


# 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>All employees will be provided with information of whom to raise any COVID-19 matters with.</li> <li>As a best practice measure employee's/visitors are to undertake a temperature check upon entry into the facility.</li> <li>Hand sanitizers available at: <ul style="list-style-type: none"> <li>Exits</li> <li>Kitchens</li> <li>Canteen</li> <li>Toilets</li> </ul> </li> <li>Hand washing facilities available for use.</li> <li>Best Practice; Employees must maintain high standards of personal hygiene.</li> </ul>		2	20 Med	Yes 1-4

		<ul style="list-style-type: none"> <li>Suitable PPE will be available on request and placed in appropriate areas of the building*</li> </ul> <p>*If your job function requires PPE then it will continue to be issued.</p>				
Employees	<b>Operators working in production/warehouse</b> <ul style="list-style-type: none"> <li>Death</li> <li>Serious ill health</li> </ul> <p>Infecting / transmitting the virus to other employees, family members and general members of the public.</p>	<ul style="list-style-type: none"> <li>Operatives have received a "toolbox talk" that explains the symptoms of the Virus.</li> <li>Where required operatives' workstations to be clearly marked</li> <li>Best Practice; Staff and safety professionals must maintain high standards of personal hygiene</li> <li>Best Practice; Operatives will maintain a clean site at all times.</li> <li>Hand sanitizers will be provided and available at exit 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	<b>Travel to site/place of employment (Sales Team)</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>Best Practice; The following PPE is available to all employees: Disposable masks Anti-Bac wipes Anti-Bac sanitizer Gloves Hand cream Face visors</li> <li>Best Practice; Remind employees to follow good hygiene measures.</li> <li>Adherence to customer site H&amp;S rules.</li> </ul>	10	2	20 Med	Yes 1-4

All Employees	<p><b>A person catches CV19 due to working closely with an infected person.</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>Lateral Flow Test (LFT) use will be encouraged to aid regular self-checking.</li> </ul>	10	2	20 Med	
Visitors	<p><b>Visitors to the facility</b></p>	<ul style="list-style-type: none"> <li>The HR/Managing director is providing regular communication via email and/or webinar as new information is available</li> <li>Best Practice; Clear desk policy</li> <li>All visitors are to be asked if they have any Covid-19 symptoms.</li> </ul>	10	2	20 Med	Yes 1-4
Facilities owner, managers, tenants, public	<p><b>Cleaning Waste Management</b></p> <ul style="list-style-type: none"> <li>Death</li> <li>Serious ill health</li> <li>Infecting / transmitting the virus to other employees / persons</li> </ul>	<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, wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning</li> </ul>	10	2	20 Med	Yes 1

## 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	29.5.20
2. The employer must ensure all employees have a received a “toolbox talk” on COVID-19.	SMT	On-going	
3. The employer must ensure all employees have received the recommended PPE.	SMT	27/05/20	
4. The employer to maintain recommendations set out within report document QP45	SMT	On-going	

Risk Assessment Reviews			
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:	WNA
Date:	<b>30-11-20</b>	Date:	05/12/20
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:	13/12/21

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:	<b>CP</b>
Date:	<b>24-03-21</b>	Date:	<b>06/05/21</b>
Comments:	<b>Updated in-line with Government guidelines</b>	Comments:	<b>Updated in-line with Government guidelines</b>
Next Suggested Review Date:	<b>19-04-21</b>	Next Suggested Review Date:	<b>19/05/21</b>

Date:	<b>01/07/2021</b>	Date:	<b>16/07/2021</b>
Comments:	<b>Continuous review</b>	Comments:	<b>Continuous review</b>
Next Suggested Review Date:	<b>12/07/2021</b>	Next Suggested Review Date:	<b>16/08/2021</b>
Suggested Review Date; 2 per month (either after significant changes, completed actions or annually)			
Risk Assessment Reviewed by:	<b>WNA/MB/LT</b>	Risk Assessment Reviewed by:	<b>LT/CP</b>

Date:	<b>06/09/2021</b>	Date:	<b>29/10/21</b>
Comments:	<b>Continuous review</b>	Comments:	<b>Continuous review</b>
Next Suggested Review Date:	<b>21/10/21</b>	Next Suggested Review Date:	<b>28/11/21</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>10/12/2021</b>	Date: <b>13/01/22</b>	
Comments:	<b>Continuous review</b>	Comments:	<b>Continuous review</b>
Next Suggested Review Date:	<b>10/01/21</b>	Next Suggested Review Date:	<b>02/02/22</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/LT</b>
Date:	<b>02/02/2022</b>	Date:	<b>22/02/2022</b>
Comments:	<b>Continuous review – Visitor guidelines updated</b>	Comments:	<b>Continuous review – In-line with new government guidelines</b>
Next Suggested Review Date:	<b>23/02/22</b>	Next Suggested Review Date:	<b>01/04/22</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:	