

<b>Risk Assessment</b>	Pattemores Transport (Crewkene) Limited
<b>Activity</b>	Managing the risk of Coronavirus (COVID-19) exposure whilst undertaking all work activities

<b>Assessor</b>	peter williams	<b>Location of Assessment</b>	Pattemores Transport, Mosterton Road, Misterton, Crewkerne TA18 8NT
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<b>Risk Rating Matrix (RR)</b>	<b>Likelihood (L)</b>		
<b>Severity (S)</b>	Certain or near certain to occur (High)	Reasonably likely to occur (Medium)	Unlikely to occur (Low)
<b>Fatality; major injury or illness causing long term disability (High)</b>	<b>HIGH (H)</b>	<b>HIGH (H)</b>	<b>MEDIUM (M)</b>
<b>Injury or illness causing short term disability (Medium)</b>	<b>HIGH (H)</b>	<b>MEDIUM (M)</b>	<b>LOW (L)</b>
<b>Other injury or illness (Low)</b>	<b>MEDIUM (M)</b>	<b>LOW (L)</b>	<b>LOW (L)</b>

<b>Hazards</b>	<b>Who is at risk?</b>	<b>Controls in place</b>	<b>L</b>	<b>S</b>	<b>RR</b>
<b>Travelling abroad</b>	<ul style="list-style-type: none"> <li>Employees/Staff</li> <li>Visitors</li> </ul>	<ul style="list-style-type: none"> <li>UK Government guidance to be followed. (<a href="https://www.gov.uk/government/topical-events/coronavirus-covid-19-uk-government-response">https://www.gov.uk/government/topical-events/coronavirus-covid-19-uk-government-response</a>)</li> <li>We do not insist on employees travelling to work to an area with a higher risk of COVID-19.</li> </ul>	L	L	Low
<b>Information failure</b>	<ul style="list-style-type: none"> <li>Employees/Staff</li> <li>Visitors</li> </ul>	<ul style="list-style-type: none"> <li>The company has a designated COVID-19 Appointed Person whose responsibilities include: Signing up to relevant websites to receive timely updates; Monitoring relevant websites &amp; news outlets.</li> </ul>	L	M	Low
<b>Commuting</b>	<ul style="list-style-type: none"> <li>Employees/Staff</li> </ul>	<ul style="list-style-type: none"> <li>Avoid public transport where possible and if key worker, try to avoid travel during peak times and consider alternatives such as walking, cycling or taxis.</li> <li>Adhere to social distancing where physically possible.</li> <li>Use hand sanitiser frequently and avoid surface contact.</li> </ul>	L	M	Low

Hazards	Who is at risk?	Controls in place	L	S	RR
Getting or Spreading Coronavirus by not washing hands or not washing them adequately	<ul style="list-style-type: none"> <li>Employees/Staff</li> <li>Contractors</li> <li>Adjacent Employees</li> </ul>	<ul style="list-style-type: none"> <li>Follow HSE guidance on cleaning, hygiene and hand sanitiser. Cleaning, hygiene and hand sanitiser Use signs and posters to help your workers to practice good handwashing technique and to remind them to cough/sneeze into an arm and avoid touching their faces. Handwashing provide handwashing facilities with running water, soap and paper towels or hand dryers provide hand sanitiser at locations in addition to washrooms provide hand sanitiser nearby for people getting in and out of vehicles or handling deliveries, if they are unable to wash their hands Make sure that surfaces remain clean. This may mean increasing the level and frequency of cleaning as well as cleaning surfaces that you may not ordinarily clean. Clean equipment frequently Set clear guidance for the use and cleaning of toilets, showers and changing facilities to make sure they are kept clean and social distancing is achieved as much as possible Clean work areas and equipment between uses Frequently clean and disinfect objects and surfaces that are touched regularly If equipment like tools or vehicles are shared then clean them after each use</li> <li>Provide Hot water, soap and drying facilities</li> <li>Provide hand sanitiser for occasions when people can't wash their hands, or in addition to washing hands</li> <li>Monitor hand washing</li> <li>Signs to remind about hand washing and sanitising</li> <li>Inform workers of when and where they need to wash their hands</li> </ul>	L	L	Low
Getting or spreading coronavirus in common use high traffic areas such as canteens, corridors, rest rooms, toilet facilities, entry/exit points to facilities, lifts, changing rooms and other communal areas	<ul style="list-style-type: none"> <li>Employees/Staff</li> <li>Adjacent Employees</li> <li>Contractors</li> <li>Visitors</li> </ul>	<ul style="list-style-type: none"> <li>pinch points and corridors, canteens and toilet areas signed with priority movement signs</li> <li>Frequently touched handrails etc sanitised regularly</li> <li>distancing awareness posters are displayed all over the site</li> <li>Limiting the numbers of people in offices and small rooms</li> <li>moving key managers into workspaces of their own</li> <li>Face coverings required for all training and unavoidable meetings inside</li> <li>team/zoom/skype meetings held instead of physical meetings</li> </ul>	M	M	Medium
Getting or spreading coronavirus by not cleaning surfaces, equipment and workstations	<ul style="list-style-type: none"> <li>Employees/Staff</li> <li>Adjacent Employees</li> <li>Contractors</li> <li>Visitors</li> </ul>	<ul style="list-style-type: none"> <li>regularly touched surfaces should be sanitised three times daily with alcohol based sanitiser Ultra secure</li> <li>detail areas formally that need regular wipedowns</li> <li>Deep clean kits and protocols introduced to workforce via line managers</li> </ul>	L	L	Low
Mental health and wellbeing affected through isolation or anxiety about coronavirus	<ul style="list-style-type: none"> <li>Employees/Staff</li> <li>Adjacent Employees</li> </ul>	<ul style="list-style-type: none"> <li>Follow HSE advice on mental health awareness</li> <li>posters put up encouraging people to talk if they need to</li> <li>line managers issued guidance on signs to look for with stress in their teams and how to deal with mental health issues</li> </ul>	L	M	Low

Hazards	Who is at risk?	Controls in place	L	S	RR
<b>Contracting or spreading the virus by not social distancing</b>	<ul style="list-style-type: none"> <li>• Employees/Staff</li> <li>• Adjacent Employees</li> <li>• Contractors</li> <li>• Customers</li> <li>• Visitors</li> </ul>	<ul style="list-style-type: none"> <li>• Posters and signs up to remind people of social distancing rules</li> <li>• meetings held outside on good weather days or spaced out in an office with doors and windows open</li> <li>• limit numbers of people in offices</li> </ul>	L	M	Low
<b>Poor workplace ventilation leading to risks of coronavirus spreading</b>	<ul style="list-style-type: none"> <li>• Employees/Staff</li> <li>• Adjacent Employees</li> <li>• Customers</li> <li>• Contractors</li> <li>• Visitors</li> </ul>	<ul style="list-style-type: none"> <li>• open doors on external offices, windows left open</li> <li>• fresh air piped into production offices and air extracted to outside via the offices</li> </ul>	L	M	Low
<b>exposure to workplace hazards because it isn't possible to get normal PPE</b>	<ul style="list-style-type: none"> <li>• Employees/Staff</li> <li>• Adjacent Employees</li> <li>• Visitors</li> </ul>	<ul style="list-style-type: none"> <li>• ensure stocks are kept at a good level</li> <li>• have several suppliers approved to provide basic PPE</li> </ul>	L	M	Low
<b>Someone becomes ill in the workplace</b>	<ul style="list-style-type: none"> <li>• Employees/Staff</li> <li>• Visitors</li> </ul>	<ul style="list-style-type: none"> <li>• UK Government guidance to be followed (<a href="https://www.gov.uk/government/topical-events/coronavirus-covid-19-uk-government-response">https://www.gov.uk/government/topical-events/coronavirus-covid-19-uk-government-response</a>)</li> <li>• A designated safe area has been identified away from other staff. Persons showing signs of COVID-19 infection will be removed from the workplace to the designated area, away from other staff and sent home with support required. The person will be advised to follow NHS Guidance online. (<a href="https://www.nhs.uk/conditions/coronavirus-covid-19/">https://www.nhs.uk/conditions/coronavirus-covid-19/</a>)</li> <li>• If the person is a visitor their organisation will be informed.</li> <li>• The workplace will be decontaminated following governmental guidance. (<a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a>)</li> <li>• Best practice Hygiene requirements (handwashing etc.) are being enforced and included in all inductions. Employees have been instructed to wash their hands frequently for at least 20 seconds duration. No handshaking!</li> <li>• This information has been passed onto all employees.</li> </ul>	L	M	Low
<b>Someone infected entering the workplace</b>	<ul style="list-style-type: none"> <li>• Employees/Staff</li> <li>• Contractors</li> <li>• Visitors</li> </ul>	<ul style="list-style-type: none"> <li>• An information poster highlighting the symptoms and the risk of COVID-19 is placed on entry/sign in point. Symptomatic individuals will not be allowed entry.</li> <li>• COVID-19 information posters are placed in designated locations within the workplace (toilets, notice boards etc.) for all employees &amp; visitors.</li> <li>• Best practice Hygiene requirements (handwashing etc.) are being enforced and included in all inductions. Employees have been instructed to wash their hands frequently for at least 20 seconds duration. No handshaking!</li> <li>• Mandatory facemask for all visitors</li> <li>• mandatory temperature checking for all visitors</li> </ul>	M	M	Medium

Hazards	Who is at risk?	Controls in place	L	S	RR
<b>Contaminated Workplace</b>	<ul style="list-style-type: none"> <li>• Employees/Staff</li> <li>• Visitors</li> </ul>	<ul style="list-style-type: none"> <li>• UK Government guidance is being followed. (<a href="https://www.gov.uk/government/topical-events/coronavirus-covid-19-uk-government-response">https://www.gov.uk/government/topical-events/coronavirus-covid-19-uk-government-response</a>)</li> <li>• Hand sanitisers have been placed in the workplace.</li> <li>• Extra hygiene requirement (handwashing etc.) in place. Multi-use handtowels are not used to dry hands.</li> <li>• Employees are encouraged to implement increased cleaning regime. Equipment such as keyboards, work surfaces etc. to be regularly cleaned.</li> <li>• This information has been passed onto all employees.</li> </ul>	L	M	Low
<b>Proximity, workplace gatherings</b>	<ul style="list-style-type: none"> <li>• Employees/Staff</li> <li>• Visitors</li> </ul>	<ul style="list-style-type: none"> <li>• UK Government guidance to be followed. (<a href="https://www.gov.uk/guidance/social-distancing-in-the-workplace-during-coronavirus-covid-19-sector-guidance?utm_source=075ed450-af83-4469-8137-749615f595ea&amp;utm_medium=email&amp;utm_campaign=govuk-notifications&amp;utm_content=immediate">https://www.gov.uk/guidance/social-distancing-in-the-workplace-during-coronavirus-covid-19-sector-guidance?utm_source=075ed450-af83-4469-8137-749615f595ea&amp;utm_medium=email&amp;utm_campaign=govuk-notifications&amp;utm_content=immediate</a>)</li> <li>• A social distancing policy has been implemented: All employees have been asked to work from home where possible; Only business critical face to face meetings to be undertaken on agreement with all involved; Customer meetings to be undertaken remotely by phone or video where possible; No handshaking or attendance at large meetings.</li> <li>• This information has been passed onto all employees.</li> </ul>	L	M	Low
<b>Vulnerable employees</b>	<ul style="list-style-type: none"> <li>• Employees/Staff</li> </ul>	<ul style="list-style-type: none"> <li>• UK Government guidance to be followed. (<a href="https://www.gov.uk/government/topical-events/coronavirus-covid-19-uk-government-response">https://www.gov.uk/government/topical-events/coronavirus-covid-19-uk-government-response</a>)</li> <li>• Employees have been instructed to self-isolate if they have had either a high temperature (37.8 centigrade or greater) or a continuous dry cough in the last 14 days - there have been no instances of either of these to date.</li> <li>• Any vulnerable employees are required to work from home.</li> <li>• Where home working is not possible arrangements are made to isolate employee at work if symptom free.</li> <li>• Pregnant workers may be asked to commence maternity leave early if practicable.</li> <li>• The company will arrange for meetings with clients/customers to be completed by video or audio conferencing where possible.</li> </ul>	L	H	Medium
<b>Employees who have contracted COVID-19</b>	<ul style="list-style-type: none"> <li>• Employees/Staff</li> </ul>	<ul style="list-style-type: none"> <li>• If NHS 111/online or a GP determines an employee has contracted COVID-19 they will be treated as off sick as per normal company sickness policy.</li> <li>• Colleagues who have had contact with a symptomatic employee will be made aware of the symptoms and advised to follow NHS Online Guidance. (<a href="https://www.nhs.uk/conditions/coronavirus-covid-19/">https://www.nhs.uk/conditions/coronavirus-covid-19/</a>)</li> <li>• The workplace will be decontaminated following governmental guidance. (<a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a>)</li> <li>• This information has been passed onto all employees.</li> </ul>	L	M	Low

Hazards	Who is at risk?	Controls in place	L	S	RR
Symptomatic or exposed employees remaining in workplace.	<ul style="list-style-type: none"> <li>Employees/Staff</li> <li>Public</li> </ul>	<ul style="list-style-type: none"> <li>Employees are advised to follow NHS Guidance online. (<a href="https://www.nhs.uk/conditions/coronavirus-covid-19/">https://www.nhs.uk/conditions/coronavirus-covid-19/</a>)</li> <li>Symptomatic employees will be instructed to go home.</li> <li>Colleagues who have had contact with a symptomatic employee will be made aware of the symptoms and advised to contact NHS Guidance online. (<a href="https://www.nhs.uk/conditions/coronavirus-covid-19/">https://www.nhs.uk/conditions/coronavirus-covid-19/</a>)</li> <li>As a last resort, if we decide to suspend an employee this will be on full pay unless the employee's specific contract provides a right to suspend without full pay for this reason. Such as suspension will not be considered a medical suspension.</li> </ul>	L	M	Low

Hazard	Additional Control	Assigned to	Due Date	L	S	RR
Getting or spreading coronavirus in common use high traffic areas such as canteens, corridors, rest rooms, toilet facilities, entry/exit points to facilities, lifts, changing rooms and other communal areas	2m markings on floor to remind people of social distancing	Peter Williams	31/12/2020	L	L	Low
Contracting or spreading the virus by not social distancing	markers and tape on floor to indicate 2m gaps	Peter Williams	31/12/2020	L	M	Low

Date of Assessment	16/11/2020	Status	Complete
Re-assessment Date	30/12/2020	Signature	