

Risk Assessment – COVID-19



Department / Location:	Dispatch	Date of Risk Assessment:	18/05/2020
Name of Assessor:	Haydn Wallis	Line Manager:	Ben Winnard

The risk question: What is the risk of bringing infection with COVID-19 onto the site and transmitting infection to one of our staff, volunteers, visitors or contractors?

What are the hazards?	Who might be harmed and how?	What are you already doing (to control the risk)?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Bringing staff into the workplace	Members of staff who cannot work from home because of the nature of the work; which is essential to business continuity	Ensuring social distancing can be maintained. Ensuring effective hygiene is in place. Organizing protocols to reduce risk to an acceptable level. Ensuring staff are not in any susceptible groups and have been consulted in this risk assessment.	Monitor level of risk and effectiveness of protocol.	HW	ongoing	

A team member transmitting infection to another member of staff	Two team members on site	<p>Only two team members on site. Use of dedicated zones and facilities. Shared area marked and will be separation in time. Time lag between handling goods and parcels touched by other team member. Good biosecurity protocols and hygiene in place. See protocol for dispatch</p>	<p>Important to liaise with cleaning team to ensure all at risk surfaces are protected; a card and date system in place.</p> <p>Review dedicated toilet facilities if the lab team expand for essential work.</p>	HW	ongoing	
Transmission of infection from an external source; Royal Mail or deliveries of stock	Two team members on site	<p>All deliveries will be unloaded into the garage opposite the building and will be dated and left for a minimum 24 hours before they are handled. Deliveries for Royal mail will be loaded onto a cage and left for collection outside the main roller doors. See protocol for dispatch</p>	Review use of garage for storage if fabrications team return to site	HW	ongoing	
Transmission of infection to supporting services such as cleaning team.	Contractor for cleaning services Other teams on site; farm, hospital, laboratory	<p>All other teams have been informed of the presence of this team on site. Dedicated areas have been assigned to this team. Car parking will be close to the building. Social distancing must be maintained during breaks. Team must keep areas clear and clean and mugs/dishes washed, kitchen services and wash area washed down and kept clean.</p>	Review protocol when laboratory team increase or fabrications return to work on site.	HW	Ongoing	

Re-occupation of building; use of water systems and fire regulations	Two team members	Completion of all outstanding planned maintenance prior to re-occupation Cleaning has been carried out and hygiene products made available		Keith Collins	18/05/2020	18/05/2020
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Line Manager (signature):

Date:

RAM Manager (signature):

Date:

The Government has published a series of documents giving detailed guidance on Working safely during Covid-19, details can be found at:

<https://www.gov.uk/government/news/new-guidance-launched-to-help-get-brits-safely-back-to-work>