



Job Description:	Exposure to Covid 19 Office and Warehouse					
Office and engineers :	All Staff	Choose an item.		Choose an item.		
Document Ref:	PWS	OTH	0001	Choose an item.	Choose an item.	Choose an item.

Date of Assessment	13/05/2020
Date of Review	13/05/2021
Date of Works	Daily

Activity
EXPOSURE TO COVID-19

Office and Warehouse

Who is at Risk
Warehouse and Office staff plus visiting engineers.

Hazards Identified

- Covid - 19

Tasks Relevant to Activity

Safety Equipment at Work Area
Gloves, sanitiser, masks and goggles

Risk Rating

Probability	Severity				
Highly Unlikely	1	2	3	4	5
Unlikely	2	4	6	8	10
Possible	3	6	9	12	15
Probable	4	8	12	16	20
Certain	5	10	15	20	25
Before Control	5	5	25		
After Control	1	5	5		
Risk Rating	MEDIUM				



Action to be taken

- If any individuals are experiencing any other symptoms of the COVID-19 virus, i.e. coughing, sore throat, fever, headache, shortness of breath or chills they must not enter the building or come to work.
- All staff must have their temperature taken with digital thermometer and this must be under 37.8 degrees C.
- Before entering, hands must be washed for 20 seconds by using the portable hand wash stations located by the doors.
- Hands should be sanitised with hand sanitiser provided at regular intervals.
- All employees must look to maintain social distancing wherever possible and keep 2m apart at all times.
- All doors where possible within the office should be left open to avoid touching door handles.
- All door handles, light switches, blinds, should be cleaned on a regular basis with sanitiser.
- Staff must prepare their own food and drinks, and must sanitise the kitchen surfaces, handles etc after use.
- Only one person allowed in kitchen area at a time.

A (probability)	B (severity pre control)	C (severity post control)	Risk Levels	Action Level
Low (1-3)	Slight (1-3)	Slight (1-3)	Prob x Severity = Low	Severity = 1-2 Low
Medium (4-9)	Medium (4-9)	Medium (4-9)	Prob x Severity = Med	Severity = 2-3 Med
Major (10-25)	Major (10-25)	Major (10-25)	Prob x Severity = High	Severity = 3+ High
Severity Key = 1 Minor Injury, 2= Lost Time/ill health, 3= Major 7+ days, 4= Perm Injury, 5= Fatal (severity remains the same for both pre and post control)				



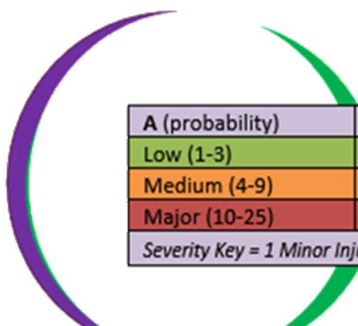
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	<ul style="list-style-type: none"> • Avoiding unnecessary trips to buy food during the day by bringing in your own prepared food. • Mobile phones and work stations must not be shared between staff. • Any shared equipment for example 'photo copier' must be sanitised after each use. • Desks, phones and keyboards must be sanitised before going home. • Waste bins to be emptied daily. • Engineers are only allowed in the cordoned off area of the warehouse to collect parts. • Engineers are not allowed free access of the warehouse and must request parts/stock are put out for them before they arrive. • If engineers are to use the W/C then they must adhere to 2m distancing rules and follow cleaning procedures above. <p>There is a toilet located at the top of the farm for general use.</p> <ul style="list-style-type: none"> • Deliveries are not to be signed for and social distancing must be maintained followed by immediate hand washing. • Delivery drivers are not allowed to use any of our W/C or kitchen facilities.
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Monitoring and Review

Date Completed	Assessed by:	Job Title:	Signature:	Review Date:



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Further Actions

(Please detail any actions for the risk assessment here)

Issue	Further action	Action who?	by	Action when?	by	Completed

Confirmation of Risk Assessment & Method Statement Briefing

Before commencing the activities covered in this safe system of work document all staff are to sign below to confirm that a clear briefing explaining the job has been given and is understood

Name	Signature	Date	Comments

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