



ASHWORTH
PEOPLE - PRODUCTS - SERVICE

RISK ASSESSMENT

Location:	Site No	Assessment Ref: P008	V3 Reviewed 13 th August 2020
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Task / Activity: COVID-19 THINK ABOUT RISK We have a duty to consult our colleagues on Health & safety. We should listen and talk to them about the work and how to manage risks from COVID19. Our colleagues who carry out the work will often have the best understanding regarding risks in the workplace and will have a view on how to work safely. Persons at Risk of Harm & How Harm could Occur: General public, Employee's, Customers, Persons with underlying illness (Vulnerable Groups)

Description of Identified Hazards: Exposure from others due to: Have to come into close contact (within 2 metres for 15 minutes or more), Poor hygiene, COVID 19, Cough, High temperature, Shortness of breath, Serious respiratory illness.			
Current Hazard Severity Rating	4	Current Likelihood of Occurrence Rating	4

1 = Trivial Injury 2 = Minor Injury 3 = Major Injury 4 = Death	1 = Unlikely 2 = Possible 3 = Probable 4 = Very Likely
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1-5 = Low Risk Continue to Monitor	6-10 = Medium Ensure that Safe Working Practices are Implemented	11-16 High Ensure that Safe Working Practices are implemented immediately.
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Risk level before Safe Working Practices have been fully implemented (Hazard Rating x Likelihood of Occurrence)	16
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Safe Working Practices / Safe System of Work (SSW)	Controls in Place	
Include existing controls & further action to be taken, safe methods of working, equipment, protective clothing & PPE, maintenance, information, training, supervision & persons responsible. World Health Organization Government guidance, Health protection Team, and Public Health England information is followed and implemented.	✓	x
Exposure from others due to: Have to come into close contact (within 2 metres for 15 minutes or more)		
1. Wash your hands thoroughly and regularly. Use soap and water for at least 20 seconds. Use alcohol-based hand sanitiser (all operatives must have in their vans and lorries) if soap and water is not available.		
2. Avoid touching your face/eyes/nose/mouth with unwashed hands and cover your cough or sneeze with a tissue then throw it in the bin.		
3. Social distancing guidelines must be adhered to where possible and limit non-essential travel where possible.		
4. Maintain good personal hygiene measures at all times.		
5. Always wash your hands when you arrive home or at work and before eating food.		
6. Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze.		

7. Put all tissues in provided plastic bag prior to placing in waste bin, immediately and wash your hands afterwards.		
8. Avoid close contact with people and especially with those who are unwell.		
9. Self-isolate for 14 days if returning from high risk locations. See UK Gov website for further information		
10. FACE COVERINGS Employers should support their colleagues in using face coverings safely if they choose to wear one. This means telling colleagues: <ul style="list-style-type: none"> • Wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on or after removing it • When wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands. • Change your face covering if it becomes damp or you've touched it • Continue to wash your hands regularly • Change and wash your face covering daily • If the material is washable, wash in line with the manufacturer's instructions 		
11. Contingency plan to ensure competent resource is available should additional cover be required.		
12. Regularly review control measures in line with authority guidance.		
13. Warning notices to be placed in the workplace reminding people to wash their hands.		
14. Relevant COVID-19 notices must be displayed including Risk Assessment, Secure 2020 Poster		
15. Regular reviews of control measures in line with latest governmental guidance is to be undertaken.		
16. UK Government updates to be reviewed daily and any relevant actions to be communicated to the management team during twice weekly Teams call (Tuesday and Thursday)		
17. Ventilation into the building should be optimised to ensure fresh air supply is provided to all areas of the facility and increased wherever possible.		
18. Ensure that steps are taken to avoid people needing to unduly raise their voices to each other. This includes but is not limited to, refraining from playing music which may encourage shouting.		
19. From 1 st august 2020 clinically extremely vulnerable individuals who were previously shielding at home can return to work as long as it is COVID secure. These individuals should continue to work from home wherever possible. Particular attention should also be paid to people who live with clinically vulnerable individuals.		
20. Where necessary vulnerable groups have their work activity/environment changed to minimise risk including home working.		
21. When delivering to customer sites, delivery drivers must wear gloves and face masks		
22. Avoid allowing customers to use delivery drivers pens to sign for receipt of goods.		
23. Regular toolbox talks by line managers to all staff/employees who encounter customers and supplier delivery drivers in relation to following social distancing and company hygiene rules.		
24. Customers and staff serving on the trade counter must wear a face mask. Avoid allowing customers to use trade counter owners pen.		
25. Visitors must adhere to the company's 'COVID-19 Visitors Rules' Document		
26. ACCIDENTS & INCIDENTS Review accident and emergency procedures to ensure they reflect the social distancing principles as far as possible. <ul style="list-style-type: none"> • In an emergency, for example, an accident provision of a first aid, fire or break in, people do not have to comply with social distancing guidelines if it were unsafe • People involved in the provision of assistance to others, should pay particular attention to sanitation measures immediately afterwards, including washing hands 		
27. SUSPECTED/CONFIRMED CASES Ensure any colleagues who have symptoms of COVID19 – High Temperature, New and persistent cough or anosmia – however mild, should self-isolate for at least 10 days from when the symptoms started. Colleagues who have tested positive for COVID19 should self-isolate for at least 10 days starting from the		

<p>day the test was taken. Where a colleague has tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, they should restart the 10-day isolation period from the day the symptoms developed. This only applies to those who began their isolation on or after 30th July 2020</p>		
<p>28. Managing outbreaks in the Workplace (latest advice 05.08.20) <u>The Regional Director will be the Single Point of Contact (SPOC) for each branch. This will be backed up by Jackie Mellor (General Manager) and James Gaby (Director). These individuals will be the lead on contacting Public Health Teams.</u></p> <ul style="list-style-type: none"> • If there is more than one case of COVID-19 associated with your workplace, you should contact your local PHE health protection team to report the suspected outbreak • If the local PHE Health Protection Team declares an outbreak, you will be asked to record details of symptomatic staff and assist with identifying contacts. You should therefore ensure all employment records are up to date. You will be provided with information about the outbreak management process, which will help you to implement control measures, assist with communication to staff and reinforce prevention messages <p>Use the early outbreak management ‘Action Cards’ to guide you through the necessary steps.</p>		
<p>Suspected / Confirmed Cases</p>		
<p>29. If an individual becomes unwell within the workplace wherever possible they are to be isolated away from other staff - a minimum of 2M distance, and preferably in a separate well-ventilated area/room with separate bathroom facilities if possible. Management are to be informed immediately and employee sent home.</p>		
<p>30. If the employee has Symptoms, they are to stay at home & self-isolate until a COVID-19 test can be taken to ascertain if they have the virus, the contact number for ‘NHS Track & Trace’ is 119 (follow government self-isolation guidance).</p>		
<p>31. If the employees are of a vulnerable group, and symptoms worsen during home isolation or are no better after 7 days they should Contact NHS111 online (https://111.nhs.uk/) or if no internet access call NHS111 and follow guidance given. For an emergency call 999.</p>		
<p>32. Consider additional support required to individual and others.</p>		
<p>33. Deep clean work environment.</p>		
<p>34. Identify as far as possible potential persons who may also be affected.</p>		
<p>35. Dispose of waste in line with local guidance. Should there be a confirmed case, waste needs to be double bagged and quarantined for 72 hours before disposal.</p>		
<p>36. Following any confirmation of a case within the workplace, if the individual is advised to self-isolate, notify all employees and undertake deep clean. It may be necessary to notify local health authorities.</p>		
<p>37. Confirmed cases are NOT to attend work until isolation process is complete and they are discharged as appropriate.</p>		
<p>Further Information: When calculating the risk at each branch, consider the likelihood of harm occurring and the severity of that harm. With COVID-19 the severity of harm is dependent upon the health of each individual. For most people the health implications are relatively low, with some not even inconvenienced by the illness, however for those with underlying health issues this has proved fatal. In relation to the likelihood of occurrence this may vary depending on differing regions and infection rates, areas with higher infection rates are likely to score higher in this area. It is therefore imperative that when carrying out your assessment you consider the latest information issued by governments (not the media) to determine the likelihood and thus the risk level. The risk assessment should be regularly reviewed against current guidance and made site specific. During this outbreak, guidance is likely to change on a daily basis, it is important to update the control measures accordingly. Follow www.gov.uk/dhsc for further information.</p>		

Risk level after Safe Working Practices have been fully implemented (Hazard Rating x Likelihood of Occurrence)	12
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ADAPTATIONS / ADDITIONS TO ALLOW FOR SITE PREMISES AND PERSONNEL

Risk Assessors Signature:	Print Name:	Date:
Implementation Site:	Implementation Site Manager Name:	

The Site Manager or responsible person must review this Risk Assessment where there are any significant changes which may affect the validity of the Assessment.

Safe Working Practices Implemented	Signed:	Print Name:	Date:
Safe Working Practices Checked	Signed:	Print Name:	Date:
Safe Working Practices Checked	Signed:	Print Name:	Date:
Safe Working Practices Checked	Signed:	Print Name:	Date: