

This Risk Assessment details the specific control measures in place to protect our employees, contractors, and members of the public during the COVID-19 pandemic. If you have a concern about Coronavirus (COVID-19) then please contact ASC Management on 0131 6644125 or 07856082200 and/or email alanfcantwell@asclimited.net

Assessment Date:

01-06-2020

Assessor:

Alan F Cantwell

1 RISK ASSESSMENT GUIDANCE

This document supplements FRM-043 - Premises Risk Assessment

Probability		Severity		Guidance Notes	
1	Very Unlikely Only occur in exceptional circumstances (0.01%)	1	Superficial No Injuries, no medical treatment or measurable physical effects	Risk Factor (RF) = Probability(P) x Severity (S) The following guidelines should be applied to risk factors after control measures are applied:	
2	Possible Not likely to occur in normal circumstances (0.1%)	2	Minor Minor Injury / First Aid Treatment Required, Temporary Impairment		
3	Probable May occur at some time (1%)	3	Medical Injury / ill health resulting in hospital admission		
4	Likely Probably occur in most circumstances (10%)	4	Major Injury or illness resulting in permanent disability / impairment	7 - 11 Med Risk	Reduce Introduce Further Controls and Monitor Existing Controls
5	Very Likely Expected to occur in normal circumstances (100%)	5	Catastrophic Fatality	12 - 25 High Risk	Intolerable Stop Process or Activity Until Further Controls are Implemented

2 RISK ASSESSMENT

Hazard	Who Can be Harmed and How	Pre-Control Risk			Control Measures	Post-Control Risk		
		P	S	RF		P	S	RF
Welfare	All Employees Visitors Contraction and Spread of COVID-19	4	5	20	<ul style="list-style-type: none"> Toilet and kitchen facilities to be cleaned and sanitised regularly Washing facilities and alcohol-based sanitiser available throughout the office Office environments to be deep cleaned and disinfected daily Tissues available for all employees in each office area COVID-19 information posters displayed throughout the office Managers to stagger break times to minimise congestion in common areas Employees encouraged to bring their own food or leave site for dinner breaks to avoid congestion in common areas Posters displayed throughout site to promote good hygiene practices 	1	5	5

Hazard	Who Can be Harmed and How	Pre-Control Risk			Control Measures	Post-Control Risk		
		P	S	RF		P	S	RF
Workstations	Employees Visitors Contraction and Spread of COVID-19	4	5	20	<ul style="list-style-type: none"> Social distancing of 2m (6ft) to be maintained between workers Workstations to be configured to allow back to back working or side by side working (rather than face to face) as much as practicable Where 2m (6ft) separation cannot be maintained protective screens will be used on workstations (of FFP2 N95 protective masks offered) Workstations to be cleaned and disinfected daily Hot desking to be avoided, where this is not possible workstation and equipment must be cleaned and sanitised after each use 	1	5	5
Meetings	Employees Visitors Contraction and Spread of COVID-19	4	5	20	<ul style="list-style-type: none"> Where possible and practicable utilise teleconferencing facilities (EG Microsoft Teams, Skype, Cisco Webex, Zoom etc.) For essential meetings only absolutely, necessary participants should attend 2m (6ft) minimum separation must be maintained by all participants (where this cannot be achieved then Protective Masks must be worn by attendees) Organiser must ensure that hand sanitiser is available in the meeting room and COVID-19 controls are being adhered to Meeting room equipment must be cleaned and disinfected after use 	1	5	5
Travel	Employees Contraction and Spread of COVID-19	4	5	20	<ul style="list-style-type: none"> Walking / cycling to work is encouraged ("Cycle to Work Scheme" available to employees) Travel must be for essential purposes only Drivers and passengers must remain consistent as much as practicable Employees must not travel if showing symptoms of COVID-19 2m (6ft) minimum separation must be maintained (if this is not achievable then Protective Masks are to be used) Shared points of contact (EG steering wheel, door handles, gear stick, mirrors etc.) must be cleaned and sanitised after use 	1	5	5

Hazard	Who Can be Harmed and How	Pre-Control Risk			Control Measures	Post-Control Risk		
		P	S	RF		P	S	RF
Visitors	Employees Visitors Contraction and Spread of COVID-19	4	5	20	<ul style="list-style-type: none"> Non-essential visitors are strictly prohibited All essential visitors must be fully inducted onto site by the host (including arrangements for COVID-19) 	1	5	5
Stores / Warehouse	Employees Visitors Contraction and Spread of COVID-19	4	5	20	<ul style="list-style-type: none"> Only stores / warehouse personnel permitted in the warehouse Requests must be processed via telephone or email Personnel should maintain 2m (6ft) minimum separation where practicable including deliveries. 	1	5	5
Personal Responsibility	Employees Visitors Contraction and Spread of COVID-19	4	5	20	<ul style="list-style-type: none"> Employees who are working in the office should only report for duty if they are well and not showing symptoms of Coronavirus (COVID-19). If an employee has been diagnosed with or has symptoms of COVID-19 they must isolate and not return to the office until the isolation period has ended and they are fit and well If an employee has underlying health conditions known to put them at higher risk this must be declared to Alan F Cantwell and they must shield and isolate themselves. Managers to conduct random screening checks for symptoms (EG forehead thermometer) Managers should plan for the minimum number of people needed to be in the office to operate safely and effectively (EG shift patterns, split teams etc.) All COVID-19 incidents must be reported to Alan F Cantwell Immediately 	1	5	5

Hazard	Who Can be Harmed and How	Pre-Control Risk			Control Measures	Post-Control Risk		
		P	S	RF		P	S	RF
Building Access / Egress	Employees Visitors Contraction and Spread of COVID-19	4	5	20	<ul style="list-style-type: none"> Employees / visitors must wait until the lobby / common areas are clear and are invited through by receptionist before entering 2m (6ft) separation must be maintained by employees / visitors Employees / visitors must clean / sanitise hands when arriving / leaving the building Maximum number of visitors per site limited Visitors should sign in and immediately use the "non-touch" hand sanitiser at that location 	1	5	5
Smoking	Employees Visitors Contraction and Spread of COVID-19	4	5	20	<ul style="list-style-type: none"> Smoking is not permitted anywhere on site during the COVID-19 pandemic 	1	5	5
Mental Health	Employees Mental Health	4	5	20	<ul style="list-style-type: none"> Mental Health 1st Aider Nicola Aitchison is available Managers to maintain regular communications with remote workers Regular mental health communications Guidance displayed on QHSE Noticeboards 	1	5	5
Managers Responsibility	Employees & Visitors Contraction and Spread of COVID-19	4	5	20	<p>It's important for all staff to feel safe at their place of work despite the job they are doing.</p> <ul style="list-style-type: none"> Ensure staff are fully aware of our new policies to operate safely Debrief with your staff before each day and at the end of each day Ask staff how they are feeling to ensure their safety Communicate with all staff as one and together as a team – keeping 2m distancing Ask their ideas and opinions on safely operating the business Staff will have full business support with all tasks for their safety Walk round yard and warehouses ensuring distancing rules are met and goods stored safely and securely Ensure the office is fully stocked with soap, anti-bac wipes and or spray Ensure the office & branch signage is updated as required, displayed and visible. 	1	5	5

Office Staff Responsibility	<p>Employees & Visitors</p> <p>Contraction and Spread of COVID-19</p>	4	5	20	<p>All of the below is to help stop the spread and keep our staff and customers as safe as possible in our branches. The following must be adhered to without exception.</p> <ul style="list-style-type: none"> Seating/desks to be arranged to have 2m distance from each other Do not share desks, one person per desk All equipment, telephone especially handset, monitor, keyboard, laptop, desk to be wiped down before you start work with anti-bac wipes/spray Do not sit with someone else at their desk to look at a screen together Wipe down commonly used surfaces regularly (3-4 times per day) with anti-bac wipes/spray, such as printer buttons, filing cabinets, scanners, radios Ensure gloves are used when handling paperwork that has been outside (delivery notes) or in the hands of another person 	1	5	5
Yard & Warehouse Staff Responsibility	<p>Employees & Visitors</p> <p>Contraction and Spread of COVID-19</p>	4	5	20	<p>All of the below is to help stop the spread and keep our staff and customers as safe as possible in our branches. The following must be adhered to without exception.</p> <ul style="list-style-type: none"> 2 or 3m distancing rule for any yard and warehouse duty applies Yard staff are made aware of prearranged collections and supplier deliveries Office staff and yard staff must keep in constant contact to ensure the yard operation is controlled for suppliers and customers Yard staff to wear gloves for all tasks Yard staff must wash their hands immediately if entering the office/shop area Before and after use of FLT, wipe down the levers, steering wheel etc with anti-bac wipes/spray 	1	5	5
Drivers Responsibility	<p>Employees & Visitors</p> <p>Contraction and Spread of COVID-19</p>	4	5	20	<p>We recognise that drivers perform a critical role in our business and in these challenging times we need to minimise any impact of coronavirus on our colleagues and customers. To this extent, and until further notice we are introducing the following advice and guidelines to protect our drivers.</p> <ul style="list-style-type: none"> All drivers will be issued with their own hand sanitiser and gloves Sharing vehicles to be kept to absolute minimum – i.e. one driver to one vehicle. If there is a need for a driver to drive a different vehicle, the vehicle must be fully sanitised using protective gloves, anti-bac spray and wipes. Include all 	1	5	5

COVID-19 - RISK ASSESSMENT (All Employees)

					<ul style="list-style-type: none"> handles, levers, steering wheel, gear sticks etc. Prior to delivery to a clients site, driver to contact the chargehand and arrange a drop point. Driver to contact construction sites to have the sites restrictions advised ensuring they fall within our guidelines. Hands should be washed with soap and water before consuming any food. We appreciate this may be difficult on the road and recommend the use of sanitiser and gloves Ensure a minimum of 2m distance is kept on sites. The time spent on a delivery site is to be kept to a minimum. All drivers are expected to wipe the interior of the cab a minimum of once in the morning and once at the end of the day Drivers must wash their hands thoroughly when they return to branch Drivers have full business support when on site 			
All Employees - Canteens	<p>Employees</p> <p>Contraction and Spread of COVID-19</p>	4	5	20	<p>All of the below is to help stop the spread and keep our staff as safe as possible in all canteens whether office or site based. The following must be adhered to without exception.</p> <ul style="list-style-type: none"> 2m distancing rule applies, if this is not feasible then adopt one in, one out policy for breaks and lunches No food, tubs etc to be left in fridges overnight. Milk only Any item going into the fridge must be wiped down with anti-bac wipes/spray beforehand All dishes to be thoroughly cleaned immediately after use with hot soapy water All surfaces to be wiped down regularly (3-4 times per day) with anti-bac wipes/spray Wipe down commonly used items such as kettle/toaster after each use Tea/Coffee making – ensure each person makes their own to avoid anything being transferred through handing over cups Wipe down tables after each use 	1	5	5

3 REVISION HISTORY

Revision	Release Date	Release Notes / Details of Changes	Author
1.0	01-06-2020	Initial Release Document	Alan F Cantwell

4 DECLARATION**TO BE COMPLETED BY THE PERSON CONDUCTING THIS ASSESSMENT**

I confirm that the information in this form is (to the best of my knowledge) true and accurate

Name:

Alan F Cantwell

Position:

Managing Director

Signature:**Date:**

01-06-2020