

## Risk Assessment

Organization Name:	CONTACT FURNITURE U.K. LTD
Location / Department:	COVID-19 – ALL DEPARTMENTS
Risk Assessor's Name:	KT/MB/RLD
Risk Assessment Date:	08/06/2020
Responsible Person:	KEVIN TOBIN

### Risk Rating System

Severity or most likely consequence

1 = Minor/ No Injury  
2 = Lost Time Injury  
3 = Major Injury/ Fatality

Likelihood of the incident occurring

1 = Unlikely/ Infrequent  
2 = Possible/Occasional  
3 = Likely/ Frequent

Risk Rating = Likelihood x Severity

1 or 2 = Low Risk/ Priority  
3 or 5 = Medium Risk/ Priority  
6 or 9 = High Risk/ Priority

## Assessment

Description of Hazard	Who could be harmed and how?	Existing Control Measures	Risk Rating (1-9)	Additional Action Required (Yes / No)	Action Ref. No.
<b>01</b> <b>Infection by infected persons. <u>Infected people coming into work.</u></b>	Staff coming to work and working on customer's site, people visiting site and other persons in the vicinity	<ol style="list-style-type: none"> <li>All operatives are recommended not to come to work if they are displaying any of the below symptoms, however mild: <ul style="list-style-type: none"> <li>A cough</li> <li>A high temperature</li> <li>Shortness of breath</li> <li>Changing of smell and taste</li> </ul> </li> <li>If an operative is displaying any of the above symptoms, they are to remain at home and self-isolate in line with Government Guidelines. This will also apply if anyone in the household in which the operative lives are displaying any of the above symptoms.</li> <li>The operatives will be examined to exclude any symptoms of COVID-19 before entering CFUK premises and leaving the site for deliveries (i.e. <b>temperature measurement</b>). If the symptoms are detected, they will be sent home to self-isolate in line with government guidelines.</li> <li>If an operative begins to display symptoms throughout the day, they will be sent home and ask to seek medical guidance.</li> </ol>	5	YES	<b>01/3</b>
<b>02</b> <b>Infection by infected persons. <u>Close contact with infected people.</u></b>	Staff coming to work and working on customer's site, people visiting site and other persons in the vicinity.	<ol style="list-style-type: none"> <li>Operatives are encouraged to travel to site alone, or with someone from the same household. Carpooling is not permitted. Wherever possible operatives should avoid public transport and travel to work in a way that restricts being within 2m of someone they do not reside with.</li> <li>Non-essential visitors are not permitted onsite.</li> <li>Couriers / suppliers are asked to report to the office before entering the premises. Relevant signage placed at all entrances.</li> </ol>	5	YES	<b>02/3 02/4</b>

		<ol style="list-style-type: none"> <li>4. Social distances 2metre markers placed on the ground to ensure adequate social distancing.</li> <li>5. Full site PPE is to be worn as per site rules. Dust masks are not to be shared amongst operatives with strictly one mask per person and mask is to be cleaned after use and stored in a location where it will remain clean and untouched. Single use masks must be safely disposed of after use.</li> <li>6. Only essential activities that require two or more operatives will be carried out and not longer than 15 minutes. For all other activities, operatives will work alone with a 2metre space from any other persons.</li> <li>7. Operatives are to work in predetermined pairs and wherever possible these pairs are to be formed from operatives who already reside at the same address.</li> <li>8. Any work requiring skin-to-skin contact will not be carried out.</li> <li>9. Site meetings will only be held among participants who are absolutely necessary and attendees should be 2metres apart from each other throughout. Where possible, meetings will be held in open areas and if indoors, rooms should be well ventilated with doors and windows left open to allow for fresh air circulation.</li> <li>10. Staff and visitors are instructed to remain on designated walking routes.</li> </ol>			
<b>03</b> <b>Infection by infected persons. <u>Coughing and sneezing.</u></b>	Staff coming to work and working on customer's site, people visiting site and other persons in the vicinity.	<ol style="list-style-type: none"> <li>1. If an operative needs to cough or sneeze then it should be into the crook of their elbow at all times. If cough persists operative should remove themselves from site and enter self-isolation at home following government guidelines.</li> </ol>	5	No	
<b>04</b> <b>Infection by <u>touching contaminated surfaces.</u></b>	Staff coming to work and working on customer's site, people visiting site and other persons in the vicinity.	<ol style="list-style-type: none"> <li>1. Staff and visitors are allowed to use <b>only 2 designated entrances to CFUK</b> premises: the main one where the clock is placed and the one leading to the office. Both entrances are provided with <b>hand sanitizers and masks</b>. The main operatives' entrance is additionally provided with <b>a thermometer</b> to check operatives' temperature.</li> <li>2. As soon as the operative/visitor has entered site, and <b>BEFORE touching anything</b>, they should disinfect hands with a sanitizer provided.</li> </ol>	5	YES	<b>04/1</b>
<b>05</b> <b>Infection by touching contaminated surfaces. <u>Use of welfare facilities.</u></b>	Staff coming to work and working on customer's site, people visiting site and other persons in the vicinity.	<ol style="list-style-type: none"> <li>1. When using welfare facilities, including toilets, hands should be washed upon entry and exit. All parts of welfare facilities, i.e. taps, toilet flush and seats, food preparation and eating surfaces, should be cleaned / disinfected after each use with the disinfectants provided.</li> <li>2. All food waste is to be disposed of via bins provided with surfaces cleaned after use.</li> <li>3. No operatives to enter the Office unless completely necessary and even then, only one at a time.</li> <li>4. Site management is spaced at least 2metres apart when working within the office.</li> </ol>	4	YES	<b>05/1</b>
<b>06</b>	Staff coming to	<ol style="list-style-type: none"> <li>1. Operatives / visitors are to disinfect hands with a sanitizer at the beginning/end of each shift / visit and wash hands with water and soap any given opportunity in</li> </ol>	5	YES	<b>06/6</b>

<p><b>Infection by touching contaminated surfaces. <u>Poor hygiene.</u></b></p>	<p>work and working on customer's site, people visiting site and other persons in the vicinity.</p>	<p>between, such as before mealtimes, using the bathroom, etc.</p> <ol style="list-style-type: none"> <li>2. Operatives / visitors who are found to be displaying poor hygiene such as spitting will be removed from site.</li> <li>3. Coughing or sneezing to be done into inner elbow. If coughing persists the operative / visitor is to leave site.</li> <li>4. Avoid touching face at all times.</li> <li>5. Operatives / visitors should have and use own pen when signing documents on site. If not, they will be provided with an unused/disinfected pen.</li> <li>6. Regular deep cleaning procedures are introduced throughout the site, particularly in communal areas and regular contact points such as: <ul style="list-style-type: none"> <li>• Taps and washing facilities</li> <li>• Toilet flush and seats</li> <li>• Door handles and push buttons</li> <li>• Handrails on staircases</li> <li>• Machinery and equipment controls</li> <li>• Food preparation and eating surfaces</li> <li>• Keyboards, photocopiers and other office equipment</li> </ul> </li> </ol>			
<p><b>07 Infection by touching contaminated surfaces. Potential contamination from tools and plant.</b></p>	<p>Staff coming to work and working on customer's site.</p>	<ol style="list-style-type: none"> <li>1. Operatives should avoid sharing portable tools. Following any potential cross contamination of kit then handwashing is required, and tools wiped down prior to next use.</li> <li>2. Operatives are to clean non-portable tools with a disinfectant product prior to and after use.</li> </ol> <p>Operatives must only use access equipment provided for their team. Prior to switching to the use of another team the equipment must be cleaned with a disinfectant product.</p>	<p>4</p>	<p>No</p>	
<p><b>08 Infection by infected persons and contaminated surfaces. <u>Driving &amp; Working on customers' site.</u></b></p>	<p>Staff coming to work and working on customer's site.</p>	<p>The drivers and operatives will be examined to exclude any symptoms of COVID-19 before leaving the site for deliveries (i.e. <b>temperature measurement</b>). If the symptoms are detected, they will be sent home to self-isolate in line with government guidelines. The operatives disinfect hands before using the company vehicles. The operatives wear masks while in a vehicle, whenever 2m distance is not possible to maintain. The operatives wear masks while working on site, whenever 2m distance is not possible to maintain.</p>			

## Action Plan

Action Ref. No.	Action Required	Completion Deadline	Responsible Person(s)	Completion Date

<b>01/3</b>	A thermometer to be provided at the main operatives' entrance (by the clock).	8/6/2020	MB	12/6/2020
<b>02/3</b>	New signs directing visitors to the office to be placed at all entrances to the building.	8/6/2020	MS/KH	9/6/2020
<b>02/4</b>	2metre markings will be placed on the ground to ensure adequate social distancing.	8/6/2020	MS/KH	10/6/2020
<b>04/1</b>	Hand sanitizers facilities and gloves to be provided at main entrances.	8/6/2020	MS/KH	9/6/2020
<b>05/1</b>	Antibacterial soaps and sanitizers to be provided in all welfare facilities.	8/6/2020	MS/KH	9/6/2020
<b>06/6</b>	Cleaning regime of welfare facilities and communal areas to be introduced.	8/6/2020	MS/KH	1/7/2020