

Risk assessment

Company name: **Bradbury Group**

Date of risk assessment: **RA33 Issue 1 12/05/2020**

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Coronavirus (getting to work)	Staff travelling to work with people they do not share living arrangements. Staff using public transport.	All employees are briefed on the travelling arrangements. Staff travel alone unless they live with that person. Staff using public transport are advised to sit 2 metres apart from the nearest person and to wear a facemask.	No – Policy is in place and guidance notes have been supplied all staff have been briefed.	All managers and supervisors.	06/05/2020	05/05/2020
Coronavirus (entering the building)	All staff. The virus could be passed from an unknowing infected person to other staff members.	Start times are staggered for each department. Hands are sanitized before entering the building. Facemasks, goggles and guidelines sheet are issued at the door.	No– Policy is in place and guidance notes have been supplied all staff have been briefed.	All managers and supervisors.	06/05/2020	05/05/2020
Coronavirus (Visitors)	All staff. The virus could be passed from an infected external visitor.	Reception is unmanned and customers are made aware there are to be no visits to our facility. Except essential deliveries. Hygiene requirements are included on an information sheet. Contractors are advised not to attend site. A phone number is supplied on the intercom to ring before entering.	No	Wayne Lewis/Andy Kilmartin.	05/05/2020	05/05/2020
Coronavirus (distancing)	All staff. Spread of virus due to being too close.	Floors are marked out at 2 metre distances. One way systems are in place. Seated areas are marked out. Signs posted to remind staff. No congregating in areas. Meetings are held remotely or in suitably set out rooms.	No– Policy is in place and guidance notes have been supplied all staff have been briefed.	All manager and supervisors.	06/05/2020	05/05/2020
Coronavirus (toilet breaks)	All staff. Staff become contaminated due to poor social distancing controls or poor hygiene.	Urinals in the toilets are not to be used. Only one staff member in the toilets at once using only the cubicles. Hands are to be washed and sanitized after for at least 20 seconds. Signs are posted to reflect this.	No– Policy is in place and guidance notes have been supplied all staff have been briefed.	All managers and supervisors	06/05/2020	05/05/2020

Coronavirus (opening of doors)	All staff. Staff become contaminated through touching door handles.	Kick plates are fitted to the outside of doors and a foot opening mechanism on the inside eliminating any need for touching the door handles.	No.	Wayne Lewis	15/05/2020	
Coronavirus (coughs and sneezes)	All staff. Spread of virus through airborne particles or from transfer of germs to objects.	Coughs and sneezes are caught in a tissue and disposed of immediately.	No.	All managers and supervisors.	06/05/2020	05/05/2020
Coronavirus (breaks)	All staff. Spread of virus due to poor social distancing.	Break times split within departments to allow for only 9 people at a time. Canteen is set out at 2 metre distancing with a one way system in place. Sale of canteen food has been suspended. Packet food supplied in vending machine. Tables have wipes on so staff can clean down after eating.	No.	All managers and supervisors.	06/05/2020	05/05/2020
Coronavirus (smoking)	All smokers. Spread of virus due to poor hygiene or social distancing.	Smoking areas for factory staff have been increased. 2 people in any smoking area at one time. Factory staff are not to use the front shelter, this is reserved for office staff. Staff are encouraged to wash their hands before and after smoke breaks.	No.	All managers and supervisors.	06/05/2020	05/05/2020
Coronavirus (leaving the facility)	All staff. Transmission to people outside of the facility.	Hands are washed and sanitised before leaving the building.	No.	All managers and supervisors.	05/05/2020	05/05/2020
Coronavirus (staffing levels)	All staff. Insufficient social distancing.	Limited number of staff return to work. Staff are phased in as the government guidelines allow.	No.	Senior Directors.	06/05/2020	06/05/2020
Coronavirus (someone becoming ill within the workplace)	All staff.	Person removed to designated area which is at least 2 metres away from other people. We have identified the boardroom so they can be isolated behind a closed door and a window can be opened for ventilation. The individual will be sent home and advised to follow NHS guidance online. If the person is a visitor their organization will also be contacted. The work place will be decontaminated following governmental guidance. Information is available to employees.	No	All managers and supervisors.	06/05/2020	05/05/2020

Coronavirus (contaminated workplace)	All staff. Staff come into contact with contaminated areas.	An increased cleaning regime is underway. Employees clean their own equipment (keyboards, work surfaces, tools and door handles). Hand sanitisers and tissues have been issued to staff. Extra hygiene requirements are enforced.	No.	All managers and supervisors.	06/05/2020	05/05/2020
Coronavirus (work areas)	All staff. Insufficient social distancing.	All work areas are designed to allow for social distancing. Large meetings are cancelled and there is no handshaking.	No.	All managers and supervisors.	06/05/2020	05/05/2020
Coronavirus (Information)	All staff. Employees are not aware of the risks or requirements.	Information is posted on all notice boards. Signs are posted everywhere. Guidance documents issued. NHS provides advice.	No.	Health and safety representative.	06/05/2020	05/05/2020
Coronavirus (travel)	All staff. Travelling to contaminated areas.	All travel suspended for any work purposes. Any staff returning from holiday are put into automatic 2 week isolation.	No.	All managers and supervisors.	25/03/2020	25/03/2020
Coronavirus (Vulnerable workers)	Vulnerable workers. Increased risk of contamination.	All vulnerable workers with underlying conditions are sent home to self-isolate.	No.	All manager and supervisors.	25/03/2020	25/03/2020
		HOMEWORKERS	BELOW			
Fire	Home working staff. A fire may break out due to multiple reasons.	Home-working checklist has been issued which covers fire and electrical safety.	No.	Individual	25/03/2020	25/03/2020
Display screen equipment (DSE)	Home working staff. Employees may experience strains to eyes, aches and pains to joints.	DSE checklist has been issued. All employees have had previous DSE training	No.	Individual	25/03/2020	25/03/2020
Slips trips and falls	Home working staff. Multiple reasons.	Checklist issued that includes slips trips and falls. All employees have previously been issued training documents.	No.	Individual	25/03/2020	25/03/2020
Manual Handling	Home working staff	Checklist issued. Manual handling training has been given to all employees.	No.	Individual	25/03/2020	25/03/2020
Stress	Home working staff. Employees become stressed due to a failure of the company to consider personal situations, vulnerabilities and dependancies.	Work related stress procedure is in place. Flexible work times have been implemented. A clear understanding has been made over when individuals will work and be contactable. Staff have agreed to communicate clearly, letting their line manager colleagues and clients know when they will be available and when they won't. Employees make good use of computer calendars and out of office.	No.	Individual	25/03/2020	25/03/2020