



## RGB RISK ASSESSMENT - CORONAVIRUS









Risk assessment - topic/area covered	
Location(s):	All Branches and Head Office
Department/staff:	All departments
Tasks/activities:	Working during the coronavirus pandemic
Other information:	This is a live document and will be reviewed regularly and is likely to change as advice from the Government and PHE changes

Risk assessment sign off					
Prepared by:	M W Randle	Signature:		Date:	12.05.2020
Reviewed by:	J Naylor	Signature:		Date:	19/05/2020
Date for review:	This risk assessment should be reviewed if additional risks not covered are identified or if there is any reason to suggest that the control measures are deemed to be insufficient.				

Document issue record				
Amendment number	Issue date	Date amended	Person amending	Remarks
2		11.06.2020	Jenny Naylor	Update on need to ensure hands are dried properly
3		17.06.2020	Jenny Naylor	Update to require staff showing symptoms to attend a test centre, and not a postal test, where available
4		25.08.2020	Jenny Naylor	An addition to confirm the use of screens on sales counters, showrooms and offices where required. And the requirement for customers to wear face coverings.

Distribution schedule				
Registered number	Issue number	Date	Name	Designation

Key								
L: Likelihood	5	5	10	15	20	25	<b>High risk: 15-25</b>	High-risk activities should cease immediately. Further effective control measures to mitigate risks must be introduced.
	4	4	8	12	16	20		
	3	3	6	9	12	15	<b>Medium risk: 8-12</b>	Medium risks should only be tolerated for the short term and only whilst further control measures to mitigate the risks are being planned and introduced.
	2	2	4	6	8	10		
	1	1	2	3	4	5	<b>Low risk: 1-6</b>	Low risks are largely acceptable. Where it is reasonable to do so, efforts should be made to reduce risks further.
		1	2	3	4	5		
S: Severity			DR: Degree of risk			RR: Residual risk		
Guidance.	<ol style="list-style-type: none"> <li>1. Identify the persons at risk and the significant hazards.</li> <li>2. Calculate an initial RR for the activity.</li> <li>3. Identify risk control measures that reduce the risks to an acceptable level.</li> <li>4. Calculate a revised RR - assuming the control measures are followed. (Consider changing both the likelihood (L) and the severity (S) ratings.)</li> </ol>							

PPE assessment		<b>Note.</b> In many instances you will be able to reduce risks further by asking staff/others to wear/use PPE. You should identify which items are required for the task here:						
Type of PPE:								
	Head	Foot	Eye	Hand	Hearing	Hi-visibility	RPE	Fall arrest
				<b>Yes</b>			<b>Yes</b>	
Additional requirements:	Gloves should be worn whenever it is practicable to do so. Face masks are optional and based on individual choice.							
<b>Note.</b> PPE must only be considered when other control measures, such as social distancing are not possible. PPE should always be considered as a last resort option. PPE should only be worn when there is reasonable justification for doing so.								

Risk assessment									
Activity	Persons at risk	Significant hazards	Initial			Risk control measures	Residual		
			L	S	DR		L	S	RR
Working during the covid-19 pandemic	Staff, contractors, customers and others	Serious ill-health conditions	3	5	15	<ul style="list-style-type: none"> <li>You must follow the government's guidance and RGB guidance and memorandums on working during the pandemic. (<a href="https://www.gov.uk/coronavirus">https://www.gov.uk/coronavirus</a>)</li> <li>You must only travel to your workplace if your work absolutely cannot be done from home.</li> <li>If you leave your home, you should ensure that you are two metres apart from anyone not from your household. If you are unable to maintain this distance, you must inform you manager as these rules must be followed at all times.</li> </ul>	1	5	5
Work on premises controlled by others during the pandemic	Staff – (drivers, reps for example).	Serious ill-health conditions	3	5	15	<ul style="list-style-type: none"> <li>Only attend the premises if it is essential or for deliveries.</li> <li>Before attending, check that the premises have made suitable and sufficient arrangements for managing the risks associated with coronavirus. This includes asking whether anyone is showing symptoms of COVID-19, and where possible, ensuring there are appropriate washroom and welfare facilities.</li> <li>Branch and HO Management to ensure all persons attending the premises are made aware of any additional/new rules imposed by the premises controller. All persons to follow these rules at all times.</li> </ul>	1	5	5
If you may be exposed to the Covid-19 virus	Staff, contractors and others	Serious ill-health conditions	3	5	15	<ul style="list-style-type: none"> <li>If you have symptoms of coronavirus (new cough, and/or high temperature and/or change or loss of sense of taste/smell), you must self-isolate.</li> <li>You must follow the government guidance and company memorandums on coronavirus. (<a href="https://www.nhs.uk/conditions/coronavirus-">https://www.nhs.uk/conditions/coronavirus-</a></li> </ul>	1	5	5

Risk assessment									
Activity	Persons at risk	Significant hazards	Initial			Risk control measures	Residual		
			L	S	DR		L	S	RR
					15	<a href="#">covid-19/self-isolation-advice/</a> . • If a test is deemed necessary (due to showing symptoms), this should take place at a recognised test centre wherever possible. Postal tests will delay the process, and may result in incorrect samples being taken.			
Preventing infection spreading	All Staff	Serious ill-health conditions	3	5	15	<ul style="list-style-type: none"> <li>Wash your hands with soap and water regularly throughout the day - do this for at least 20 seconds each time. Ensure your hands are dry.</li> <li>Use hand sanitiser regularly if soap and water are not available. Ensure hands are dry after use.</li> <li>Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze.</li> <li>Dispose of any used tissues in appropriate waste receptacles as quickly as possible.</li> <li>Maintain the two-metre distance rule at all times.</li> <li>Use of screens on sales counters, showrooms and offices where required.</li> <li>Use of visors, masks, gloves where required.</li> <li>Do not touch your face or eyes.</li> <li>Maintain high levels of good cleaning – common areas of contact should be regularly cleaned and sanitised – door furniture, light switches, handrails etc</li> <li>Personal responsibility must be taken for workspaces – desk areas (keyboards, phones, desktops etc) and all vehicles (steering wheel, gear stick, handbrake, horn, seat belt etc)</li> </ul>	1	5	5

Risk assessment									
Activity	Persons at risk	Significant hazards	Initial			Risk control measures	Residual		
			L	S	DR		L	S	RR
Using welfare facilities	Staff	Serious ill-health conditions	3	5	15	<ul style="list-style-type: none"> <li>Wash your hands with soap and water before using welfare facilities. Ensure your hands are dried.</li> <li>Do not use the facility if you are unable to maintain the two-metre distance rule at all times.</li> <li>If you are unable to take breaks in the arranged welfare facility due to overcrowding, you should report this to your branch manager immediately.</li> </ul>	1	5	5
Preventing infection spreading	Customers	Serious ill-health conditions	3	5	15	<ul style="list-style-type: none"> <li>Wash your hands with soap and water regularly throughout the day - do this for at least 20 seconds each time. Ensure your hands are dry.</li> <li>Use hand sanitiser regularly if soap and water are not available. Ensure hands are dry after use.</li> <li>Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze.</li> <li>Dispose of any used tissues in appropriate waste receptacles as quickly as possible.</li> <li>Maintain the two-metre distance rule at all times.</li> <li>Use of face masks/coverings at all times within the shop and warehouse areas.</li> </ul>	1	5	5

Risk assessment									
Activity	Persons at risk	Significant hazards	Initial			Risk control measures	Residual		
			L	S	DR		L	S	RR
Following prescribed safe systems of work	Staff, contractors and others	Accident or injury caused by working in an unsafe manner.	3	5	15	<ul style="list-style-type: none"> <li>Under no circumstances are you to complete tasks that you're not deemed competent in/authorised to perform. There are to be no exceptions to this rule. If you need to complete new duties, you will be trained in the safe systems of work prior to completing it.</li> <li>Prescribed safe systems of work must be followed at all times. If you cannot do so, e.g. the required PPE is not available; you must not do the job. The safe system of work must be formally amended before adopting new work practices. New safe systems must not increase risks to those completing the job or anyone else who may be affected.</li> <li>There may be times due to staff absences when direct supervision levels may be lower than normal. During these times staff are expected to maintain normal working practices. Anyone failing to do so will be subject to Company disciplinary procedures.</li> <li>If any safety checks inclusive of daily vehicle checks identify any safety-critical faults, or a fault is identified during use; normal rules apply. The equipment must be taken out of use and corrective action taken. It must not be used if it is deemed to be unsafe.</li> <li>If training that has a fixed expiry date runs out, branch management must speak to HR to seek guidance. In many instances, grace periods are being extended to reflect the lack of available courses, however, this must be agreed with HR in the first instance.</li> </ul>	1	5	5