

COVID 19 RISK ASSESSMENT

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Location: Dawsongroup

Date: **28/05/2020**

Reviewed by & date: 09/03/2021

Process/Equipment Area/People at risk	Hazards/Risk (Foreseeable)	Existing controls	Severity	Likelihood	Risk rating	Additional controls/action required	Action by	Complete
<p>Currently, government scientists are unable to quantify the increase/decrease in the rate of infection (risk of the spread of COVID-19) associated with individual preventative measures imposed upon the UK population to control the spread of COVID-19. This risk – the Spread of COVID-19 – is therefore quantified once in this assessment. No reliable data is available to quantify the effect on the likelihood of spread of the virus caused by the individual risks listed below the headline risk, for example, an inability to obtain PPE or cleaning products. Consequently, it is not considered helpful and may actually be misleading to guess the individual risk rating for individual risks and control measures.</p>								
Employees/customers/suppliers /visitors/contractors/tenants/ external cleaners/vulnerable/shielded groups - elderly, pregnant workers, those with existing underlying health conditions/anyone else who physically comes into business contact with DG employees.	Spread of COVID-19		5	2	10			
GENERAL CLEANING	Poor cleaning or irregular cleaning in workplace	<p>Increased frequency of cleaning regime to ensure 'high traffic areas', in particular the kitchen (kettles, microwaves etc), keypad at a gate, padlock (where applicable), door handles, desks etc are disinfected every 2 hours. Changing facilities must be kept clean.</p> <p>Cleaning staff instructed to wash up cups in hot soapy water or they must be put</p>				<p>Line managers to remind their staff. Cleaning rota to be put in place and initialled by cleaners to confirm completion. Rigorous checks to be carried out by line managers to ensure that the necessary procedures are being followed.</p>	Cleaning staff	

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		into dishwasher after every use by the user.					
		Available stock of cleaning products, disposable paper towels. All textile kitchen towels have been replaced with disposable paper towels.				Ensuring paper towels are available at all times.	Management Cleaning staff
	Not enough PPE/cleaning products	All businesses to contact the Facilities department and Group Audit Manager for any critical issues with their PPE/cleaning products.				All businesses must observe their stock of PPE/cleaning products.	Management
	Cleaners infected while cleaning	Cleaning staff instructed to wash their hands regularly with soap and warm water for 20 seconds and also after removing gloves. Appropriate PPE issued to the cleaning staff.				Regular reminders by line managers. Ensuring enough stock is kept.	Line managers Line managers
	Areas contaminated by COVID-19	Cleaning staff have been instructed to follow the specific process for contaminated by COVID-19 areas. External cleaning companies used to fog and disinfect the areas contaminated by COVID-19 as soon as a positive case has been confirmed and their whereabouts in the last 72 hours.				Ensuring the relevant PPE and cleaning products are in place. Checks to be carried out by line managers to ensure that the process is being followed.	Line managers
	Contaminated waste	Contaminated waste to be placed in plastic rubbish bags and tied when full and the plastic bag to be placed				To ensure enough bin bags are in place.	Line managers

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		in a second bin bag. The bag to be stored away for 72 hours or special collection to be arranged of Category B.					
STAFF CAR PARKS	Crowded staff car parks	Employees have been advised to observe 2m social distancing when in car park and where possible to reverse park into space to maintain distancing. No crowds observed as staff, who can work from home, work from home.					All staff
PERSONAL HYGIENE	Poor Hygiene	<p>Employees have been instructed to wash or sanitise their hands on arrival and on leaving the premises.</p> <p>Signs in place reminding employees to wash/sanitise their hands at the entry/exit to their workplace.</p> <p>Hand sanitisers have been made available to staff in all commonly used parts of the building.</p> <p>Employees to avoid touching their face.</p> <p>Employees have been instructed to cough or sneeze into a tissue which must be binned safely or into their arm if a tissue is not available.</p>				<p>Line managers to remind their staff.</p> <p>Ensure enough hand sanitiser is in place.</p> <p>Regularly remind staff that they should avoid touching their own faces where possible.</p>	<p>Each business unit in their workplace</p> <p>Line managers</p> <p>Line managers</p>

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		Employees have been instructed to wash or sanitise their hands every hour throughout the day.				Line managers to remind their staff.	Line managers	
		<p>Employees have been instructed to wash their hands with soap and water for 20 seconds.</p> <p>The relevant signs indicating the hand washing rule have been placed in prominent areas of the workplace.</p> <p>Employees to wash or sanitise their hands before and after using kitchen equipment, communal printers etc.</p>				Line managers to regularly remind their staff of handwashing/sanitising procedures.	Line managers	
		<p>Employees have been instructed to clean their work area at the beginning and end of each day of work.</p> <p>Staff have been issued with the appropriate cleaning products.</p>				<p>Line managers to spot check. Ensuring enough stock of cleaning products is kept.</p> <p>Staff to request the cleaning products when they are running low.</p>	Line managers	
		<p>Employees have been instructed to make their own drinks only.</p> <p>Employees have been instructed to wash their cups in soapy water or put it into dishwasher after every use.</p>				Line managers to remind their staff.	Line managers	
		Hand dryers have been						

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		decommissioned and employees are to use disposable paper towels. Relevant signage advising employees of inactive hand dryers have been placed in prominent areas.					
		Employees have been instructed to clean any items they place in fridge.				Line managers to remind their staff.	Line managers
	Staff or the people they live with showing symptoms of COVID-19 Staff who are not feeling well (showing other symptoms which could also be COVID-19) Asymptomatic staff who come to work	All employees have been instructed not to come to their place of work if they or the people they live with are showing symptoms of COVID-19, have been tested positive or instructed via the NHS Test and Trace service. Staff are encouraged to regularly take a lateral flow test (LFT) at a local testing centre (if there is one near their place of work). Where thermometer scanner/infrared thermometers have been provided by the company, staff are required to check their temperature daily. Staff with temperature 37.7 degrees Celsius or more will be asked to let their line manager know, go home				Line managers to offer support to staff who are affected by COVID-19 or has a family member affected. Staff encouraged to take a COVID-19 test and wait for the results. Contact their line manager before coming to work if in any doubt. Line managers to remind their staff.	Line managers All staff Line managers

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		and book a COVID test (return to work on receipt of a negative result).					
	Isolation of staff leading to mental health issues	<p>Regular meetings via Microsoft Teams and other video platforms with their staff. Management promote mental health & wellbeing awareness to staff through regular communications from Group Chief Executive.</p> <p>All staff aware of Ben support for life for the automotive industry (https://ben.org.uk/).</p> <p>Mental Health (MH) First Aiders trained across all the businesses. Staff have been made aware that they can contact a MH First Aider.</p>				<p>Promote open door policy for those who need additional support. Regular reminders by line managers.</p> <p>MH First Aiders to encourage the rest of staff to use goodhabitx platform which offers courses on mental health, stress, healthy lifestyle etc. The MH First Aiders posters to be displayed on notice boards of all business units.</p>	Management
	Irregular washing of clothes/uniforms	<p>Staff have been instructed to regularly wash their work clothes.</p> <p>Enough uniforms have been issued to staff.</p>				Line managers to remind their staff.	Line managers
OFFICE ARRANGEMENTS	Workplaces are too crowded	All employees who can work from home must continue to work from home until further notice, in line with the Government's guidelines.				All business units to ensure only those employees who cannot work from home, work at their usual place of work. Regular reminders by line managers.	Line managers

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		2m social distancing rule in place. A reduced total number of people working in any work area. Vulnerable and shielded employees who are required to work from their normal place of work will be subject to an individual risk assessment.				Vulnerable and shielded employees who cannot do their normal job from home to be given (if possible) other work to perform from home.	Management	
		Indoor places are kept well ventilated by leaving windows and doors (where possible) open and use desk fans to improve the circulation of outside air.					All staff	
		The relevant signs indicating the 2m social distancing rule have been placed in prominent areas of the workplace (e.g. buildings, offices, wash bays, kitchens).				Regular reminders by line managers to adhere to the 2m social distancing rule.	Line managers All business units	
		Face coverings have been provided to staff and staff instructed to wear if the 2m distance rule cannot be observed. Training provided to relevant employees. Employees have been instructed to wash face coverings (if multiple use) at the end of each working day.				Staff to contact their line manager if they require more face coverings.	All staff All business units	
		Prohibition of desk use to limit a total number of staff working in one area. Signs provided to help to indicate				Line managers to ensure the signs are not ignored.	Line managers	

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		which desks have been prohibited.					
		'List of Employees – rota' form in place (where practicable) to control the total number of people. Line managers required to use the 'List of Employees – rota' for each week of work.				Where practicable, to introduce staggered shifts, flexible working hours.	Line managers
		Employees (e.g. sales people, mobile engineers) with no assigned workplace or those working from home have been instructed to contact the manager of the relevant location before their arrival.					Line managers sales people, mobile engineers, home workers
		Redesigned processes and workplaces to facilitate social distancing. Protection screens between desks in place where 2m distance cannot be observed. Introducing one-way systems in corridors and commonly used walkways where practicable.					Each business unit
	COVID-19 Outbreak	COVID-19 Outbreak Plan in place. A Single Point of Contact (SPOC) has been appointed for each business unit. The relevant SPOC will contact the relevant Public Health protection team if there is more than one case of COVID-19 associated with				To keep the Outbreak Plan up to date.	Group Audit Manager Each business unit

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		their workplace.					
OTHER ARRANGEMENTS	Face-to-face meetings	All staff have been advised to conduct conference calls instead of face-to-face meetings where practicable. All staff to conduct face-to-face meetings only in a well-ventilated room or outdoors.				Measures to be put in place to ensure the areas visitors have been to are clean and cleaned after the visit.	Each business unit
		Where practicable tables and chairs have been organised (or removed) to keep 2m distance. Staff who need to attend face-to-face meetings (where 2m distance cannot be observed) have been issued with face coverings and trained on their use. The length of face-to-face meetings is limited to minimum.				'Clean and sanitise as you go', where practicable, to be put in place in meeting rooms.	Management
	Visitors on site	Visitors must wear a face covering when visiting DG site. A face covering can be removed while meeting in progress provided the 2-metre distance rule is adhered to. Visitors who come to HO are required to check their temperature on arrival and if their temperature is 37.7 degrees Celsius or more, they will be asked to leave the premises immediately.				Staff receiving visitors must ensure visitors are aware and adhere to face covering policy for visitors.	All staff
	Crowded toilets/kitchen	Employees have been instructed to observe 2m					Each business

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		<p>social distancing when in toilets/kitchens.</p> <p>Where the 2m distance rule cannot be observed, only one person to use kitchen.</p> <p>An engaged/vacant indicator introduced where it is impossible to determine if a kitchen/toilet is being used. Out of use signs to restrict the number of sinks/toilets. Relevant signs in place reminding of the restricted number of people when in kitchen.</p>					unit	
	Not enough welfare facilities	<p>Additional welfare facilities in areas where 15 or more people work.</p> <p>Staggered breaks introduced.</p>					Each business unit in their workplace	
	Sharing items	All staff have been advised, where possible, no to share items.				<p>Maintain good hygiene if sharing cannot be avoided.</p> <p>'Clean and sanitise as you go', where practicable, to be put in place for commonly used items.</p>	Line managers	
	Fire/Evacuation at the usual place of work	<p>The current fire evacuation procedure applies.</p> <p>All staff have been advised that the 2m rule can be compromised, when evacuating a building, in case of fire/fire alarm. The</p>					All staff	

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		staff have been advised that due to a limited number of fire wardens, if they see fire or hear fire alarm, they must evacuate the building immediately.					
	First aid	The current first aid arrangements apply. Provisions have been made to allow first aiders to take online annual refresher training during COVID-19.					Group Audit Manager
	Not enough first aiders	First aiders have been issued with a face covering and provided the relevant training.				Each business to regularly review their requirements.	All business units
	Showing COVID-19 symptoms whilst at work	Staff have been advised that will be sent home if showing any symptoms of COVID-19.				If isolation is required before sending an infected employee home, business units to plan which room(s) to use for this purpose.	All business units
	Spread of COVID-19 by touching contaminated area	Cleaning staff have been instructed to follow the specific process for contaminated by COVID-19 areas. Contaminated rooms are out of use until fully disinfected. External cleaning companies used for fogging/disinfecting the contaminated areas to				Line managers to keep in regular contact (via telephone or Teams) with infected staff whilst they self-isolating.	Line managers Cleaners Management

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		minimise spread of COVID-19 amongst the staff.					
	Handling post	Staff have been instructed to wash/sanitise their hands every hour throughout the day.				Regular reminders by line managers.	Line managers
		All staff must avoid touching their face.				Regular reminders by line managers.	Line managers
		Staff have been advised to use hand sanitiser as soon as they have handled post.				Provide enough quantities of hand sanitiser.	Line managers
	Excessive amounts of post	Staff have been instructed to avoid personal deliveries to work.				Line managers to remind their staff.	Line managers
	Crowded reception	<p>Limited number of visitors/customers allowed.</p> <p>Protection screens have been fitted where the 2m distance may be compromised or visitors are being seen outside.</p> <p>Chairs at reception (where applicable) have been placed in such way to enable observation of the 2m rule.</p> <p>Appointed cleaners have been advised to ensure chairs are not moved.</p> <p>Where practicable "post drop off zones" in place to restrict unnecessary movement of employees.</p>					<p>Each business unit</p> <p>Reception</p> <p>Management</p>

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	Controlled access to branches/buildings	Visitors must report to reception. Relevant signs placed in prominent areas. Where practicable, a record of visitors is kept.				To ensure records of visitors (name, phone number, arrival and departure times) are kept for 21 days to support NHS Test and Trace if required.	Each business unit	
	Staying away from home	Unnecessary work travel is avoided.				Each business unit to ensure any overnight accommodation meets social distancing and cleanliness during COVID pandemic guidelines. Overnight travels to be recorded centrally by each business unit.	Management Management	
SALES PEOPLE/DRIVERS/MOBILE ENGINEERS	Two or more people in company vehicles where 2m distance cannot be observed	Staff using vans to carry personal supplies of anti-viral/alcohol hand gel and wipes. Enough stock in place. Drivers have been instructed to clean/disinfect touch points in vans. Staff have been issued with face covering and trained on when and how to use it.				Staff to contact their line manager if they require disinfectant/anti-viral/alcohol hand gel, face coverings and gloves.	Line managers All staff	
		Vehicle users have been instructed not to sit facing each other whilst in the vehicle (instead back to back or side to side). Company vans have been fitted with protection screens between driver and passenger.				Where possible, usage of the van is restricted to the same team members (cohorting) to reduce risk of spread.	Line managers	

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	Staff visiting customers with no access to water to wash their hands	Staff have been instructed to use anti-viral/alcohol based wipes/hand gel.				Line manager to spot check and to ensure enough stock.	Line managers	
	DG staff working at customers' premises	All business units will ensure they are aware of the customers' safety rules for COVID-19. Staff have been advised not to accept drinks when working at customers' premises.				Line managers to ensure their staff have been advised on the customers' safety rules for COVID-19. Regular reminders.	Business units Line managers	
	Signing paperwork	Where staff safety may be compromised, drivers/mobile engineers should sign the paperwork on behalf of customers.				Regular reminders.	Line managers	
	Unknown safety rules at customers sites	All staff have been advised to obtain information on customers' health situations and site rules before attending meetings.				Line managers to remind.	Line managers	
DRIVERS	A large number of customer collections/deliveries	Business units have been advised to maximise DG deliveries and collections.				Business units to encourage their customers to allow DG delivery/collection.	Business units	
	Delivery/collection of assets	The collection/delivery of an asset at a customer's site during the COVID outbreak procedure in place for each business. All drivers and the relevant staff have been trained on the collection/delivery of an asset procedure. Relevant PPE issued to drivers.				All drivers and the relevant staff to be regularly reminded of the collection/delivery procedure. Ensure relevant PPE is always in stock and drivers to request if their stock is low.	Business units Management	

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	Use of public transport	<p>Where possible drivers to avoid use of public transport.</p> <p>Staff have been issued with face coverings, which must be worn on public transport. Training to be provided for all relevant employees.</p>					Line managers	
YARD/WORKSHOPS	Staff not observing the 2m social distancing rule	<p>2m social distancing rule in place. A reduced total number of people working in any work area.</p> <p>Relevant signs of the 2m social distancing rule have been placed in prominent areas.</p> <p>If 2m distance rule cannot be observed, face coverings to be used. Training have been provided to all relevant employees. Employees have been instructed to wash face coverings at the end of each working day.</p> <p>A one-way system has been introduced (where practicable).</p> <p>Flexible working hours introduced (where practicable).</p> <p>Split shift teams introduced (where practicable) to minimise the risk of people gathering.</p>					All business units	

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	Contamination of workshop equipment	<p>Staff have been instructed to ensure all points of contact of tools/machines/vehicles etc. are disinfected prior to their use and immediately after use.</p> <p>Stock of disinfectant in place.</p>			<p>Regular reminders and spot checks.</p> <p>Ensure there is always enough stock and staff request when their stock is low.</p>	<p>Line managers</p> <p>Line managers</p>	
	Substandard hygiene	<p>Employees have been instructed to wash or sanitise their hands on arrival and on leaving the premises. Signs provided reminding employees to wash/sanitise their hands at the entry/exit to their workplace.</p> <p>Staff have been instructed to wash/sanitise their hands every hour throughout the day.</p> <p>Hand sanitiser has been made available to staff in workshops/rest rooms (where relevant).</p>			<p>Line managers to remind their staff. Regularly remind staff that they should avoid touching their own faces where possible.</p>	<p>Line managers</p>	
		<p>Employees have been instructed to wash their hands with soap and water for 20 seconds. The relevant signs indicating the rule have been placed in prominent areas of the workplace.</p> <p>Employees to wash or sanitise their hands before and after using kitchen equipment, communal</p>			<p>Line managers to regularly remind their staff of handwashing/ sanitising procedures.</p>	<p>All business units Line managers</p>	

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		printers etc.						
		Staff have been instructed to regularly wash their work clothes. Enough uniforms have been issued.				Line managers to remind their staff.	Line managers	
	Drivers' rooms	Staff aware of the 2m social distancing rule. Restricted number of staff if the rule cannot be observed. The relevant signs indicating the 2m social distancing rule have been placed in prominent areas of the workplace.				Line managers to remind their staff.	All business units/Line managers	
	Shared PPE	Staff have been issued with their own set of PPE. Staff aware of ensuring the PPE is kept clean. Enough PPE is kept in stock to ensure PPE is not shared amongst staff.				Regular reminders. Staff to contact their line manager if they need additional PPE.	Line managers All staff	
	Cleaning contaminated hire fleet assets	Staff have been instructed to wear the relevant PPE. Staff must refer to their business unit's COVID-19 secure delivery/collection procedure.				Regular reminders and spot checks. Ensure enough PPE is kept in stock. Ensuring the delivery/collection procedure is kept up to date if there are any changes to the government's and HSE's guidelines.	Line managers All business units	

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	Deliveries from suppliers/carriers	<p>Clear communication must be maintained between the supplier/carrier and the receiver of the delivery ensuring 2m social distancing is observed. Face coverings issued and training provided, these to be used if the 2m distance rule cannot be observed. Staff have been instructed to wash multiple use face coverings at the end of each working day.</p> <p>Staff have been instructed to wash/sanitise their hands as soon as they received the delivery.</p>					Line managers	
FORMS/DOCUMENTS	<p>Staff unaware of the DG procedures</p> <p>Foreign employees struggling with written and verbal communication</p>	<p>The COVID Secure Workplace Plan, which outlines the requirements and recommendations, issued to the staff on 15/05/2020 and the revised Plan issued on 30/06/2020.</p> <p>The COVID-19 Employee Checklist has been signed by each employee to confirm they familiarised themselves with the COVID Secure Workplace Plan.</p>				<p>All line managers to ensure people with no access to emails, receive a copy of the Plan. Line managers to ensure their staff understand and adhere to the rules.</p> <p>New staff are required to complete the COVID-19 Employee Checklist with their line manager.</p> <p>To ensure the documents are translated and explained if necessary.</p>	<p>All staff</p> <p>All business units</p> <p>Line managers</p>	
	Outdated COVID Secure Workplace Plan	<p>The government's and HSE's guidelines regularly read by the DG Management.</p> <p>The Plan is regularly</p>					<p>Management</p> <p>Audit</p>	

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		reviewed and updated where necessary and any changes communicated with all employees.					Manager/People and Recruitment	
	Customers/Suppliers/Visitors /Contractors/Tenants unaware of the DG COVID Safe rules	<p>Customer/Supplier Advice in place.</p> <p>The relevant signs indicating the COVID Secure rules have been placed in prominent areas of the workplace.</p> <p>Advice sent to the DG customers/suppliers on 5/06/2020 and the revised version sent on 9/11/2020.</p>				The Advice to be added to the DG website.	<p>All business units</p> <p>Marketing</p>	
	Outdated Customer/Supplier Advice	The government's and HSE's guidelines regularly read by the DG Management.				The Advice to be updated where necessary.	Audit Manager	

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