

WOZAIR LIMITED – RISK ASSESSMENT



RISK ASSESSMENT No: WOZ55		LIKELIHOOD (L) FACTORS: *			SEVERITY (S) FACTORS:			POINTS RATING		Likelihood (L)				
ASSESSMENT DATE: 27/08/2020		1 - Remote 2 - Unlikely 3 - Possible 4 - Probable 5 - Extremely Likely			1 - Negligible 2 - Minor 3 - Serious 4 - Very Serious 5 - Major (including fatalities)					1	2	3	4	5
REVISION No: 03										HAZARD SEVERITY (S)	1	2	3	4
REVIEW DATE: As Required								2	4		6	8	10	
LOCATION: Unit 32 Offices								3	6		9	12	15	
TASK/ACTIVITY: Return to work during Covid-19 Pandemic								4	8		12	16	20	
								5	10		15	20	25	
*Likelihood (L) x *Severity (S) = *Current Risk (R)		* Likelihood (L) x *Severity (S) = Residual Risk (*RR)			Risk Ranking: 1 – 6 = LOW 8 – 12 = MEDIUM 15 – 25 = HIGH									
Identified hazard(s)	Who might be harmed and how?	*L	*S	*R	Current Controls Measures (What are we already doing?)	*L	*S	*RR	Additional Control measures (What further actions are necessary?)					
Spread of Covid-19 virus General	Employees, Visitors, Contractors, Any person entering the Wozair premises, Any person in the household of any of the above groups Via contraction of the Covid-19 virus	4	5	20	In line with Government guidelines from 12 August 2020 Employers have more discretion, in consultation with their employees, to ensure people can work safely and this can be done by working from home or workplaces can be made safe by following Covid-19 secure guidelines. Any employees at high-risk should continue to stay at home. Any employee showing signs of Covid-19 (new/persistent cough, high temperature) should not come to work or will be sent home. Any employee having had contact with any other employee that has contracted Covid-19, will be made aware and advised to contact the NHS Guidance online. Wozair has appointed Sarah Burns, Julie Hayes and Julie Green as it's Covid-19 Appointed Team and will deal with all communication to and from staff within Wozair. Notification of illness should go to Julie Hayes as normal.	2	5	10						

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<p>Spread of Covid-19 virus</p> <p>General continued</p>	<p>Employees, Visitors, Contractors, Any person entering the Wozair premises, Any person in the household of any of the above groups</p> <p>Via contraction of the Covid-19 virus</p>	4	5	20	<p>All Visitors will be required to complete a Visitor Induction Form, prior to their visit, including confirmation of 14 day residency in the UK prior to arrival at Wozair. No visitors will be allowed on site if they have been abroad within 14 days.</p> <p>Visitors shall have their temperature taken upon arrival before leaving reception area.</p> <p>Guidelines issued to all staff are reviewed regularly in line with Government guidance.</p>	2	5	10	
<p>Spread of Covid-19 virus</p> <p>Via surfaces</p>	<p>Employees, Visitors, Contractors, Any person entering the Wozair premises, Any person in the household of any of the above groups</p> <p>Via contraction of the Covid-19 virus</p>	4	5	20	<p>Frequent cleaning and disinfecting objects of surfaces that are touched regularly particularly in areas of high use such as doors, handrails, kitchens, toilets and reception area using appropriate cleaning products and methods.</p> <p>Employees should ensure their own work area is kept clear and telephones cleaned regularly with antibacterial wipes.</p> <p>Kitchens are to be used for making Hot or Cold drinks only. Fridges shall only be used for keeping milk in.</p> <p>If it is unavoidable to print off paperwork, surface wipes are at each printer to wipe down. User is responsible for wiping the printer.</p>	2	5	10	Remind employees that work equipment should not be shared.

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<p>Spread of Covid-19 virus</p> <p>Via Proximity / Work place gatherings</p>	<p>Employees, Visitors, Contractors, Any person entering the Wozair premises, Any person in the household of any of the above groups</p> <p>Via contraction of the Covid-19 virus</p>	4	5	20	<p>Social distancing to be observed, employees should stay 2m apart where possible with a minimum of 1m where risks have been mitigated.</p> <p>Flexible start-end times offered to reduce all staff entering/exiting the building at the same time.</p> <p>Where staff are returning to work, desks have been moved allowing 2m between seats, either side by side or where working face to face is the only option. If possible desks have been arranged in a line front to back.</p> <p>Meetings where possible should not be held. Any meetings should be carried out by e-mail, telephone or 'Teams'.</p> <p>If it is essential to use one of the Meeting Rooms, they are marked with number of people allowed in at one time. Once used they should be sanitised, this is the responsibility of the meeting organiser.</p> <p>Additional meeting/training space has been allocated with the use of the Shopfloor canteen.</p> <p>If any essential visitors are required to come to site, they must be given a Visitor Form to be completed PRIOR to their arrival on site as this details our requirements for their visit.</p> <p>Toilet facilities to have vacant/engaged sign, to allow only one person in at a time.</p> <p>Reception toilet to be used by receptionist, visitors and shopfloor ladies only</p>	2	5	10	<p>Managers to continually monitor to ensure social distancing is being kept to.</p>
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Spread of Covid-19 virus Via hands	Employees, Visitors, Contractors, Any person entering the Wozair premises, Any person in the household of any of the above groups Via contraction of the Covid-19 virus	4	5	20	Hand sanitisers placed at each entrance to the building and throughout the building. Clocking in system not to be used. Logging onto the fire system shall be done on the dashboard as soon as employee is at their desk. Employees will need to log off of the fire system on the dashboard before they leave their desks, No hand shaking to take place. Hands should be dried thoroughly as wet skin helps bacteria to spread. Paper Towels should be used for drying hands. All desks shall have a bottle of hand sanitiser, tissues, antibacterial wipes and a bin. Signs put up to remind staff of regular hand washing. Any sneezes should be done into a tissue which should then be thrown away and hands washed. Sneezes should be done into arm if tissues unavailable.	2	5	10	Encourage employees to continually check their hands for broken skin due to constant washing.

*The terminology of the Likelihoods has been changed to better reflect the Likelihood of catching Covid-19

Assessed by:	Sarah Burns	Position:	Senior QHSE Coordinator	Signature:		Date:	27/08/2020
Approved by:	Julie Hayes	Position:	HR Coordinator	Signature:		Date:	27/08/2020
The following personnel were present at the process being assessed/re-assessed by this risk assessment							
Name(s):	Iain Cunningham	Job title:	Contracts Manager	Signature		Date:	27/08/2020