1-7-20</p> <p>1-7-20</p>	

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		<p><b>Cleaning</b> Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, printers, reception area using appropriate cleaning products and methods.</p> <p><b>Social Distancing</b> Reducing the number of persons in any work area to comply with the 2-metre. Taking steps to review work schedules, patterns including working from home etc. Redesigning processes to ensure social distancing in place. Physical screening in place.</p>	<p>Sub-contract company cleaning protocol to be reviewed</p> <p>Additional hand sanitizing stations to be established.</p> <p>Introduce conference calls instead of face to face meetings.</p> <p>Social distancing protocols to be developed for canteen, toilet and customer driver area.</p> <p>Introduce additional floor markings to aid Social Distancing</p>	<p>MD</p> <p>MC/JB/MD</p> <p>DJP</p> <p>MC/JB/MD</p>	<p>1-7-20</p> <p>1-7-20</p> <p>1-7-20</p> <p>1-7-20</p>	

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		<p><b>Employees from Defined Vulnerable Groups</b> Are strongly advised to stay at home and work from there if possible</p> <p><b>Symptoms of Covid-19</b> If anyone becomes unwell with a new continuous cough or a high temperature in the workplace they will be sent home and advised to follow the stay at home guidance. If advised that a member of staff or public has developed Covid-19 and were recently on our premises (including where a member of staff has visited other work place premises), the management team will contact</p>	<p>Identify vulnerable staff and ensure appropriate safeguarding mitigating measures are put in place to</p> <p>Publish protocols relating to the discovery of COVID-19 on the site</p> <p>Company to offer support to staff who are affected by Coronavirus or has a family member affected.</p>	<p>Managers</p> <p>D Potter</p> <p>DJP</p> <p>RH/CP</p>	<p>1-7-20</p> <p>1-7-20</p> <p>1-7-20</p>	

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		<p>the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken.</p> <p><b>Offsite Drivers / Breakdown Technicians</b> Procedures in place for drivers / off site workers to ensure adequate washing facilities are available.</p> <p><b>Mental Health</b> Management will promote mental health &amp; wellbeing awareness to staff during the Coronavirus outbreak and will</p>	<p>Publish protocols relating to parts, sales and breakdown technicians working off site.</p> <p>Information on mental health to be published.</p>	<p>DJP</p> <p>DJP</p>	<p>1-7-20</p> <p>1-7-20</p>	

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		offer whatever support they can to help.				

More information on managing risk: [www.hse.gov.uk/simple-health-safety/risk/](http://www.hse.gov.uk/simple-health-safety/risk/)