

Risk Assessment



COVID-19

Date: 1st April 2021, next review date 1st June 2021

Effect of hazards listed below:	Respiratory illness with mild, moderate, severe or fatal effects
Who is at risk from the hazards:	Team members, Visitors, Cleaners, Contractors, Drivers, those with underlying health conditions, anyone who comes into contact physically with these groups in relation to our business

No.	HAZARD	EXISTING CONTROL MEASURES	Risk rating			ADDITIONAL CONTROLS	Responsible person	Target Date	New risk rating		
			L	C	R				L	C	R
1	Spread of COVID-19 from touch	Awareness posters displayed throughout work areas and entrances	3	4	12	No further change required.	Management	N/A	3	4	12
2		Hand washing facilities in all sites, with hand washing guidance posters. Hand-sanitisers in every entrance area and Company vehicle, and given to mobile staff. Drivers to sanitise their hands before and after each delivery. Ensure enough sanitising gel and soap is available. Handshakes forbidden.	3	4	12	Cutlery and utensils cleaned after each use, not left on kitchen surfaces or in sinks. Staff members should make drinks only for themselves, not for teams. Canteens closed for food preparation. Staff members encouraged to eat cold food at their desks.	Management	Daily	2	4	8
3		Frequent cleaning and disinfecting objects and surfaces that are touched regularly, particularly shared equipment, packing benches, machinery, door handles, and light switches.	3	4	12	Checks carried out by management to ensure cleaning schedules in each work area are adhered to. Staff must clean their own desks at the start of their shift, mid-morning and mid-afternoon.	Management	Daily	3	4	12
4		Colleagues encouraged to keep a safe distance of 2m from people they do not live with. Where this is not possible, encourage to stay 1m apart as well as taking extra measures, e.g. wearing a face mask. All desks to be appropriately distanced. Smaller desks equipped with perspex screens between occupants. Checks carried out by management constantly to remind colleagues of the importance of social distancing.	4	4	16	Where possible, two colleagues should sit diagonally in a pod of four desks. If this is not possible, then a perspex screen should separate the occupants or face coverings should be worn. Colleagues with identified vulnerabilities should be managed and isolated if necessary, either working from home or in an isolated room away from other colleagues.	Management	Daily	3	4	12

No.	HAZARD	EXISTING CONTROL MEASURES	Risk rating			ADDITIONAL CONTROLS	Responsible	Target	New risk rating		
5		Rota plans in place to ensure staff shifts take into account social distancing. Maximum number of people in any one meeting limited to six. Where rooms are deemed too small for six persons, a notice with the maximum number allowed in that room to be posted on the door.	4	4	16	Outdoor smoking/vaping areas re-arranged to minimise contact. Face masks mandatory for staff moving around the building.	Management	Daily	3	4	12
6		Face masks provided to members of staff who use public transport to and from work. All company drivers issued with face masks and required to wear them when outside of their vehicle. Where vehicles or equipment are shared, these must be thoroughly sanitized before being handed over.	4	4	16	Ensure enough face masks are available.	Management	Daily	3	4	12
7	Spread of COVID-19 from infected persons	No visitors allowed on site except for critical services, for example plumbers, electricians and pest controllers. Such visitors are to complete a health screening and contact tracing questionnaire prior to and on arrival. Temperature check mandatory on arrival. Face covering must be worn at all times during visit. Conducting of meetings over MS Teams video conferencing rather than face-to-face.	3	4	12	Procedures sent to suppliers for incoming deliveries to ensure they maintain social distance and keep activity time as brief as possible.	Management	Daily	3	4	12
8		Travel restricted to essential. Delivery drivers and mobile employees given sanitiser, told to keep social distance wherever possible and keep activity time to as brief as possible. Colleagues developing symptoms told to stay at home or sent home to self-isolate for a period in accordance with current guidelines. Close contacts of those with positive test (see definition here) notified of potential exposure and told to isolate in accordance with current guidelines. Check colleagues' temperature on request.	3	4	12	Systematically test all colleagues' temperatures daily. Anyone with a temperature higher than 37.8 degrees C sent home to isolate in accordance with current guidelines and told to order a test and share the results with Kite. If positive, then they and their household must follow the current government isolation instructions. If negative, normal company sickness process should be followed.	Management	Daily	2	4	8