



Risk Assessment Title: COVID-19

Client:	Site Address:	Name of Assessor:	Signature:	Prepared Date:	Review Date:
SCL Interiors Ltd	Sovereign Way,, Trafalgar Industrial Estate, Downham Market,, Norfolk, , PE38 9SW	Adam Nurse	<i>AN</i>	09 Oct 2020	30 Nov 2020

Likelihood		Consequence		Risk Calculator		Consequence						
1	Very unlikely	1	Accident book entry	<p>High Risk - 12 - 25 Consider stopping the work/enhancing the Safe System of Work with Permits to work etc.</p> <p>Medium Risk 5 - 11 - Review the controls, ensure controls are suitable and complete proactive risk monitoring.</p> <p>Low Risk 1- 4 - ensure that the controls are followed, no additional controls should be required.</p>		Likelihood		1	2	3	4	5
2	Unlikely	2	Lost time less than 3 days				1	2	3	4	5	
3	Possible	3	RIDDOR lost time 7 days				2	4	6	8	10	
4	Likely	4	Specified injury	3	6		9	12	15			
5	Certain	5	Fatal	4	8		12	16	20			
						5	10	15	20	25		

Possible Hazard & Associated Risk	Who is affected	Control measures	Risk Rating			Person responsible for monitoring
			L	C	R	
<p>Contracting COVID – 19 during works Death or major injury arising exposure to COVID -19 Virus</p>	All workers, visitors	<ol style="list-style-type: none"> Break times to be staggered to reduce numbers in the kitchen area/choke points to maintain 2m social distancing Comply with the latest Government guidance on self-isolation. https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance Ensure vehicles cabs are clean and remain clean at all times. Pay particular attention to the steering wheel, multi-media cluster and hard surface areas such as dashboard, inside window surfaces and external door handles. Ensure welfare facilities are well maintained with enhanced hygiene routines. Ensure WC and urinal facilities maintain a 2m distancing protocol. every other closet and urinal to be closed off from use. Restrict passenger carrying in vehicles to 1 persons only Self-Isolation procedures If you live alone and you have symptoms of coronavirus illness (COVID-19), however mild, stay at home get tested if positive do not return to work until you are tested clear of the virus. If you live with others and you or one of them have symptoms of coronavirus, then all household members must stay at home and not leave the house for 10 days. The 10-day period starts from the day when the first person in the house became ill. It is likely that people living within a household will infect each other or be infected already. Staying at home for 10 days will greatly reduce the overall amount of infection the household could pass on to others in the community For anyone in the household who starts displaying symptoms, they need to stay at home for 7 days from when the symptoms appeared, regardless of what day they are on in the original 14-day isolation period. Wash hands regularly and dispose of paper towels into black bags held on-board. Tie and dispose of black bags regularly. When working in conditions that limit the ability to meet the 2m social distancing the following additional controls must be worn: 1. Face covering (nose and mouth) to be used 2. Nitrile gloves to be worn when handling materials and tools. Avoid touching your nose eyes and mouth with your hands. 	2	5	10	Office Manager



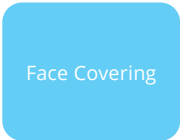
COVID-19

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Visitors/Staff Transmitting the virus Contracting COVID 19	All staff, families, visitors	<ol style="list-style-type: none"> 1. Temperature checks taken at reception for all staff and visitors- Temperature 37.8 degree Celsius or above will not be permitted access and told to go home to get tested or self isolate. If you have recently been in contact with anyone suspected of or feeling COVID 19 symptoms, or yourself you must not enter the building and go home to self isolate. 2. Visitors to wear face coverings until sat down and at minimum of 2m away from the other person. 3. Staff not to sit directly opposite each other. sit at alternate desks where possible. 4. On entry and exit all staff and visitors to sanitise their hands thoroughly. Wash hand for at least 20 seconds regularly and before and after meals. 5. Check in to the track and trace system using the NHS track and trace app. 6. Sanitise desk areas and contact areas such as door handles with disinfectant wipes during the working day 	2	5	10	Office Manager
Vulnerable Person Older males, hi BMI, clinical conditions causing weak immune systems more likely to contract the virus and a possibly fatal	Vulnerable Staff	<ol style="list-style-type: none"> 1. Assess the individual vulnerability 2. Amend work procedures where possible, ensure 2m social distancing is maintained 3. Where 2 m distancing can not be maintained then 1m with mitigation i.e. face coverings to be worn 4. Enhance ventilation and ensure good free flow of fresh air 5. Enhance cleaning regimes in WC areas and personal hygiene measures 	2	5	10	Office Manager



Safety Gloves (EN388-1)



Additional Comments/PPE Requirements

1. **FACE COVERING** Covid 19 mitigation

Sign-off Sheet

Name	Position	Date Added / Signed	Version	Signature