

Universal Services (Sports Equipment) Ltd Covid 19 Risk Assessment

The HSE suggests that risk assessments should follow five simple steps:

1. **Step 1:** Identify the hazards.
2. **Step 2:** Decide who might be harmed and how.
3. **Step 3:** Evaluate the risks and decide on precautions.
4. **Step 4:** Record your findings and implement them.
5. **Step 5:** Review your assessment and update if necessary.

1. Hazard: Corona Virus

2. Who: Decide who might be harmed and how?

	People at risk	Chance of Serious Harm
1	In addition to this risk assessment (RA), we have Carried out a separate employee RA and flagged up six employees who we consider to be a high risk. These employees are to be assessed separately. These Employees are also expected to be continually carrying out Dynamic Risk assessments on top of the special considerations that we will put into place for them.	High
2	Anyone who smokes. Any one over a certain age	Medium
3	The remaining Employees	Low
4	Some employees in the high category may have to go on Statutory Sick Pay if they are shielding or for health reasons.	

2a. How: Coming into contact with the Corona Virus

3. Evaluate the risks and decide on precautions.

1	Ask each employee a series of Covid Virus related questions before returning to work
2	Communicate this Risk Assessment individually to each Employee before re-starting work.
3	Cleaning regime: <ul style="list-style-type: none">➤ Before all return to work – Cleaning Staff to clean all keyboards, printers, shared equipment.➤ Daily cleaning of handles, rails, printer, by Cleaning Staff.

	<ul style="list-style-type: none"> ➤ Any shared equipment, i.e. printer should be sanitised by each new user before use, if required ➤ Sanitiser signage on shared items ➤ Hand sanitiser at key points coffee machine, access, egress (Posters) ➤ Clean down machines at end of shift ➤ Empty all bins at end of shift ➤ New hand cleaning poster ➤ Clean cabs of vehicles on change overs – service etc
4	<p>Purchase:</p> <ul style="list-style-type: none"> ➤ Infra-red thermometer and carry out random testing ➤ Surface bacterial wipes ➤ Spray sanitiser ➤ Bacterial hand cleaner
5	Continue with some Employees home working
6	Offer Textiles the option to work 2 days a week Saturday & Sunday
7	<p>Textiles:</p> <ul style="list-style-type: none"> ➤ Limit access by others ➤ Totally isolate should any other employee need to work in this area: <ul style="list-style-type: none"> ○ Textiles to clean down contact areas afterwards ➤ Textiles to only use designated ladies' ablutions ➤ Barrier across the bottom of stairs (near lathe) and across the landing
8	<p>Woodwork:</p> <ul style="list-style-type: none"> ➤ Limit access ➤ Woodwork to only use dispatch ablutions ➤ Barrier across the sliding doors ➤ Encourage to bring flask from home
9	<p>Earlier start time for some employees, staggering start time for other employees</p> <p>The above measure will lead to staggered breaks and finish times throughout the day</p>
10	Delegate certain people (peripatetic workers) who can go through to other areas i.e. one Employee from Dispatch a one from Engineering
11	<p>Car Park</p> <ul style="list-style-type: none"> ➤ New signage to direct delivery drivers ➤ Exclude delivery drivers from building without permission ➤ Fire drill separation distances
12	<p>Offices and communal areas</p> <ul style="list-style-type: none"> ➤ Separate desks to give the 2m distance ➤ Screens between desks under the 2m distancing rule ➤ Limit the use of air-con to between 24 and 30 degrees ➤ Fans can be used as long as windows are open to increase air flow ➤ Sanitising Signage in canteen ➤ Earlier start time for some employees, staggering start time for other employees
13	<p>First aid</p> <ul style="list-style-type: none"> ➤ Must risk assess using mask and gloves every time when treating

14	Ablutions <ul style="list-style-type: none"> ➤ Limit the amount of people in the toilet, to one ➤ Extra hand washing facilities to be placed in dispatch
15	Signage to remind: <ul style="list-style-type: none"> ➤ Social distancing ➤ Hand washing ➤ Limit face to face working
16	Note; if an employee chooses to wear a face covering, Universal will supply a basic Covid 19 face covering.

Step 4: Record your findings and implement them.

Step 5: Review your assessment and update if necessary.

Document to reviewed,

- At least at three monthly intervals
- Government change of policy
- A new hazard has been noticed

Version	Reason for up-date	Date
1	New	20-05-2020
2	Version 1 not agreed upon with the M.D	21-05-2020