

Dynamic Risk Assessment



| | | | | | |
|---------------------------|----------------------|-------------------------|--|-------------------------|------------|
| Date of Assessment | 12.05.2020 | Name of Assessor | Peter Banks (Managing Director) Edward Baker (Aftersales Manager) | Next Review Date | Ongoing |
| Duration | Until Further Notice | Reviewed by: | GRS H&S Committee | Reviewed Date | 12.05.2020 |
| Doc Ref / Title | GRS-WKSP-002 | | Note: This assessment must be reviewed if there is an accident or a significant change in the way the activity is conducted | | |

Persons Affected: All Staff, Site visitors and contractors

Premises:

Head office: Unit 5 & 7 Ruston Road, Grantham, NG31 9SW
Other sites worked on: Various Customer Sites

Activity / General Information:

Safely managing Covid-19 risks in the work-place

Purpose: To understand the risks associated with Covid-19 and mitigate them with control measures where possible.

| | | SEVERITY | | | | | | | SEVERITY | |
|--|---|----------|----|----|----|-------------|------------|---------------|------------|---------------|
| | | 1 | 2 | 3 | 4 | 5 | LIKELIHOOD | | | |
| LIKELIHOOD | 1 | 1 | 2 | 3 | 4 | 5 | 1 | Very Unlikely | 1 | Negligible |
| | 2 | 2 | 4 | 6 | 8 | 10 | 2 | Unlikely | 2 | Slight |
| | 3 | 3 | 6 | 9 | 12 | 15 | 3 | Possible | 3 | Moderate |
| | 4 | 4 | 8 | 12 | 16 | 20 | 4 | Likely | 4 | Major/ Severe |
| | 5 | 5 | 10 | 15 | 20 | 25 | 5 | Very Likely | 5 | Very Severe |
| RISK RATING = LIKELIHOOD X SEVERITY | | | | | | | | | | |
| LOW 1-6 | | | | | | MEDIUM 8-10 | | | HIGH 12-25 | |

| What is the hazard? | Who might be harmed? | How might people be harmed? | Existing risk control measures | Risk rating | | | Additional controls | New risk rating (Residual) | | | Who | When | Date Completed |
|---|----------------------|-----------------------------|---|-------------|---|----|--|----------------------------|---|---|---|------------|----------------|
| | | | | L | S | R | | L | S | R | | | |
| 1. Attendance on site working with others | All | Risk of transmission | <ul style="list-style-type: none"> If anyone presents symptoms as per the government guidelines, they MUST not attend site and MUST self-isolate and seek medical guidance (refer to TBT and work instructions). Where a member of staff falls ill whilst at work, that member of staff to be sent home immediately. The working area where that member of staff had been working to be thoroughly cleaned with antibacterial spray and bleach with the staff cleaning to use PPE to protect themselves. Where staff are unable to clean the area, external cleaning services to be used On-site staff must maintain 2m social distancing All cases of suspected Covid to be reported to HR | 3 | 4 | 12 | <p>The Severity and likelihood will vary from person to person but where someone is at greater risk separate measures may also be considered.</p> <p>GRS have a register of higher risk staff who have been notified by the authorities stating they are listed as a vulnerable person</p> <p>Handles/doors on site to be cleaned on a regular basis</p> | 2 | 4 | 8 | All staff (Overseen by Managers) | 12.02.2020 | |

| What is the hazard? | Who might be harmed? | How might people be harmed? | Existing risk control measures | Risk rating | | | Additional controls | New risk rating (Residual) | | | Who | When | Date Completed |
|---|--|-----------------------------|---|-------------|---|----|--|----------------------------|---|---|--|------------|----------------|
| | | | | L | S | R | | L | S | R | | | |
| 2. Working in Workshop | Employees | Risk of transmission | <p>Where appropriate and possible, employee shift patterns and hours will be varied to reduce exposure.</p> <p>Reduced opening hours will be introduced where necessary</p> <p>Where possible staff should not be sharing tools</p> | 3 | 4 | 12 | <p>Workshop restricted to 4 engineers on site at any one time</p> <p>Where social distancing of 2m cannot be maintained, face coverings to be worn</p> | 2 | 4 | 8 | Workshop Staff (Overseen by Steve Spinks) | 12.05.2020 | |
| 3. Deliveries /collections/Working in Parts | Parts staff, delivery drivers, those receiving goods | Risk of transmission | <p>Deliveries not to be signed for when requested by courier/s</p> <p>All delivery drivers to maintain 2m social distancing</p> <p>Unnecessary/low priority deliveries to be postponed/cancelled</p> <p>Gloves/PPE to be worn as required</p> | 3 | 4 | 12 | <p>Where social distancing of 2m cannot be maintained, face coverings to be worn by GRS staff</p> <p>Change to working procedure to ensure no contact between internal staff and external drivers</p> <p>Couriers/ reps not to be allowed on site unless essential and invited with preset time and meeting invitation</p> | 2 | 4 | 8 | Employees (Overseen by Stuart Parker) | 12.05.2020 | |

| What is the hazard? | Who might be harmed? | How might people be harmed? | Existing risk control measures | Risk rating | | | Additional controls | New risk rating (Residual) | | | Who | When | Date Completed |
|---------------------------------|---|--|--|-------------|---|----|---|----------------------------|---|---|--|------------|----------------|
| | | | | L | S | R | | L | S | R | | | |
| 4. Field Service Operations | Field service engineers and sales staff | Risk of Transmission on customer sites | Field service engineer's PDA devices to not be signed by the customer. Sharing of vehicles not permitted Regular washing of hands for at least 20 seconds Engineers/sales reps to follow site rules Gloves/PPE to be worn as appropriate | 2 | 4 | 8 | Where social distancing of 2m cannot be maintained and it is a two-person job, face coverings to be worn by GRS staff | 2 | 4 | 8 | Employees (Overseen by line managers) | 12.05.2020 | |
| 5. Use of plant (like forklift) | All Staff operating | Risk of Transmission | Staff to be advised to wash hands before and after using machinery for at least 20 seconds each time | 3 | 4 | 12 | Wipe down plant and machinery after use | 2 | 4 | 8 | Employees (Overseen by line managers) | 12.05.2020 | |

| What is the hazard? | Who might be harmed? | How might people be harmed? | Existing risk control measures | Risk rating | | | Additional controls | New risk rating (Residual) | | | Who | When | Date Completed |
|---------------------|----------------------|-----------------------------|---|-------------|---|---|--|----------------------------|---|---|--|------------|----------------|
| | | | | L | S | R | | L | S | R | | | |
| 6. Working indoors | Employees | Risk of Transmission | <p>All those who can, will work from their homes</p> <p>Maintain a 2m social distancing</p> <p>Regular cleaning of surfaces and handles throughout the day and limit touching surfaces where possible</p> <p>Staff to be advised to catch coughs and sneezes in tissue and dispose of tissues in waste bins. Waste bins to be emptied regularly using gloves and hands washed immediately thereafter.</p> <p>Where the role permits, staff should work from home wherever possible.</p> | 2 | 4 | 8 | <p>Employees will move into a different shift pattern to reduce exposure to one and other where appropriate</p> <p>Paperwork transfers will be reduced as much as possible and e-copies used for contractors and customers</p> <p>Where working in a confined space, where social distancing (2m separation) cannot be maintained face coverings to be worn and staff to work side by side rather facing each other. Where you have to work face to face this should be limited to short periods of time not exceeding 15 minutes.</p> | 2 | 4 | 8 | Employees (Overseen by line managers) | 12.05.2020 | |

| What is the hazard? | Who might be harmed? | How might people be harmed? | Existing risk control measures | Risk rating | | | Additional controls | New risk rating (Residual) | | | Who | When | Date Completed |
|---------------------|----------------------|-----------------------------|--|-------------|---|---|---|----------------------------|---|---|--|------------|----------------|
| | | | | L | S | R | | L | S | R | | | |
| 7. Welfare | Employees | Risk of Transmission | <p>Employees are encouraged to have lunch separately, clean down any surfaces regularly and use the anti-bacterial handwash at regular intervals as per government advice at the time.</p> <p>Hand wash facilities including anti-bacterial handwash will be made available to those on site. Antibacterial gel will be provided where possible to those who do not have access to handwashing facilities although at the time of this risk assessment supplies of gel are limited in the UK</p> <p>Staff should not share vehicles or lifts due to close proximity other than with members of their own household</p> | 2 | 4 | 8 | <p>Where possible staff should only be travelling in the own vehicles and sharing vehicles is not permitted</p> <p>Only 2 members of staff should be using the welfare areas at any one time</p> <p>Staff not to make each other hot drinks</p> <p>Breaks to be staggered and staff to maintain social distancing during breaks</p> | 2 | 4 | 8 | Employees (Overseen by line managers) | 12.05.2020 | |

| | | SEVERITY | | | | | | | SEVERITY | |
|--|---|----------|----|----|----|-------------|------------|---------------|------------|---------------|
| | | 1 | 2 | 3 | 4 | 5 | LIKELIHOOD | | | |
| LIKELIHOOD | 1 | 1 | 2 | 3 | 4 | 5 | 1 | Very Unlikely | 1 | Negligible |
| | 2 | 2 | 4 | 6 | 8 | 10 | 2 | Unlikely | 2 | Slight |
| | 3 | 3 | 6 | 9 | 12 | 15 | 3 | Possible | 3 | Moderate |
| | 4 | 4 | 8 | 12 | 16 | 20 | 4 | Likely | 4 | Major/ Severe |
| | 5 | 5 | 10 | 15 | 20 | 25 | 5 | Very Likely | 5 | Very Severe |
| RISK RATING = LIKELIHOOD X SEVERITY | | | | | | | | | | |
| LOW 1-6 | | | | | | MEDIUM 8-10 | | | HIGH 12-25 | |