

# COVID 19 RISK ASSESSMENT

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Location: Dawsongroup

Date: **28/05/2020**

Reviewed by & date:

Process/Equipment Area/People at risk	Hazards/Risk (Foreseeable)	Existing controls	Severity	Likelihood	Risk rating	Additional controls/action required	Action by	Complete
<p>Currently, government scientists are unable to quantify the increase/decrease in the rate of infection (risk of the spread of COVID-19) associated with individual preventative measures imposed upon the UK population to control the spread of COVID-19. This risk – the Spread of COVID-19 – is therefore quantified once in this assessment. No reliable data is available to quantify the effect on the likelihood of spread of the virus caused by the individual risks listed below the headline risk, for example, an inability to obtain PPE or cleaning products. Consequently, it is not considered helpful and may actually be misleading to guess the individual risk rating for individual risks and control measures.</p>								
Employees/customers/suppliers /visitors/contractors/tenants/ external cleaners/vulnerable groups - elderly, pregnant workers, those with existing underlying health conditions/anyone else who physically comes into business contact with DG employees.	Spread of COVID-19		5	3	15			
<b>GENERAL CLEANING</b>	Poor cleaning or irregular cleaning in workplace	<p>Increased frequency of cleaning regime to ensure 'high traffic areas', in particular the kitchen (kettles, microwaves etc), keypad at a gate, padlock (where applicable), door handles, desks etc are disinfected every 2 hours. Changing facilities must be kept clean.</p> <p>Cleaning staff instructed to wash up cups in hot soapy water or they must be put into dishwasher after every</p>				<p>Line managers to remind their staff. Cleaning rota to be put in place and initialled by cleaners to confirm completion. Rigorous checks to be carried out by line managers to ensure that the necessary procedures are being followed.</p>	Cleaning staff	

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		use by the user.					
		Available stock of cleaning products, disposable paper towels.				All textile kitchen towels to be replaced with disposable paper towels.	Management
	Not enough PPE/cleaning products	All businesses to contact the Facilities department and Group Audit Manager for any critical issues with their PPE/cleaning products.				All businesses must observe their stock of PPE/cleaning products.	Management
	Cleaners infected while cleaning	Cleaning staff instructed to wash their hands regularly with soap and warm water for 20 seconds and also after removing gloves.  Appropriate PPE issued to the cleaning staff.				Regular reminders by line managers.  Ensuring enough stock is kept.	Line managers  Line managers
	Areas contaminated by COVID-19	Cleaning staff have been instructed to follow the specific process for contaminated by COVID-19 areas.				Ensuring the relevant PPE and cleaning products are in place. Checks to be carried out by line managers to ensure that the process is being followed.	Line managers
	Contaminated waste	Contaminated waste to be placed in plastic rubbish bags and tied when full and the plastic bag to be placed in a second bin bag. The bag to be stored away for 72 hours or special collection to be arranged of Category B.				To ensure enough bin bags are in place.	Line managers
<b>STAFF CAR PARKS</b>	Crowded staff car parks	Employees have been advised to observe 2m social distancing when in car park.				Where possible employees to reverse park into space to maintain distancing.	All staff

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<b>PERSONAL HYGIENE</b>	Poor Hygiene	<p>Employees have been instructed to wash or sanitise their hands on arrival and on leaving the premises.</p> <p>Employees to avoid touching their face.</p> <p>Employees have been instructed to cough or sneeze into a tissue which must be binned safely or into their arm if a tissue is not available.</p>				Signs reminding employees to wash/sanitise their hands at the entry/exit to their workplace. Line managers to remind their staff. Hand sanitiser to be made available to staff in all commonly used parts of the building. Regularly remind staff that they should avoid touching their own faces where possible.	<p>Each business unit in their workplace</p> <p>Line managers</p>	
		Employees have been instructed to wash or sanitise their hands every hour throughout the day.				Line managers to remind their staff.	Line managers	
		<p>Employees have been instructed to wash their hands with soap and water for 20 seconds.</p> <p>Employees to wash or sanitise their hands before and after using kitchen equipment, communal printers etc.</p>				The relevant signs indicating the rule to be placed in prominent areas of the workplace. Line managers to regularly remind their staff of handwashing/sanitising procedures.	Line managers	
		Employees have been instructed to clean their work area at the beginning and end of each day of work.				Line managers to spot check. The staff to be issued with the appropriate cleaning products. Ensuring enough stock of cleaning products is kept.	Line managers	
		Employees have been instructed to make their own drinks only.				Line managers to remind their staff.	Line managers	

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		Employees have been instructed to wash their cups in soapy water or put it into dishwasher after every use.					
		Hand dryers have been decommissioned and employees are to use disposable paper towels.				Line managers to remind their staff. Relevant signage advising employees of inactive hand dryers to be placed in prominent areas.	Line managers
		Employees have been instructed to clean any items they place in fridge.				Line managers to remind their staff.	Line managers
	Staff or the people they live with showing symptoms of COVID-19	All employees have been instructed not to come to their place of work if they or the people they live with are showing symptoms of COVID-19 or you have been instructed via the NHS test and trace service.				Line managers to offer support to staff who are affected by COVID-19 or has a family member affected.	Line managers
	Isolation of staff leading to mental health issues	Regular meetings via Microsoft Teams and other video platforms with their staff.  All staff aware of Ben support for life for the automotive industry ( <a href="https://ben.org.uk">https://ben.org.uk</a> ).				Management will promote mental health & wellbeing awareness to staff during the COVID-19 outbreak and will offer whatever support they can to help. Promote open door policy for those who need additional support. Regular reminders by line managers.	Management
	Irregular washing of clothes/uniforms	Staff have been instructed to regularly wash their work clothes.				Line managers to remind their staff. Where applicable line managers to ensure enough uniforms have been issued.	
<b>OFFICE ARRANGEMENTS</b>	Workplaces are too crowded	All employees who can work from home must continue to work from home until				All business units to ensure only those employees who cannot work from home, work	Line managers

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		<p>further notice, in line with the Government's guidelines.</p> <p>2m social distancing rule in place. A reduced total number of people working in any work area.</p>				<p>at their usual place of work. Regular reminders by line managers.</p> <p>Staff working in their usual place of work to ensure they carry the DG Letter for Travelling Employees.</p> <p>Vulnerable employees who cannot do their normal job from home to be given (if possible) other work to perform from home.</p>	<p>All office based/delivery/mobile servicing staff</p> <p>Line managers</p>	
						<p>Keep indoor places well ventilated by leaving windows and doors (where possible) open and avoid using fans.</p>	<p>All staff</p>	
						<p>Regular reminders by line managers to adhere to the 2m social distancing rule. The relevant signs indicating the rule to be placed in prominent areas of the workplace (e.g. buildings, offices, wash bays, kitchens).</p>	<p>Line managers</p> <p>All business units</p>	
						<p>If the 2m distance rule cannot be observed, face coverings to be provided and training to all relevant employees.</p> <p>Employees must be instructed to wash face coverings (if multiple use) at the end of each working day.</p>	<p>All business units</p>	
						<p>Prohibition of desk use to limit a total number of staff working in one area. Provide signs that will help to indicate which desks have been prohibited.</p>	<p>Management</p>	

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					'List of Employees – rota' form in place to control the total number of people. Line managers required to use the List of Employees – Rota for each week of work. Introducing staggered shifts, flexible working hours.	Line managers	
					Employees (e.g. sales people, mobile engineers) with no assigned workplace or those working from home must contact the manager of the relevant location before their arrival.	Line managers Sales people, Mobile engineers, Home workers	
					Redesigned processes and workplaces to facilitate social distancing. Installation of protection screens between desks where 2m distance cannot be observed. Introducing one way systems in corridors and commonly used walkways where practicable.	Each business unit	
<b>OTHER ARRANGEMENTS</b>	Face-to-face meetings	All staff have been advised to conduct conference calls instead of face-to-face meetings where practicable. All staff to conduct face-to-face meetings only in a well-ventilated room or outdoors.			Staff who need to attend face-to-face meetings (where 2m distance cannot be observed) to be issued with face coverings and be trained on their use.	Management	
	Crowded toilets/kitchen	Employees have been instructed to observe 2m social distancing when in toilets/kitchens. Where the 2m distance rule cannot be observed, only one person to use kitchen.			An engaged/vacant indicator to be introduced where it is impossible to determine if a kitchen/toilet is being used. Out of use signs to restrict the number of sinks/toilets. Relevant signs reminding of	Each business unit	

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					the restricted number of people when in kitchen.		
	Not enough welfare facilities				Additional welfare facilities in areas where 15 or more people work.  Staggered breaks to be introduced.	Each business unit in their workplace	
	Sharing items				All staff to be advised, where possible not to share items. Good hygiene if sharing cannot be avoided.	Line managers	
	Fire/Evacuation at the usual place of work	The current fire evacuation procedure applies.			All staff to be advised that the 2m rule can be compromised in case of fire/fire alarm. The staff to be advised that due to a limited number of fire wardens, if they see fire or hear fire alarm, they must evacuate the building immediately.	All staff	
	First aid  Not enough first aiders	The current first aid arrangements apply.			Group Audit Manager to look for online training for first aiders which will advise on first aid treatment during COVID-19.  Each business to review their requirements.	Group Audit Manager  All business units	
	Handling post	Staff have been instructed to wash/sanitise their hands every hour throughout the day.			Regular reminders by line managers.	Line managers	
		All staff must avoid touching their face.			Regular reminders by line managers.	Line managers	
		Staff have been advised to			Provide enough quantities of	Line	

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		use hand sanitiser as soon as they have handled post.				hand sanitiser.	managers	
	Excessive amounts of post	Staff have been instructed to avoid personal deliveries to work.				Line managers to remind their staff.	Line managers	
	Crowded reception	Limited number of visitors/customers allowed.				Protection screen to be fitted where the 2m distance may be compromised.  Chairs at reception (where applicable) to be placed in such way to enable observation of the 2m rule. Appointed cleaners to be advised to ensure chairs are not moved. "Post drop off zones" to restrict unnecessary movement of employees.	Each business unit  Reception  Management	
	Controlled access to branches/buildings	Visitors must report to reception.				Relevant signs to be ordered and placed in prominent areas.  Where practicable, a record of visitors to be kept.	Each business unit	
<b>SALES PEOPLE/DRIVERS/MOBILE ENGINEERS</b>	Two or more people in company vehicles where 2m distance cannot be observed	Staff using vans to carry personal supplies of anti-viral/alcohol hand gel and wipes. Enough stock in place.  Drivers have been instructed to clean/disinfect touch points in vans.				Staff to be issued with face covering and trained on when and how to use face covering.	Line managers	
		Vehicle users have been instructed not to sit facing each other whilst in the vehicle (instead back to back or side to side).				Where possible, usage of the van is restricted to the same team members (cohorting) to reduce risk of spread.	Line managers	

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		Company vans have been fitted with protection screens between driver and passenger.						
	Staff visiting customers with no access to water to wash their hands	Staff have been instructed to use anti-viral/alcohol based wipes/hand gel.				Line manager to spot check and to ensure enough stock.	Line managers	
	DG staff working at customers' premises	All business units will ensure they are aware of the customers' safety rules for COVID-19.  Staff have been advised not to accept drinks when working at customers' premises.				Line managers to ensure their staff have been advised on the customers' safety rules for COVID-19.  Regular reminders.	Business units  Line managers	
	Signing paperwork	Where staff safety may be compromised, drivers/mobile engineers should sign the paperwork on behalf of customers.				Regular reminders.	Line managers	
	Unknown safety rules at customers sites	All staff have been advised to obtain information on customers' health situations and site rules before attending meetings.				Line managers to remind.	Line managers	
<b>DRIVERS</b>	A large number of customer collections/deliveries	Business units have been advised to maximise DG deliveries and collections.				Business units to encourage their customers to allow DG delivery/collection.	Business units	
	Delivery/collection of assets	The collection/delivery of an asset at a customer's site during the COVID outbreak procedure in place for each business. Relevant PPE issued to drivers.				All drivers and the relevant staff to be trained and regularly reminded of the procedure. Ensure relevant PPE is always in stock.	Business units	

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	Use of public transport	Where possible drivers to avoid use of public transport.				Drivers to be issued with face coverings, which must be worn on public transport. Training to be provided for all relevant employees.	Line managers	
<b>YARD/WORKSHOPS</b>	Staff not observing the 2m social distancing rule	2m social distancing rule in place. A reduced total number of people working in any work area.				<p>Relevant signs to be ordered and placed in prominent areas.</p> <p>If 2m distance rule cannot be observed, face coverings to be provided and training to all relevant employees. Employees must be instructed to wash face coverings at the end of each working day.</p> <p>Introduce (where practicable) a one way system.</p> <p>Use flexible working hours (where practicable).</p> <p>Introduce split shift teams (where practicable) to minimise the risk of people gathering.</p>	All business units  Management	
	Contamination of workshop equipment	<p>Staff have been instructed to ensure all points of contact of tools/machines/vehicles etc. are disinfected prior to their use and immediately after use.</p> <p>Stock of disinfectant in place.</p>				<p>Regular reminders and spot checks.</p> <p>Ensure there is always enough stock.</p>	Line managers  Line managers	

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	Substandard hygiene	<p>Employees have been instructed to wash or sanitise their hands on arrival and on leaving the premises.</p> <p>Staff have been instructed to wash/sanitise their hands every hour throughout the day.</p>				<p>Signs reminding employees to wash/sanitise their hands at the entry/exit to their workplace. Line managers to remind their staff. Hand sanitiser to be made available to staff in workshops/rest rooms (where relevant). Regularly remind staff that they should avoid touching their own faces where possible.</p>	Line managers	
		<p>Employees have been instructed to wash their hands with soap and water for 20 seconds.</p> <p>Employees to wash or sanitise their hands before and after using kitchen equipment, communal printers etc.</p>				<p>The relevant signs indicating the rule to be placed in prominent areas of the workplace. Line managers to regularly remind their staff of handwashing/ sanitising procedures.</p>	All business units Line managers	
		<p>Staff have been instructed to regularly wash their work clothes.</p>				<p>Line managers to remind their staff. Where applicable line managers to ensure enough uniforms have been issued.</p>	Line managers	
	Drivers' rooms	<p>Staff aware of the 2m social distancing rule. Restricted number of staff if the rule cannot be observed.</p>				<p>The relevant signs indicating the rule to be placed in prominent areas of the workplace.</p>	All business units/Line managers	
	Shared PPE	<p>Staff have been issued with their own set of PPE. Staff aware of ensuring the PPE is kept clean.</p>				<p>Regular reminders.</p> <p>Enough PPE to be kept in stock to ensure PPE is not shared amongst staff.</p>	Line managers	

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	Cleaning contaminated hire fleet assets	Staff have been instructed to wear the relevant PPE.  Staff must refer to their business unit's COVID-19 secure delivery/collection procedure.				Regular reminders and spot checks.  Ensuring the delivery/collection procedure is kept up to date if there are any changes to the government's and HSE's guidelines.	Line managers  All business units	
	Deliveries from suppliers/carriers	Clear communication must be maintained between the supplier/carrier and the receiver of the delivery ensuring 2m social distancing is observed.  Staff have been instructed to wash/sanitise their hands as soon as they received the delivery.				If the 2m distance rule cannot be observed, face coverings to be provided and training to all relevant employees. Employees must be instructed to wash face coverings at the end of each working day. Drivers to be instructed to wash face coverings at the end of each working day.	Line managers	
<b>FORMS/DOCUMENTS</b>	Staff unaware of the DG procedures	The COVID Secure Workplace Plan, which outlines the requirements and recommendations, issued to the staff on 15/05/2020.				All line managers to ensure people with no access to emails, receive a copy of the Plan. Line managers to ensure their staff understand and adhere to the rules. The COVID-19 Employee Checklist to be signed by each employee once the staff have familiarised themselves with the Plan.	All staff  All business units	
	Outdated COVID Secure Workplace Plan	The government's and HSE's guidelines regularly read by the DG Management.				The Plan to be regularly reviewed and updated where necessary and any changes to be communicated with all employees.	Audit Manager	
	Customers/Suppliers/Visitors /Contractors/Tenants unaware of the DG COVID Safe rules	Customer/Supplier Advice in place.				The relevant signs indicating the COVID Secure rules to be placed in prominent areas of the workplace.	All business units	

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						The Advice to be sent to the DG customers/suppliers. The Advice to be added to the DG website.	Marketing	
	Outdated Customer/Supplier Advice	The government's and HSE's guidelines regularly read by the DG Management.				The Advice to be updated where necessary.	Audit Manager	

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