






Risk assessment for : Maynards Services Ltd





Risk assessment name	Social Distancing	Assessment type	 General
Assessment date	30/03/2020	Review period	Monthly
Approved by		Review date	30/03/2020
Approved date		Reference	RA1326

Description







The assessment refers to imposed 'social distancing' measures, their application and where they may not be possible.
 Ongoing and up to date guidance can be found at <https://publichealthmatters.blog.gov.uk/2020/03/04/coronavirus-covid-19-what-is-social-distancing/>

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 <p>COVID-19 COVID-19 is a Coronavirus. The virus is spread via droplets when a person coughs or sneezes. The droplets land on surfaces and are picked up on the hands of others and spread further. People catch the virus</p>	<p>All staff, Contractors</p> <p>How? Contracting the virus could lead to symptoms including raised temperature or new/continuous cough. https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms-and-what-to-do/</p>	<div>  <p>2 Metres + Distance All individuals should operate a minimum of 2m apart. Where this is not possible, apply risk assessment process where this is not possible or vulnerable person(s) are involved.</p> </div> <div>  <p>Do Not Share PPE/RPE No work should be completed utilising other people PPE. With particular focus on gloves, face masks etc. Where PPE is re-usable, all articles should be thoroughly cleaned after use.</p> </div>	<p>3 x 5</p> <p> 15</p> <p>Medium</p>







Risk assessment for : Maynards Services Ltd

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
when they touch their infected hands to their mouth, nose or eyes.		<div data-bbox="1043 331 1128 421"></div> <div data-bbox="1153 325 1456 421">Do not use local shops for food during breaks.</div> <div data-bbox="1153 437 1456 644">Where possible, bring food and a refillable bottle rather than using local shops where numerous bodies are/have been present.</div> <div data-bbox="1487 331 1572 421"></div> <div data-bbox="1597 325 1800 389">Hand Washing Procedures</div> <div data-bbox="1597 405 1910 572">Handwashing should be enforced on entering and leaving the site and before and after using common areas/facilities.</div> <div data-bbox="1043 676 1128 766"></div> <div data-bbox="1153 670 1702 702">Implement/Increase Hygiene Procedures</div> <div data-bbox="1153 716 1895 1027">Provisions of soap, hand sanitiser and paper towels should be ensured at all times. All welfare, common areas and wash areas should be cleaned more frequently throughout the working day to ensure hygiene levels are maintained. Rubbish bins should be provided where applicable. Increased cleaning of door handles, hand rails, flush handles, telephones, food preparation areas, office equipment etc.</div> <div data-bbox="1043 1059 1128 1149"></div> <div data-bbox="1153 1053 1422 1085">Increase Ventilation</div> <div data-bbox="1153 1099 1431 1203">Increase ventilation to rooms and enclosed spaces.</div>	









Risk assessment for : Maynards Services Ltd

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 <p>Common Areas Due to areas being for frequently utilised by all staff, potential for infection is increased.</p>	<p>All staff, Contractors</p> <p>How? Common areas may restrict distancing of 2+ metres at any one time. Due to heavy foot fall, surfaces may be touched more frequently and individuals may cross paths more often.</p>	<div>  <p>No non-essential visitors. Only visitors required should be allowed on site. Arrangements should be made with contracted visitors that they follow social distancing whilst on-site.</p> </div> <div>  <p>Pro-active Monitoring In Place Ensure that common areas, including toilets and access and egress routes are monitored frequently, ensuring individuals are exercising social distancing and to reduce congestion.</p> </div> <div>  <p>Reduce Numbers. Individuals using common areas should be kept to a minimum at all times.</p> </div> <div>  <p>Use of stairs. Stairs should be used rather than lifts.</p> </div>	<p>3 x 4</p>  <p>12</p> <p>Medium</p>






Risk assessment for : Maynards Services Ltd

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 <p>Gatherings (2+ Individuals) Where individuals are coming together of groups of more than two at any one time.</p>	<p>All staff, Contractors</p> <p>How? This may increase the potential spread of the virus.</p>	<div>  <p>Break times staggered. Individual break times are staggered throughout the day to restrict numbers gathering numbers more than 2.</p> </div> <div>  <p>Canteens Closed Canteens and/or areas where gatherings of more than 2x people are closed.</p> </div> <div>  <p>Hold Meetings In Good Space Meetings should be held in areas where there is ample space to be 2m+ apart. This may require conducting these outside.</p> </div> <div>  <p>Stagger start/finish times. Introduce staggered start and finish times to reduce congestion and contact at all times.</p> </div>	<p>3 x 5</p>  <p>15</p> <p>Medium</p>





Risk assessment for : Maynards Services Ltd

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 <p>Individuals Displaying Symptoms Coronavirus reportedly spread through exposure or contact to cough droplets.</p>	<p>All staff, Contractors</p> <p>How? An individual could develop symptoms of high/raised temperature or new/continuous cough.</p>	<div>  <p>Avoid Touch/Contact Individuals displaying symptoms should not come in to contact with anyone else until they have left the workplace or on the journey home.</p> </div> <div>  <p>Self Isolation For those displaying symptoms of a high or raised temperature or new/persistent cough, isolation should be exercised immediately, ensuring Line Management are informed. Should individuals live with those displaying symptoms, they should isolate for 14 days. If by themselves, 7 days.</p> </div>	<p>2 x 5</p> <p> 10</p> <p>Medium</p>
 <p>Unable to Exercise Controls Due to work activity and need, adhering the social distancing may not be possible. Controls implemented may not be accessible or have ran out.</p>	<p>All staff, Contractors</p> <p>How? Increased potential of virus spread.</p>	<div>  <p>Activity Stopped Activity should be stopped where feasible until controls are re-applied or considered.</p> </div> <div>  <p>Risk Assessment A risk assessment of the continued necessity and suitability of the task should be completed. Further controls may be required or the work avoided where necessary.</p> </div>	<p>2 x 5</p> <p> 10</p> <p>Medium</p>

Risk assessment for : Maynards Services Ltd

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 <p>Unable to distance. Some work activity may constitute situations where 2m + gaps can not be adhered to.</p>	<p>All staff, Contractors</p> <p>How? Increased potential of virus spreading.</p>	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">  <p>Review means of travel. Traffic management plan should be reviewed to help with distancing individuals and reduced use of public transport.</p> </div> <div style="width: 45%;">  <p>Risk Assessment. A review of safe numbers within the site/business should be completed to ensure 2 meter advised distance can be followed.</p> </div> </div> <div style="margin-top: 20px;">  <p>Staggered start/finish times. Introduce staggered start and finish times to reduce congestion and contact at all times.</p> </div>	<p>4 x 5</p>  <p>20</p> <p>Medium</p>

Risk assessment for : Maynards Services Ltd

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 <p>Vulnerable People Some individuals may be classed as a 'vulnerable person'.</p>	<p>All staff, Contractors</p> <p>How? Individuals that are over the age of 70, suffers from an underlying health condition, has heightened susceptibility due to clinical condition or is pregnant)</p>	<p> Review Personal Situations Following guidance from: https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people/guidance-on-social-distancing-for-everyone-in-the-uk-and-protecting-older-people-and-vulnerable-adults those still in the workplace should liaise remotely with Line Managers to ensure their role can be completed without isolation and within the confines of social distancing. Certain individuals will sit within a advanced stage of risk - these will be contacted by NHS England who will advise on further controls - these should be followed implicitly.</p> <p> Self Isolation For those displaying symptoms of a high or raised temperature or new/persistent cough, isolation should be exercised immediately, ensuring Line Management are informed. Should individuals live with those displaying symptoms, they should isolate for 14 days. If by themselves, 7 days. Further information on vulnerable groups can be found at https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people/guidance-on-social-distancing-for-everyone-in-the-uk-and-protecting-older-people-and-vulnerable-adults</p>	<p>2 x 9</p> <p> 18</p> <p>Medium</p>

Further control measures

None required

Operating procedures

Measures of 'social distancing' should be applied. Individual should exercise 'social distancing'.

1. Only go outside for food, health reasons or work (where this absolutely cannot be done from home)
2. Avoid non-essential use of public transport, varying your travel times to avoid rush hour, when possible.
3. Work from home, where possible.
4. Avoid contact with more than 1 other person at any one time, maintaining a 2 meter (6ft) gap.
5. Avoid gatherings with friends and family. Keep in touch using remote technology such as phone, internet, and social media.
6. Use telephone or online services to contact your GP or other essential services.

Everyone should be trying to follow these measures as much as is pragmatic.

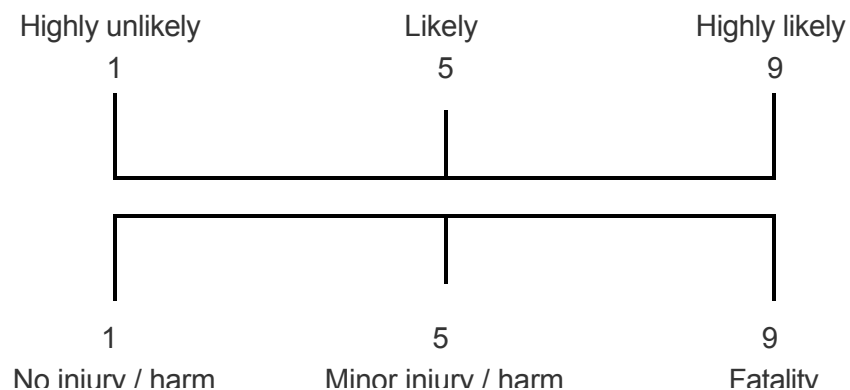
Self-containment would include staying at home in a well ventilated room, with access to clean, potable water. Those helping with grocery drop offs etc. should not enter the premises and those living with the potentially affected should keep in excess of 2 metres and leave as soon as possible.

In order to reduce the risk of the spread of Coronavirus infections, basic preventative measures are advised for the public, including: good respiratory hygiene and respiratory etiquette; frequent careful hand washing; avoiding touching one's eyes, mouth and nose; sanitary disposal of oral and nasal discharges as well as avoiding contact with sick people. (European Centre for Disease Prevention and Control)

Any hand washes or sanitisers should be purchased and claimed for via the internal expense system.

Risk rating explanation

Risk ratings are calculated by considering the likelihood of an event occurring along with the severity of the potential consequence should an accident occur. After considering existing control measures, values are assigned to the likelihood and severity from the scales below and these figures multiplied to established the risk rating.



9	18	27	36	45	54	63	72	81
8	16	24	32	40	48	56	64	72
7	14	21	28	35	42	49	56	63
6	12	18	24	30	36	42	48	54
5	10	15	20	25	30	35	40	45
4	8	12	16	20	24	28	32	36
3	6	9	12	15	18	21	24	27
2	4	6	8	10	12	14	16	18
1	2	3	4	5	6	7	8	9

Probability

Severity

What do your risk ratings mean?

- Risk is categorised as LOW: Look to reduce risk if practicable
- Risk has been categorised as MEDIUM: Begin to plan your action to reduce the risk immediately
- Risk has been categorised as HIGH: Immediate action required to reduce the risk

Assessor's signature:

Approved by signature: