

COVID 19 Stop the Spread Risk Assessment

Company Name: Shawston International Ltd		Work Area: All Areas and Branches			Activity/Machine: COVID 19 effecting all activities			RA No: CVD19
Hazards & People Exposed		Risk			Residual Risk			Transferred to Risk Reduction Plan Yes/No
Employees Visitors Contractors Maintenance	Young Persons Pregnant Women Other (Specify)	Severity	Likelihood	Total Risk	Severity	Likelihood	Total Risk	
		Current Controls (measures already in place)			Future Controls (things to be implemented)			

COVID 19 Stop the Spread Risk Assessment

Company Name: Shawston International Ltd		Work Area: All Areas and Branches			Activity/Machine: COVID 19 effecting all activities			RA No: CVD19				
Hazards & People Exposed		Risk			Current Controls (measures already in place)			Residual Risk	Future Controls (things to be implemented)	Transferred to Risk Reduction Plan Yes/No		
		Severity	Likelihood	Total Risk				Severity			Likelihood	Total Risk
Employees Visitors Contractors Maintenance	Young Persons Pregnant Women Other (Specify)	4	4	16	Daily standard cleaning. Stop the Spread Campaign with increased washing of hands for 20 seconds with soap and water.			4	2	8	All metal surfaces are to be wiped with an antibacterial solution every 2 hours. Wash hands with soap which foams or anti-bacterial solution. whenever possible at least every hour and on entry and exit to the building. Use alcohol gel at least once per hour. All cleaning contractors and internal cleaners to now use anti-bacterial solution. A weekly deep clean either through an internal "clean team" or external through current contractors. Consider highlighting high risk areas with colour coded stickers. Red – Steel and frequently touched high risk items or surfaces. Amber – Lower risk surfaces e.g. wood/fabric but frequently used. Green – No skin contact such as floors.	No

COVID 19 Stop the Spread Risk Assessment

Company Name: Shawston International Ltd		Work Area: All Areas and Branches			Activity/Machine: COVID 19 effecting all activities			RA No: CVD19		
Hazards & People Exposed		Risk			Current Controls (measures already in place)	Residual Risk			Future Controls (things to be implemented)	Transferred to Risk Reduction Plan Yes/No
		Severity	Likelihood	Total Risk		Severity	Likelihood	Total Risk		
Employees Visitors Contractors Maintenance	Young Persons Pregnant Women Other (Specify)									
Risk of cleaners coming in to contact with tissues which people have sneezed on and people sneezing without a tissue.		4	4	16	Staff are advised to place to follow the government advice of catching, bin it kill it. This including instructions on washing hands.	4	3	12	Staff are to be advised further that should they sneeze in to a tissue and place in an open bin they should first place the tissue in a nappy sack or other small sealable bag first. These are to be provided by branches.	No
Infected persons arriving into work without isolating, risking others and contaminating areas.		4	4	16	As per FAQ document the person is sent home without delay. Covid commandments and Covid Controls have been implemented which provide a safe system and guidance to avoid this situation where possible.	4	2	8	The infected person should be questioned over the phone immediately to identify who they came into contact with and who/what they have touched. All areas are to be deep cleaned with anti-bacterial solution. Persons who meet the below criteria who have been in contact with the person should self-isolate. <input type="checkbox"/> Being within 2m of a sick person with COVID-19 for over 10 minutes, (face to face) OR <input type="checkbox"/> Being in direct contact with secretions from a sick person with COVID-19 (e.g., being coughed on, kissing, sharing utensils, etc.).	No

COVID 19 Stop the Spread Risk Assessment

Company Name: Shawston International Ltd		Work Area: All Areas and Branches			Activity/Machine: COVID 19 effecting all activities			RA No: CVD19		
Hazards & People Exposed		Risk			Current Controls (measures already in place)	Residual Risk			Future Controls (things to be implemented)	Transferred to Risk Reduction Plan Yes/No
Employees Visitors Contractors Maintenance		Severity	Likelihood	Total Risk		Severity	Likelihood	Total Risk		
Young Persons Pregnant Women Other (Specify)										
Use of canteens, smoking areas and other high-risk congregation and spread areas.		4	4	16	Smoking has been banned on the premises to ensure people smoke separately and in open areas away from the business. Canteens rotas are in place to allow person to book a time slot. Advice given to allow people to eat in cars and vehicles alone.	4	2	8	If possible, branches are to obtain steering wheel eating trays to support staff. Smoking shelters are to be removed and signage erected.	No
Working closely with others whilst at work.		4	4	16	The majority of desk spaces enable persons to be sat 2 metres apart. Those in the warehouse can maintain exclusion zones.	4	2	8	Social distancing to be enforced at work wherever possible. Desks to be moved apart as much as possible and posters on social distancing to be released. Screens to be erected where 2 metres cannot be achieved and where persons can not work from home.	No
Drivers coming in to contact with customers when making deliveries		4	4	16	FFP2 Masks are being issued to drivers. A separate procedure has been written for drivers to follow when making deliveries and getting signatures for POD's.	4	2	8	Ensure POD procedure and RPE is issued to all drivers.	No
Use of phones and IT equipment.		4	4	16	People generally have their own phone system. All persons have their own computer and keyboard.	4	2	8	Phones, keyboards and screens to be wiped down repeatedly throughout the day. Once per hour by users. Any joint phones to be wiped after every use.	No

COVID 19 Stop the Spread Risk Assessment

Company Name: Shawston International Ltd		Work Area: All Areas and Branches			Activity/Machine: COVID 19 effecting all activities			RA No: CVD19		
Hazards & People Exposed		Risk			Current Controls (measures already in place)	Residual Risk			Future Controls (things to be implemented)	Transferred to Risk Reduction Plan Yes/No
Employees Visitors Contractors Maintenance		Severity	Likelihood	Total Risk		Severity	Likelihood	Total Risk		
Young Persons Pregnant Women Other (Specify)										
Use of doors and related security systems requiring contact.		4	4	16	Contactless key cards used where possible. Latches left on to prevent the use of keypads. One-way system in place with separate entry and exit points. Staggered start times and guidance to all staff to wait in cars until the exit is clear.	4	2	8	All fingerprint scanners to be put out of use with immediate effect. Wipes to be provided and keypads to be wiped down repeatedly.	No
Use of stationary		4	4	16	People have their own stationary and is issued per person and not shared. Some items have the chance of being shared e.g. staplers.	4	2	8	No stationary is to be shared where possible. Remove shared pens. People should sign in with their own personal pen.	No
Sharing cups and using kitchens.		4	4	16	People generally have their own cups but some cutlery maybe shared.	4	2	8	Cups to be designated per person. No multiple drink making permitted. One person at a time to use kitchens where possible. Cutlery to be assigned if practical. If not, a full anti-bacterial clean to be complete on all cutlery before and after.	No
General spread from body to body contact e.g. shaking hands.		4	4	16	Hand wash is available with hot water and towels. Additional cleaning products which are anti viral have been provided. Stop the Spread campaign in place.	4	2	8	Issue further sprays which contain anti-bacterial solution to desks and work areas. This together with blue roll to be issued to wipe down surfaces. Deep cleans to be complete in line with alert state action plans.	No

COVID 19 Stop the Spread Risk Assessment

Company Name: Shawston International Ltd		Work Area: All Areas and Branches			Activity/Machine: COVID 19 effecting all activities			RA No: CVD19		
Hazards & People Exposed		Risk			Current Controls (measures already in place)	Residual Risk			Future Controls (things to be implemented)	Transferred to Risk Reduction Plan Yes/No
Employees Visitors Contractors Maintenance		Severity	Likelihood	Total Risk		Severity	Likelihood	Total Risk		
Young Persons Pregnant Women Other (Specify)										
Risk of vulnerable persons (VP) being infected and becoming critically ill.		5	4	20	Shawston have followed government advice and used the information available to create two groups of VP's. Increased risk and higher risk. These people have been written to and Shawston have advised that all higher risk persons self-isolate immediately. Those who are increased risk are to undertake further controls. This risk assessment aims to reduce the risk for these persons and others. A consultation has also taken place with each VP.	5	2	10	All increased risk VP's have the right to state they believe they are higher risk. This shall also be confirmed by the NHS once they are in receipt of their letter. A letter will not always be required. Any returning VP's are to be shielded as much as possible.	No
Working at trade counter – contact with public.		4	4	16	Trade counters have now been closed. Collections are made outside with longer notice periods.	3	3	9	Prior to counters re-opening a full safe system of work is required. This will include sneeze and virus shields and increased PPE	No
Staff using toilets.		4	4	16	Covid Commandments are in place which cover rules on the use of toilets including not using urinals if others are in use. Using cubicles where possible and always disinfecting after use.	3	3	9	Use of occupied cards on doors to be put in place.	No
Suppliers or customers using toilets.		4	4	16	Toilets are cleaned daily. Customer access from trade counter door.	4	2	8	Customers are not permitted to use our toilets except lorry drivers who have a legal right.	No
Visitors to branches cross contaminating.		4	4	16	All visitors do not generally enter offices. By appointment only.	4	2	8	All meetings are to be cancelled. All contractors completing works are to be cancelled unless business critical.	No

COVID 19 Stop the Spread Risk Assessment

Company Name: Shawston International Ltd			Work Area: All Areas and Branches			Activity/Machine: COVID 19 effecting all activities			RA No: CVD19	
Hazards & People Exposed		Risk		Current Controls (measures already in place)	Residual Risk		Future Controls (things to be implemented)	Transferred to Risk Reduction Plan Yes/No		
Employees Visitors Contractors Maintenance	Young Persons Pregnant Women Other (Specify)	Severity	Likelihood		Severity	Likelihood			Total Risk	
Drivers coming into contact with members of the public.		4	4	16	4	2	8	Drivers to be issued with cleaning kits and additional gloves. Surgical gloves to be used if dealing with member of the public and removed and disposed of after each transaction. Alcohol gel to be used if not available.	No	
Picking and packing		4	4	16	4	2	8	One way systems are being implemented in aisles with clear floor signage. Most warehouses allow enough space to social distance.	Social distancing posters to be issued. Floor signage to be applied.	No

Date: 20.03.2020

Assessor: Shaun Imrie CMIOSH

Review Date: 01.07.2020

Severity (nature of injury)

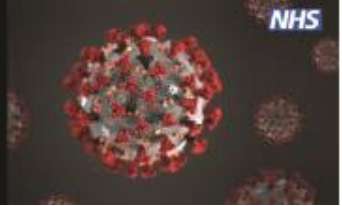
1. Minor injury – no time off work
2. Minor injury – time off work
3. Injury resulting in over 3 days off
4. Major injury
5. Fatality

Likelihood (*chance of injury occurring*)

1. No chance
2. Unlikely
3. Possible
4. Likely
5. Definite

Total Risk = Severity x Likelihood

S	L	1	2	3	4	5
1	1	1	2	3	4	5
2	2	2	4	6	8	10
3	3	3	6	9	12	15
4	4	4	8	12	16	20
5	5	5	10	15	20	25



RISK REDUCTION ACTION PLAN

Company Name: Shawston International Ltd		Work Area: All Areas	Activity/Machine: Stop the Spread.		RA No: CVD19
Further Control Measure Required	Target Date	Additional Comments	Person Responsible	Signature	Date Complete