

RISK ASSESSMENT COVID 19

LOCATION Onboard Corrugated Ltd

TASK Educate / remove / protect / exposure to Covid 19

DATE 12/03/2020

DATE OF REVIEW 28/12/2020 **DYNAMIC** in line with Government Advice

CARRIED OUT BY Tim Bolton

COMMENTS **Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal.**

Key to severity and likelihood comments

Severity
3, Major injury
2, Minor injury
1, Insignificant

Likelihood
3, Very likely
2, Possible
1, Unlikely

Exposure
3, Continuous
2, Frequent
1, Occasional

An assessment on the risk score
LOW – 1 - 10
MEDIUM – 10 - 18
HIGH – 19 - 27

Ref	Hazard & Risk	Severity	Likelihood	Exposure	Risk Score	Further action required	Remarks including control measures
1	Spread of Covid 19 Coronavirus	3	3	3	27	Rigorous monitoring of social distancing / procedures of 2metres in all areas. Posters / leaflets displayed. NHS & Onboard Track & Trace App scan. Issue lockdown travel letters to Essential Staff	Hand washing facilities supplied. Hand washing guidance. Sanitisers provided. Frequent cleaning with appropriate materials. PPE, Gloves readily available. Masks supplied. Daily temperature testing of all employees, & visitors (recorded)
	Mental Health affected by consequences of Covid 19	3	3	3	27	Open door policy for those who need support.	Regular updates on Mental Health posted on info board.

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Follow up actions/recommendation report

LOCATION Onboard Corrugated Ltd

TASK Minimise transmission of Covid 19

DATE 12/03/2020

DATE OF REVIEW Daily ongoing 28/10/2020

CARRIED OUT BY Tim Bolton

Ref	Improvements to reduce the risk	Department responsible	By date	Status %	Remarks
1	Minimise risk in office by rotating staff in attendance / install screens between desks Social Distancing in all areas. Conference calls where possible. Distance Training. (ZOOM) (Teams) Issue sanitiser / PPE to staff & visitors Ensure suitable and sufficient breaks.	H&S	Immediately	100%	Daily temperature checks Records Kept Regular sanitising of common touch points Door handles, Switches etc. Regular audit for compliance (Recorded) Update notice boards with latest Gov't advice.
2	Issue sanitiser & gloves to Onboard drivers Issue Masks (Keep drivers in same vehicle). Drivers to clean/sanitize own vehicle Ensure visiting drivers have access to welfare facilities and maintain social distancing. Ensure suitable and sufficient breaks	H&S & Transport	Immediately	100%	Daily temperature checks Recorded vehicle use/activity/ location.

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3	React according to Government guidelines when informed of exposure to Covid-19	H&S	Immediately	0%	Identify contacts of infected person and advise self-isolation. Maintain regular remote contact with affected persons.
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