

# Risk Assessment Form

Form 07-002

Risk Assessment Number: <b>RA001-CV</b>	Date of Assessment: <b>06/05/2020</b>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Task / Work Activity / Work Area Assessed:  <b>COVID-19</b> <b>Wilo Burton Facility</b>	Assessment carried by:  <b>Wilo SMT:</b> <b>L Tebbatt – S Oakes</b> <b>W N Atter – C Perkins</b> <b>M Buxton – A O'Brien</b> <b>D Williamson – K Jones</b>		

Worst Case Outcome					Likelihood					Risk Rating Outcome X Likelihood		
10	8	5	3	1	10	8	5	2	1	High	Medium	Low
Fatality	Severe Injury	Lost time Injury	Minor Injury	No Injury	Certain	Very likely	likely	Unlikely	Remote	50-100	20-49	1-19

Persons affected by the Activity	Identified Hazards	Control Measures Already in Place	Outcome	Likelihood	Risk Rating	Is further action required Yes/No
Office based employees.	<b>Office workers – exposure to COVID-19 virus.</b> <ul style="list-style-type: none"> <li>Death</li> <li>Serious ill health</li> <li>Infecting/transmitting the virus to other employees, family members and general members of the public.</li> </ul>	<ul style="list-style-type: none"> <li>Employees who can productively conduct their duties and work from home should be allowed the flexibility to do so.</li> <li>All employees will be provided with information who to raise COVID-19 too.</li> <li>Should there be a confirmed case of COVID-19 for an employee who has worked within the facility, the company 'employee isolation' and 'facility deep clean' procedures would come into operation with immediate effect.</li> <li>Should an employee show COVID-19 systems, then they must self-isolate and get tested in line with Government guidelines.</li> <li>All employee's/visitors are to undertake a temperature check upon entry into the facility</li> </ul>	10	2	20 Med	Yes 1-4

		<ul style="list-style-type: none"><li>▪ The following PPE available to all employees:  Disposable masks – On Request Anti-Bac wipes - Issued Anti-Bac sanitizer - Issued Gloves – On Request Hand cream – On Request Face visors: engineers/external working employees Issued</li></ul>				
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- Limit staff levels to a maximum of 40  
Max upstairs of 26  
Max downstairs (finance) of 8  
Max downstairs (Dortmund room) 6
- No stop policy in areas of close proximity
- Seating plan meets 1+m social distancing policy  
All seating available
- Maintain social distancing of 1m+ meters from other staff members.
- Hand sanitizers available at:  
Exits  
Kitchens  
Canteen  
Toilets  
Meeting rooms  
Photocopiers/printers/shredders
- Hand washing facilities available for use.
- Employees to receive a tool- box talk that explains the symptoms of the virus, when they should self-isolate and the correct hand washing procedure.
- Employees must maintain high standards of personal hygiene. To include sanitizing desk equipment on a regular basis.
- Face to face meetings should be avoided or take place within rooms that can accommodate social distancing.
- Maximum occupancy policy for all kitchens
- Maximum number of 8 persons within the canteen
- Toilet facility – 2 in 2 out policy. Use of the disabled toilet made available for general use.
- Where possible, providing paper towels as an alternative to hand dryers in handwashing facilities.
- Finger scanning at building entrance not to be used.
- Access to production/warehouse area prohibited
- Social distancing markings positioned on walkways (internal/external). Adequate signage installed.

		<ul style="list-style-type: none"> <li>▪ Common use cupboards &amp; internal access doors (excluding fire doors) to remain open.</li> <li>▪ Working areas to be well ventilated, and air conditioning units maintained.</li> <li>▪ Seating plans agreed and utilised to support social distancing measures.</li> <li>▪ The HR/Managing director is providing regular communication via email as new information is available</li> <li>▪ Clear desk policy</li> <li>▪ Personnel items from home not allowed on desks.</li> <li>▪ Common coat stands not to be used</li> </ul>				
Employees	<p><b>Operators working in production/warehouse</b></p> <ul style="list-style-type: none"> <li>▪ Death</li> <li>▪ Serious ill health</li> <li>▪ Infecting / transmitting the virus to other employees, family members and general members of the public.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Operatives have received a toolbox talk that explains the symptoms of the Virus.</li> <li>▪ Access to the warehouse to be restricted to essential employees</li> <li>▪ Staggered start and finish times implemented to avoid lining up to enter or to leave site (if required).</li> <li>▪ Where required operatives work stations to be clearly marked</li> <li>▪ Operatives provided with PPE to be worn when social distancing cannot be avoided, and when moving around site.</li> <li>▪ Only limited amount of operatives will be working on site and only in areas that maintain a 2m distance.</li> <li>▪ Staff and safety professionals must maintain high standards of personal hygiene</li> <li>▪ Maintain social distancing where possible.</li> <li>▪ Company employees informed not to interact and maintain social distancing of 1m+ meters within the work space.</li> <li>▪ Operatives will maintain a clean site at all times.</li> <li>▪ Hand sanitizers will be provided and available at exits points, and continuous handwashing throughout the day encouraged.</li> <li>▪ Hand washing facilities available for use.</li> </ul>	10	2	20 Med	Yes 1-4

Employees,	<p><b>Travel to site/place of employment (Sales Team)</b></p> <ul style="list-style-type: none"> <li>▪ Death</li> <li>▪ Serious ill health</li> <li>▪ Infecting / transmitting the virus to other employees, family members and general members of the public.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Implantation of an H&amp;S customer check list questionnaire</li> <li>▪ Employees travel to site alone using their own transport</li> <li>▪ Plan all work to minimise contact between people.</li> <li>▪ The following PPE provided to all employees: Disposable masks Anti-Bac wipes Anti-Bac sanitizer Gloves Hand cream Face visors</li> <li>▪ Remind employees to follow good hygiene measures.</li> <li>▪ Sanitize before &amp; after meetings, to include vehicles.</li> <li>▪ Exchange of any goods with customer prohibited.</li> <li>▪ Adherence to customer site H&amp;S rules.</li> </ul>	10	2	20 Med	Yes 1-4
All Employees	<p>A person catches CV19 due to working closely with an infected person.</p> <ul style="list-style-type: none"> <li>▪ Death</li> <li>▪ Serious ill health</li> <li>▪ Infecting / transmitting the virus to other employees, family members and general members of the public.</li> </ul>	<ul style="list-style-type: none"> <li>▪ All work areas and activities have been evaluated against the possibility to implement social distancing</li> <li>▪ <a href="https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing">https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing</a></li> <li>▪ This information has been passed onto employees via means of a toolbox talk</li> <li>▪ Where an employee displays any symptoms of Covid-19 they will be immediately removed from the work area to an isolated room and the area will be thoroughly cleaned.</li> <li>▪ If a member of staff has helped someone who was taken unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell with symptoms</li> </ul>	10	2	20 Med	

		consistent with coronavirus infection. Manager to be immediately informed.				
Facilities owner, managers, tenants, public	Pre-occupation deep clean <ul style="list-style-type: none"> <li>Death</li> <li>Serious ill health</li> </ul> Infecting / transmitting the virus to other employees/ persons	<ul style="list-style-type: none"> <li>A thorough deep clean of the premises must be undertaken before reoccupation.</li> <li>The deep clean on the premises must focus on high frequency touch points including banisters, handles, taps and surfaces. Vacuum and mop floors, cleaning surfaces in kitchens and bathrooms.</li> </ul> <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a>	10	2	20 Med	Yes 1
Facilities owner, managers, tenants, public	Cleaning Waste Management <ul style="list-style-type: none"> <li>Death</li> <li>Serious ill health</li> </ul> Infecting / transmitting the virus to other employees/ persons	<ul style="list-style-type: none"> <li>cleaning an area with normal household disinfectant after someone with suspected coronavirus (COVID-19) has left will reduce the risk of passing the infection on to other people</li> <li>wear disposable nitrile gloves and aprons for cleaning. These should be disposed with the designated yellow bins, then held for 72 hours then thrown away in the general rubbish after cleaning is finished</li> <li>using a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the cleaning products you normally use. Pay attention to frequently touched areas and surfaces, such as bathrooms, grab-rails in corridors and stairwells and door handles</li> </ul> <p>wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning</p>	10	2	20 Med	Yes 1
Facilities owner, managers, tenants, public	Increased risk of Legionella <ul style="list-style-type: none"> <li>Death</li> </ul> Serious ill health legionnaires disease	<ul style="list-style-type: none"> <li>All system should be flushed prior to reopening a premises.</li> <li>PPE to be worn when flushing sites - nitrile gloves and face coverings.</li> </ul> <p>Legionella risk assessment to be reviewed to ensure current controls are still adequate – this could be done remotely with the service provider who conducted the original assessment</p>	10	2	20 Med	Yes 1
Employees,	Overnight Accommodation <ul style="list-style-type: none"> <li>Death</li> <li>Serious ill health</li> </ul>	Where workers are required to stay away from their home, centrally logging the stay and making sure any overnight accommodation meets social distancing guidelines.	10	2	20 Med	

	Infesting / transmitting the virus to other employees					
Employees, contractors Visitors	Communications and Training Returning to Work <ul style="list-style-type: none"> <li>▪ Death</li> <li>▪ Serious ill health</li> </ul> Infesting / transmitting the virus to other employees	<ul style="list-style-type: none"> <li>▪ Employee will be re-inducted when they return to work to ensure they understand the control measures the business has put in place to control the transmission of CV19.</li> <li>▪ Changes in working practices should be communicated and safe system of works updated and retrained out.</li> <li>▪ Information posters will be posted on notice boards</li> <li>▪ Toolbox Talks to be delivered to employees</li> </ul> Senior management to deliver regular updates to employees and those furloughed.	10	2	20 Med	

### Risk Assessment Form Cont'd

Further Control Measures	Further Control Measures Follow up		
	Allocated to (Name)	Target date	Date completed
1. The employer must ensure they maintain up to date with the government's latest advice and implement an appropriate strategy to safeguard employee's health.	SMT	On-going	
2. The employer must ensure all employees have a received a toolbox talk on COVID-19.	SMT	In line with phased return	
3. The employer must ensure all employees have received the recommended PPE.	SMT	27/05/20	29.5.20
4. The employer to maintain recommendations set out within report document QP45	SMT	On-going	

<b>Risk Assessment Reviews</b>			
Suggested Review Date: WEEKLY Reviews (either after significant changes, completed actions or annually)			
Risk Assessment Reviewed by:	<b>SMT</b>	Risk Assessment Reviewed by:	<b>SMT</b>
Date:	<b>12/05/20</b>	Date:	<b>19/05/20</b>
Comments:	<b>Further review to be carried and approved</b>	Comments:	<b>Align RA with guidelines set out within Agility document</b>
Next Suggested Review Date:	<b>19/05/20</b>	Next Suggested Review Date:	<b>26/05/20</b>

Suggested Review Date; 2 per month (either after significant changes, completed actions or annually)			
Risk Assessment Reviewed by:	<b>SMT</b>	Risk Assessment Reviewed by:	<b>LT/WNA</b>
Date:	<b>26.5.20</b>	Date:	<b>04.06.20</b>
Comments:	<b>RA Approved</b>	Comments:	<b>Further improvements added</b>
Next Suggested Review Date:	<b>09.06.20</b>	Next Suggested Review Date:	<b>11.06.20</b>

Suggested Review Date; 2 per month (either after significant changes, completed actions or annually)			
Risk Assessment Reviewed by:	<b>WNA</b>	Risk Assessment Reviewed by:	<b>CP</b>
Date:	<b>11.06.20</b>	Date:	<b>7/7/20</b>
Comments:	<b>Improvements actioned</b>	Comments:	<b>Changes to recent govt guidelines (1m+ rule)</b>
Next Suggested Review Date:	<b>23.06.20</b>	Next Suggested Review Date:	<b>27/7/20</b>



Suggested Review Date; 2 per month (either after significant changes, completed actions or annually)			
Risk Assessment Reviewed by:	<b>CP</b>	Risk Assessment Reviewed by:	<b>WNA</b>
Date:	<b>28.07.20</b>	Date:	<b>12.08.20</b>
Comments:	<b>Update of room occupancies</b>	Comments:	<b>Update of room occupancies</b>
Next Suggested Review Date:	<b>10.08.20</b>	Next Suggested Review Date:	<b>26.08.20</b>

Suggested Review Date; 2 per month (either after significant changes, completed actions or annually)			
Risk Assessment Reviewed by:	<b>WNA</b>	Risk Assessment Reviewed by:	<b>C Perkins</b>
Date:	<b>24-09-20</b>	Date:	<b>22-10-20</b>
Comments:	<b>Updated in-line with Government guidelines</b>	Comments:	<b>No update required</b>
Next Suggested Review Date:	<b>09-10-20</b>	Next Suggested Review Date:	<b>24-11-20</b>

Suggested Review Date; 2 per month (either after significant changes, completed actions or annually)			
Risk Assessment Reviewed by:	<b>WNA</b>	Risk Assessment Reviewed by:	<b>WNA</b>
Date:	<b>30-11-20</b>	Date:	<b>05/12/20</b>
Comments:	<b>Updated in-line with Government guidelines</b>	Comments:	<b>Updated in-line with Government guidelines</b>
Next Suggested Review Date:	<b>16-12-20</b>	Next Suggested Review Date:	<b>13/12/21</b>

Suggested Review Date; 2 per month (either after significant changes, completed actions or annually)			
Risk Assessment Reviewed by:	<b>WNA</b>	Risk Assessment Reviewed by:	<b>WNA</b>

Date:	<b>18-01-21</b>	Date:	<b>22-02-21</b>
Comments:	<b>No update required</b>	Comments:	<b>Monitored in-line with Government guidelines</b>
Next Suggested Review Date:	<b>22-02-20</b>	Next Suggested Review Date:	<b>24-03-21</b>
Suggested Review Date; 2 per month (either after significant changes, completed actions or annually)			
Risk Assessment Reviewed by:	<b>WNA</b>	Risk Assessment Reviewed by:	
Date:	<b>24-03-21</b>	Date:	
Comments:	<b>Updated in-line with Government guidelines</b>	Comments:	
Next Suggested Review Date:	<b>19-04-21</b>	Next Suggested Review Date:	