

COVID-19 Job Specific Risk Assessment

Site Address		Assessments
Truswell Haulage Fall Bank Industrial Estate Barnsley S75 3LS		1 and 2
Person responsible for area/operation		Truswell Company Directors.
Ref. No.	Date of assessment	Date of issue
R.A. No.24. Office worker.	May 2020.	May 2020.
Position / Job	Accounts/Administration/Traffic Office staff/Training manager	
Population involved	16 +	
Person(s) especially at risk	All occupying office staff.	
Lead Assessors Name	Ian Truswell, Director.	
Lead Assessors Signature	I.T.	
Reason for assessment, (Initial, Following incident/Accident etc.)	COVID – 19 National Pandemic Outbreak 2020.	
Review Date	This is a live, ongoing assessment.	
Comments / References / Notes etc., Review, January 2021 or before as and when required.		
<p>All staff under the above heading work within an office environment on the ground and first floor of the Truswell Premises. Their work involves managing drivers and warehouse staff, inputting data onto computers, filing documents and general office duties.</p> <p>All staff have attended company briefings on Covid-19 and the health and safety issues involved which included the general hazards associated with the spread of the disease within the workplace.</p> <p>A brief summary of control measures explained to the subjects are: -</p> <ul style="list-style-type: none"> • No gatherings of persons other than by strictly observing social distancing rules. • The wearing of face masks when moving around the building. • Not to share personal work items i.e. books, pens, phones, workwear and to take extra care when operating shared office equipment like printers and copiers. • Practice regular washing of hands with soap and water and the regular use the sanitizers provided. • To access the office building through different entrance doors to minimise the frequency of foot fall traffic through each route. • To Practice back-to back or side-to-side working rather than face-to face. <p>Major risks and ratings are noted in assessments 1 and 2</p> <p>A copy of this assessment will be given to the subjects in question for comment and possible further ongoing re-view by the Truswell management.</p>		

RISK ASSESSMENT RECORD (Note, ML is rated 1 to 5)

P.E. = Probability of exposure to hazard - F.E. = Frequency of exposure to hazard
M.L. = Maximum loss - N.P. = Number of people at risk - H.R.N. = Hazard rating number
P.E. x F.E. x M.L. x N.P. = H.R.N.

Covid-19 Hazard in "Traffic Office"				HARM		Assessment No
Contraction of Coronavirus				Major transmission to several persons		1
TO WHOM		Other occupying office staff, visitors to office.				
CIRCUMSTANCES		Contraction of virus by exposures to infected person.				
P. E.	F. E.	M. L.	N. P.	H. R. N.	Other RISK	
3	1.5	5	8	180	High Risk	
<p>Working from home is encouraged where ever possible. All subjects who must attend work premises are asked to participate in a daily health survey including a body temperature check.</p>						
<p>Individual Office and room occupancy numbers have been assessed and reduced to minimise personal contact and therefore exposure to potential contraction of the virus. Sanitizers are provided adjacent to entrance doors and throughout the building and their regular use is encouraged. The cleaning procedure has been updated to include the use of anti-bacterial sprays and wipes and the regular cleaning of desks, key boards, phones and other office equipment.</p>						
<p>Office desk lay outs have been revised to encourage safer working practises and to comply with the government social distancing guidance. The use of additional access doors to the building have been increased to reduce foot fall volumes.</p>						
<p>Face masks, light glasses and gloves have been provided and there use is encouraged when moving about the building. Walk ways have been marked out to maintain the 2 metre social distancing rule within the workplace. New, additional informative signage has been installed throughout the building. The air-conditioning system air input condensers have been re-located from the warehouse to an outside wall to reduce the risk of circulating infected air. All the air conditioning units within the building have been serviced.</p>						
CALCULATION OF RISK WITH ALL CONTROL MEASURES IN PLACE						
P. E.	F. E.	M. L.	N. P.	H. R. N.	RISK	
1.5	1	5	5	37.5	Acceptable risk	

Covid-19 Hazard in "First Floor offices"				HARM		Assessment No
As in Assessment 1 above.				Major transmission to several persons.		2
TO WHOM		Other occupying office staff, visitors to office.				
CIRCUMSTANCES		Contraction of virus by exposure to other infected person.				
P. E.	F. E.	M. L.	N. P.	H. R. N.	RISK	
1.5	1	5	4	30	Acceptable Risk	
CONTROL MEASURES						
<p><u>As control measures as listed above in Assessment No.1</u> <u>Also to note the following which applies to all Truswell staff and workers,</u> Subjects are not to come to work if they feel in any way unwell. Subjects are required to have their temperature checked on entry to the building. If they start to feel unwell as the day progress they must report it and present themselves for another temperature check which, if positive, subject must return home and isolate.</p>						
<p>Two vacant offices have been recommissioned on the first floor to accommodate staff who previously occupied the traffic office listed in assessment No.1. Four + other staff members may occupy other vacant offices when not isolating or working from home.</p>						
<p>Where close interaction between staff becomes inevitable in order to complete the work process then time exposure must be minimised. If this is in doubt then a further assessment must be carried out to consider if the activity is safe to go ahead. No one is obliged to work in an unsafe work environment.</p>						
CALCULATION OF TOTAL RISK WITH ALL CONTROL MEASURES IN PLACE						
P. E.	F. E.	M. L.	N. P.	H. R. N.	RISK	
1.5	1	5	12	90	Acceptable risk	