



TASK:	COVID 19 SAFE WORKING OPERATIONS		DEC-CV19-SWRA-01			
COMPANY NAME:	DECORWISE LTD	This Risk Assessment has been prepared to assess the companies work operations and site works				
POINT OF CONTACT:	Adam Kloss					
SITE ADDRESS:	Various sites	Assessed and prepared by:	Sharon M Smith Specialist Safety Solutions Ltd			
		Date of Assessment:	Monday 2 nd November 2020			
This Risk Assessment outlines the steps to managing the risk of COVID 19 which take into account the amended and recent Government Guidance.		Date of Review and Update:	As and when Government Guidelines changes			
1.	COVID 19 Risk Assessment carried out and the results of the Risk assessment shared with the workforce and third persons who attend / visit our premises					
2.	To ensure we have sufficient hand washing cleaning and hygiene procedures in place in accordance with guidelines, that the provisions are replenished as and when required					
3.	That the company have taken all reasonable steps to help employees work from home					
4.	That the company have taken all reasonable steps to maintain a 2m distance in the workplace, offices, communal areas					
5.	Where people compromise the 2m social distancing we have assessed and implemented where possible to manage the transmission risk					
SIGNIFICANT HAZARD		PERSONS AT RISK	HAZARD EFFECT	EXISTING RISK		
				Severity	Frequency	Risk Factor
1.	Virus Spreading Interaction with other persons within the workplace / sites - Movement around work areas - Use of welfare / sanitary arrangements - First Aid arrangements - Access to offices - Access to kitchen areas / welfare areas	Employees Third persons Visitors to the site	Risk of Contamination / Infection COVID 19 Fatality Hostile atmosphere	5	4	20
2.	Operatives travelling to site Operatives travelling to the office/ depot premises	Employees	Virus Risk of infecting others	5	4	20
3.	Falling ill at work Symptoms of COVID 19	Employees		5	4	20
4.	Operatives with relatives vulnerable persons who they live with	Employees		5	4	20
5.	Employees daily work operations	Employees		5	4	20
6.	Deliveries to the premises Accepting deliveries / materials / products	Employees		5	4	20
7/8	Meetings	Employees Visitors / third persons		5	4	20



CONTROL MEASURES TO REDUCE RISK		RESIDUAL RISK			FURTHER ACTION REQUIRED
		Severity	Frequency	Risk Factor	
1a.	Ensure signage positioned at the front of the Depot / Site / Work Entrance making persons aware of <ul style="list-style-type: none"> - 2 mtr social distancing must be maintained at all times this includes whilst arriving/ departing work, whilst at work and break times and where you visit sites - Use of hand sanitiser available prior to entering the work / site area and accessing other areas of the offices 	5	2	10	Management to review work sites / space for <ul style="list-style-type: none"> - Maintaining 2 mtr social distancing - Ensure provisions of hand sanitiser and antibacterial wipes  <p>Work on different floors</p> <p>Stay apart 2 metres</p> 
1b.	All employees to be vigilant of their surroundings when manoeuvring around the site / work area				
1c.	Record all persons to site daily this will assist with the Track and Trace should any person show or identify symptoms of COVID 19. Through QR Procedure.				
1d.	Continuous communication of the procedure to all persons verbally and signage.				
1e.	Ensure all operatives attending work sites to familiarise themselves with <ul style="list-style-type: none"> - Parking arrangements - Hand washing / sanitisation points - Induction procedures - Welfare (mess / toilet) provisions - Foot traffic routes – one way routes to avoid continuous passing others or be respectful when passing and stand back 	5	2	10	
1g.	Lines of communication with other all employees you MUST ensure you adhere to the 2 metre social distancing , where you need to discuss with other work colleagues then telephone or email to avoid entering other office areas or where this is not possible ensure the 2 metre social distancing .				
1h.	The use of the work welfare / sanitary arrangements you must <ul style="list-style-type: none"> - Ensure that no other person is within the toilet cubicle before entering - Adopt the 2 metre social distancing at all times - Wash your hands for 20 seconds or use hand sanitiser where soap and water not available - Stagger break times - Take breaks outside in fresh air weather permitting or within your vehicle alone - Take home prepared meals and drinks to work to avoid visiting local shops / food takeaways - Retain your personal belongings with you at all times 				



1i.	<p>In the event of an accident or incident to you, YOU MUST</p> <ul style="list-style-type: none"> - Remain at your position - Verbally speak for assistance - Ensure the first aider is wearing additional PPE/ RPE where close contact is made <p>In the event of an accident or incident to you witness</p> <ul style="list-style-type: none"> - Verbally acknowledge to the Injured Person - Seek assistance FA on site – ensuring 2 mtr social distancing - If you are a FA ensure additional PPE/RPE is worn when administering first aid 				
1j.	Employees are to use their own tools and equipment, pens, phone etc and NOT to Share				
1k.	<p>Common areas we will</p> <ul style="list-style-type: none"> - Restrict to persons at any one time - When moving around communal spaces consider if someone is walking towards you, be polite and respect of the situation and allow passing - Face opposite to persons passing - Clean frequently touched points - Clean equipment before and after use - Position Anti-Bacterial wipes for use - Limit contact points - Employees to ensure they wipe down before and after use of all equipment, surfaces, touch points - Wash hands before and after eating / drinking / smoking / toilet - Areas to be well ventilated - Vaping external stand within an isolated area away from entry doors / exit points 	5	2	10	
2a.	Where possible we will ensure that all our site operatives travel to work separately. You must minimise non-essential travel and ensure you travel alone to and from journeys.	5	2	10	
2b.	The car park will operate normally however precaution must be made to maintain 2m distancing at the start and end of the work day. Consider Parking further away from other vehicles to avoid interaction with other vehicle users.				
2b.	Operatives will be advised / issued with hand sanitiser / anti-bacterial wipes and advised to continuously wipe down surfaces internally of their vehicle and door handles to minimise contamination.				



2c.	<p>Where it is unavoidable that operatives travel to work on their own and have to share a vehicle we will ensure</p> <ul style="list-style-type: none"> - Numbers minimise within that vehicle - Vehicle wiped inside and outside using anti-bacterial wipes - Windows down to increase ventilation - Operatives to face forward and avoid side to side face contact 				
3a.	<p>Should you fall ill at work or show signs of COVID 19 you must ensure</p> <ul style="list-style-type: none"> - Notify your immediate supervisor (telephone / text or verbally if on site) - Discuss arrangements for you to be collected from a member of your household or - Arrangements for returning home ensuring contact with others is eliminated, so wearing additional PPE, face mask / shield etc - Avoid touching any surfaces - Cough or sneeze into a tissue and dispose in a bin if you do not have a tissue cough or sneeze into the crook of your elbow 	5	2	10	
3b.	<p>Where employees show signs of COVID 19 Symptoms we will adopt the Track and Trace methods identified by the Government.</p>				
4a.	<p>Should be living at home with members of your household who are vulnerable or at higher risk of contracting COVID 19 you must</p> <ul style="list-style-type: none"> - Not attend work - Where it is not feasible to not work you must be extra vigilant when working on site by ensuring the 2mtr social distancing at all times - Isolate yourself on site when having break times - Travel to site on your own and not use public transport - Continuous use of hand washing provisions, hand sanitiser - Continuous vigilance of your surroundings and others around you 	5	2	10	
5a.	<p>Assess individual work areas to ensure working within 2 metres of the next work employee and adopt social distancing. Where possible demark the existing floor surface to guide and assist others with the 2 mtr social distancing ruling.</p>				
5b.	<p>At the start of your work ensure you have your tools, equipment and materials to work through your work shift this will eliminate continuous movement around the office unnecessary and increase the risk of passing of others. Where you need to communicate with others and it is feasible, voice communication or telephone to avoid entering other offices / areas.</p>	5	2	10	
5c.	<p>Be vigilant of your surroundings and movement around the offices. DO NOT enter other areas unless it is safe and no other person is present.</p>				
5d.	<p>Continuous use of washing hands</p> <ul style="list-style-type: none"> - Before and after using the toilet - Before and after eating / drinking / vaping - Avoid touching your face - Use hand sanitiser (personal) where water and soap is not readily available 				



5f.	In the event that you have to compromise the 2 mtr social distancing and work closer to another operative you must <ul style="list-style-type: none"> - Wear RPE (FFp1 or FFp2 respiratory Mask) during all times where 2 mtr social distancing cannot be carried out - Minimise the working to a maximum of 15 minutes duration - Wear a Face Shield for the duration - Wash hands before and after the task - DO NOT work face to face, work side to side or back to back 				
5g.	Ensure you wipe down your PPE / RPE before and after wearing. Where PPE is disposable ensure frequent changing and dispose of disposable PPE/RPE in suitable waste bins.				
6a.	Where we have to accept deliveries / materials / products <ul style="list-style-type: none"> - Remain at the 2 mtr distance during the offloading / delivery process - Use hand signals and voice communication to direct / assist the driver unloading the delivery within a designated area - Wear RPE FFp1 / FFp2 and Face Shields where the 2 mtr social distancing is compromised. 	5	2	10	
7a.	Meetings will only be held where absolutely necessary where possible alternative options will be made <ul style="list-style-type: none"> - Zoom / Skype - Face time - Google 	5	2	10	
7b.	Windows will be left open where possible to allow a good flow of fresh air and good ventilation				
7c.	Each meeting will have a maximum capacity which will not be exceeded and allow for 2m social distancing.				
7d.	Chairs / Desks will be reconfigured to allow for the 2m social distancing and will not be returned to their original position.				
7e.	All desks / chairs / areas of touch will be wiped down before and after each use.				
7f.	No meetings will be booked "back to back" to allow for the room to be cleaned / sanitised.				
7g.	Hand sanitiser will be available for use.				
7h.	Refreshments / drinks will not be provided individuals will be allowed to bring their own but not allowed to share.				
8a.	Visitors to the site / meeting area are to be avoided where possible encourage remote connection / face time etc.	5	2	10	All visitors / persons to use hand sanitiser on entry to and ensure the wearing of face coverings at all times.
8b.	Limit the number of visitors invited to within the work area.				
8c.	Visitors if arranged should be asked to remain outside of the premises and met by the employee and escorted to the relevant area of work.				