

Risk Assessment

Organization Name:	CONTACT FURNITURE (NORTH) UK LTD
Location / Department:	COVID-19 – ALL DEPARTMENTS
Risk Assessor's Name:	KT/MB/RLD
Risk Assessment Date:	08/02/2022
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.
01 Infection by infected persons. <u>Infected people coming into work.</u>	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"> All operatives are recommended to vaccinate / receive a booster vaccine. All operatives are recommended not to come to work if they are displaying any of the symptoms: <ul style="list-style-type: none"> A cough A high temperature Shortness of breath Changing of smell and taste If an operative is displaying any of COVID 19 symptoms, they are to remain at home and self-isolate in line with Government Guidelines. The operatives are examined to exclude symptoms of COVID-19 before leaving the site for deliveries (i.e. temperature measurement). If the symptoms are detected, a rapid COVID 19 antigen test is performed and in case of positive result an operative is asked to confirm it with PCR test and act in line with Government Guidelines. If an operative begins to display symptoms throughout the day, they are asked to make a rapid COVID 19 antigen test and in case of positive result confirm it with PCR test and act in line with Government Guidelines. 	5	NO	
02 Infection by infected persons. <u>Close contact with infected people.</u>	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"> Couriers / suppliers are asked to report to the office before entering the premises. Relevant signage placed at all entrances. Social distances 1.5metre markers placed on the ground to ensure adequate social distancing. 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. 	5	NO	

		<ol style="list-style-type: none"> Site meetings will only be held among participants who are absolutely necessary. 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. Staff and visitors are instructed to remain on designated walking routes. 			
03 Infection by infected persons. <u>Coughing and sneezing.</u>	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"> 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. 	5	NO	
04 Infection by <u>touching contaminated surfaces.</u>	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"> Staff and visitors are allowed to use only 2 designated entrances to CFUK premises: the main one where the clock is placed and the one leading to the office. Both entrances are provided with hand sanitizers and masks. As soon as the operative/visitor has entered site, and before touching anything, they are encouraged to should disinfect hands with a sanitizer provided. 	5	NO	
05 Infection by touching contaminated surfaces. <u>Use of welfare facilities.</u>	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"> 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. 	4	NO	
06 Infection by touching contaminated surfaces. <u>Poor hygiene.</u>	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"> Operatives / visitors are encouraged 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 between, such as before mealtimes, using the bathroom, etc. Operatives / visitors who are found to be displaying poor hygiene such as spitting will be removed from site. Coughing or sneezing to be done into inner elbow. If coughing persists the operative / visitor is to leave site. Regular cleaning procedures are introduced throughout the site, particularly in communal areas and regular contact points such as: <ul style="list-style-type: none"> Taps and washing facilities Toilet flush and seats Door handles and push buttons Handrails on staircases Machinery and equipment controls Food preparation and eating surfaces Keyboards, photocopiers and other office equipment 	5	NO	
07 Infection by touching contaminated surfaces.	Staff coming to work and working on customer's site.	<ol style="list-style-type: none"> 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. 	4	No	

<p>Potential contamination from tools and plant.</p>		<p>2. Operatives are to clean non-portable tools with a disinfectant product prior to and after use. 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>08 Infection by infected persons and contaminated surfaces. <u>Driving & Working on customers' site.</u></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. temperature measurement). 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 with accordance with current government recommendations. The operatives wear masks while working on site.</p>		<p>NO</p>	

Action Plan

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