

APPROVED BY E Eiloart	ISSUE NO. 2 24/07/2020		
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Issue No	Change Description	Document Number
2	Covid-19 Risk Assessment	HS-RACM010_2020

Risk Assessment	Comtec HQ Covid-19 Risk Assessment	Date of Risk Assessment	12/05/2020
Activity/Task	To identify the hazards posed to employees / contractors and members of the public by the Covid -19 virus in this working environment, to rate the severity of these hazards and identify actions which are reasonably practicable in order to reduce the risks of the hazards that could not be eliminated.		

Identified Hazard/s	Who is affected and how?	Existing Risk Control Measures	Risk Rating	Additional Controls	New Risk Rating (Residual)	Action by whom?	Action by when?	Completed
Spread of Covid 19 within the workplace through contact with "High Traffic" surfaces / areas	Staff, customers and suppliers visiting site may be affected by contracting or spreading the virus	<p>Reduced workforce onsite down to the minimum size possible to operate with. Staff that can be set up to work from home have been.</p> <p>Online meetings have been utilized to prevent contact between people.</p> <p>Meetings between staff on site have been held in the warehouse to ensure good ventilation and 2-meter distancing</p> <p>Seating has been reconfigured for those staff on site to ensure that nobody is sitting</p>	12	1) Implementation of daily cleaning schedule for high contact areas.	6	EE	28/05/2020	02/06/2020
				2) Signs to encourage increase in handwashing and use of hand sanitizer		JE	01/06/20	02/06/2020
				3) Additional Hand sanitizer provided throughout the building - wall mounted		JE	28/05/2020	29/05/2020
				4) Temperature monitoring to be introduced in the workplace to ensure that all staff are checked for a high temperature each day.		AN	08/06/2020	16/06/2020
				5) Hand towels to be provided and hand dryers turned off.		JE	23/05/2020	21/05/2020
				6) Further communication to staff to explain measures taken and new processes		EE	Ongoing process	Ongoing process

		within 2m a colleague. Additional entry and exit points have been opened in the Warehouse to reduce congestion in corridors and entrances.						
Social distancing measures not being adhered to resulting in the spread of COVID among staff		We have planned to allow the minimum number of staff on site possible, all staff who can be set up to work from home have been. Staff have been regularly reminded to maintain a distance of 2 meters between themselves and others. Mats that staff stand on at the packing bench have been separated by two meters. Staff who need to self-isolate have been enabled to work from home. 2-way radios have been issued to warehouse staff and warehouse manager to reduce the need for warehouse staff to enter the office and vice versa.	12	<ol style="list-style-type: none"> 1) Set up separate workstation for Goods In in the warehouse so that two people do not have to be in the office at one. 2) The canteen tables and chairs will be spaced out across the canteen. 3) Outdoor table and chairs to be provided 4) Doorbell to be checked to see if it can be extended and two buzzers mounted in the outside of the building. 5) Additional Signage to be placed at Goods In prohibiting entry for delivery drivers and at corridors reminding people to maintain a 2m distance. 6) Pallets to be provided at Goods In for goods to be left on. 7) Barriers to be put in place at Good In to deter unauthorized access to the building from delivery drivers. 8) Further communication to staff to explain measures taken and new processes 	6	AN JE JE JE JE EE	23/50/2020 23/05/2020 23/05/2020 08/06/2020 04/06/2020 28/05/2020 28/05/2020 Ongoing Process	28/05/2020 21/05/2020 21/05/2020 08/06/2020 020/6/2020 02/06/2020 02/6/2020 Ongoing Process
Risk to the mental and physical health of staff working from home	Staff setup to work from home are at risk of the mental affects	Equipment has been given for staff to work from home with, including computers telephones and display	10	<ol style="list-style-type: none"> 1) Clinically vulnerable staff to be consulted to see if they are doing a role that is as safe as reasonably possible. Are they 	4	JE	23/5/2020	21/5/2020

	of isolation and lack of contact with colleagues. And at risk of physical harm from working at workstation that has not been properly assessed for suitability.	equipment and seating if required. Communications have been sent to team members keeping them abreast of the current situation at Comtec		required to spend time within 2m of a colleague. If so is this level of risk acceptable?				
Exacerbated risks due to staff returning from furlough and increased numbers of people on site.	Staff working on site who may now be less able to socially distance	Various social distancing measures have been put in place to allow people to work in a way that means they are not within 2m of a colleague/		<ol style="list-style-type: none"> 1) An additional office is to be made available for goods in to use to allow for three people to work in the department. 2) Noncompulsory Face coverings to be provided for all warehouse and TS staff. 3) Daily inspection / walk round to be completed to ensure all staff are adhering to required measures. 4) Power tool department Porta cabin to be re-arranged to provide greater working separation. 5) Consultation with returned members of staff with specifically identified health risks which put them at greater risk from Corvd-19 		AN	31/7/2020	
						EE	03/08/2020	03/08/2020
						JE	Ongoing Process	Ongoing Process
						JE	05/08/2002	04/08/2020
						JE	07/08/2020	05/08/2020

Risk Matrix – only use Risk Rating Calculator – IOSH 2019 located in W:\Departments\Health & Safety\Documentation\Template Documents
The risk rating is calculated as Likelihood x Consequence