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Review or New?	New
Reason for Review	N/A

Coronavirus 2019 Social Distancing and infection control at sites - Risk Assessment

Document Control	This is version 001
Reviewer	Simon Kirwin



Specific Hazards													
Hazard	Legislation	Persons at Risk	Risks	Severity	Likelihood	Rating							
				Use Drop Down Boxes									
		Employees, 3rd Parties, Public.	Coronavirus 2019 is a deadly disease that has resulted in a world wide pandemic, and resulted in quarantine measures being implemented in many countries. At the time of writing, over 5 million people have been infected, and over 325,000 people have died (20th May 2020). The UK government has given Covid Secure recommendations so that people can continue to work safely. This risk assessment is to explain the risks associated with working during this pandemic, and the controls that Solus has put in place to manage those. Transmission risks are present in all areas of the sites, including two man lifts, chase vehicles, office work, working on vehicles in adjacent bays, mixing paint, collecting parts.	Disablement / Death	10	Likely	High						
			Controls	Confirmation	Severity	Points	Likelihood	Rating	Action Required	Who	Date Done	Comments	
			Eliminate Exposure										
			At this time it is not possible to eliminate exposure possibility to coronavirus.	Yes	Contract Covid19	10	Unlikely	Low					
			Reduce Exposure										
			Customers are prevented from coming to site unless absolutely necessary	Yes	Contract Covid19	10	Unlikely	Low	None needed				
			Intersite travel is restricted to only that which directly meets the principles and purpose of the business	Yes	Contract Covid19	10	Unlikely	Low	None needed				
			Temperature taking on site before staff come into site and are permitted to work	Yes	Contract Covid19	10	Unlikely	Low	None needed				
			Isolate from Exposure			0							
			Where possible employees work from home rather than at a site	Yes	Contract Covid19	10	Unlikely	Low	None needed				
			Where this is not possible employees may be furloughed	Yes	Contract Covid19	10	Unlikely	Low	None needed				
			Especially vulnerable staff are either working from home or shielded at home	Yes	Contract Covid19	10	Unlikely	Low	None needed				
			Social Distancing (2 metre distance) rules in place at all sites, and where practical in all areas of the sites	Yes	Contract Covid19	10	Unlikely	Low	None needed				
			Perspex screen separating front and rear of chase vehicles	Yes	Contract Covid19	10	Unlikely	Low	None needed				
			Controls			0							
			Social Distancing blueprint document published, in place and adhered to by the sites	Yes	Contract Covid19	10	Unlikely	Low	None needed				
			Hygiene procedures for open sites document published and in place	Yes	Contract Covid19	10	Unlikely	Low	None needed				
			Social Distancing check sheet published and in place at each site. This document is completed before each site is reopened, and reviewed on a monthly basis.	Yes	Contract Covid19	10	Unlikely	Low	None needed				
			Covid Secure champion at each site to monitor compliance with social distancing rules	Yes	Contract Covid19	10	Unlikely	Low	None needed				
			Social distancing signage up around the sites to reinforce the social distancing measures	Yes	Contract Covid19	10	Unlikely	Low	None needed				
			Pedestrian one way systems in place where narrow corridors or stairways exist and where possible.	Yes	Contract Covid19	10	Unlikely	Low	None needed				
			2 metre lines / markers in all places where people may queue or need to wait for someone else to move	Yes	Contract Covid19	10	Unlikely	Low	None needed				
			Chains or other barriers in place on entry / exit points where one person only is allowed - such as tyre bays, kitchens, stairs.	Yes	Contract Covid19	10	Unlikely	Low	None needed				
			Canteens have restricted capacity, with marking and where possible tables and chairs removed	Yes	Contract Covid19	10	Unlikely	Low	None needed				
			Eating has been allowed in the workshop in the circumstances, but only on the proviso that employees wash their hands before eating, and only if there is no where else for them to go due to social distancing measures on the site	Occasionally	Contract Covid19	10	Possible	Medium	Review canteen facilities on site, especially if there is an increase in number of people on the sites	VTF			
			Toilets and washing facilities have restricted capacity, and are marked or signed where possible. Additional locks and access chains have been installed where appropriate	Yes	Contract Covid19	10	Unlikely	Low	None needed				
			Desks in offices are moved to allow for 2 metre distancing between each occupant. Where this is not possible employees will be relocated to an alternative office or asked to work from home	Yes	Contract Covid19	10	Unlikely	Low	None needed				
			Chase vehicles will only have 2 occupants - one driving and a passenger in the rear	Yes	Contract Covid19	10	Unlikely	Low	None needed				
			Key drop boxes for vehicle keys have been installed at selected sites where access to the main key cupboard is not possible	Yes	Contract Covid19	10	Unlikely	Low	None needed				
			Sites will identify buddy teams to enable so far as is reasonably practicable the same people to be conducting team lifts and in chase vehicles	Occasionally	Contract Covid19	10	Possible	Medium	Please buddy people up so that they are always the same people interacting within the 2mtr distance	Sites			
			Aircon / air flow in office spaces has been reviewed to ensure that this does not encourage the spread of Coronavirus 2019	Occasionally	Contract Covid19	10	Possible	Medium	Please check air supply / ventilation at site to reduce reliance on airconditioning	Facilities			
			Goods inwards, vehicle deliveries and post controlled through site specific procedures	Yes	Contract Covid19	10	Unlikely	Low	None needed				
			Training			0							
			Covid Secure champions trained	No	Contract Covid19	10	Likely	High	Please consult the H&S Lead	L&D	Early June		
			Training package for all staff on social distancing and personal hygiene created and rolled out	No	Contract Covid19	10	Likely	High	Please consult the H&S Lead	L&D	Early June		
			PPE			0							
			Where social distancing measures cannot be adhered to, PPE will be used.	Yes	Contract Covid19	10	Unlikely	Low	None needed				
			Face visors provided for all customer facing staff	Yes	Contract Covid19	10	Unlikely	Low	None needed				
			Dust masks provided as part of normal operations	Yes	Contract Covid19	10	Unlikely	Low	None needed				
			Gloves are on free issue as per normal operations	Yes	Contract Covid19	10	Unlikely	Low	None needed				
			Hand sanitiser is in place and kept fully stocked at strategic points across the site	Yes	Contract Covid19	10	Unlikely	Low	None needed				
			Review			0							
			Video walkthroughs at sites to ensure that all precautions are in place and site is Covid Secure before furloughed sites re open and for currently open sites.	Yes	Contract Covid19	10	Unlikely	Low	None needed				
			Virus Task Force in place consisting of leaders of departments to discuss any and all issues	Yes	Contract Covid19	10	Unlikely	Low	None needed				
			Welfare calls in place including staff at open sites and furloughed staff	Yes	Contract Covid19	10	Unlikely	Low	None needed				
			Daily operational calls in place enabling issues to be raised	Yes	Contract Covid19	10	Unlikely	Low	None needed				
			Sites review Covid Secure measures monthly as a minimum in the H&S committee meetings	Yes	Contract Covid19	10	Unlikely	Low	None needed				

Coronavirus Or COVID19

Employees & 3rd Parties

Leader Sign Off			
Sign off by	Print	Signature	Date
UK HSE Lead	Simon Kirwin	<i>Simon Kirwin</i>	22.05.20