

Job / Task Assessed:	COVID 19 19 Arrangements	Area:	Burnham Gate	Assessor:	P Bowker (H&S Advisor) A Herbert (HOD Regen)
Person assessed (if any):	Ring Stones employees visiting building sites.	Date:	21-05-2020	Job Number:	NA

Hazard <i>What is the potential for harm?</i>	Hazardous Event <i>How could the harm be realised?</i>	Risk Assessment			Who is affected	Control Measures <i>What are the current controls? How can the risk be reduced further?</i>	Residual Risk Rating
		Likelihood (A)	Harm (B)	Risk Rating (C)			
Deliveries	Interaction with driver and paperwork control	3	5	15	Employees Contractors Agency Staff Visitors	<ul style="list-style-type: none"> Deliveries will be scheduled where they can. Maintain social distancing (2m apart) at all times. Mechanically unload wherever possible. If this cannot be maintained then operatives to wear face mask. Operative to use their own pen to sign ticket (DO NOT USE THE DRIVERS PEN). IPad signing is <u>not</u> allowed by any operative - driver to sign on your behalf. Note the "magna" door between the stores and canteen should not be used to cut through to the office. Access to the office should be by the main door only All incidents must be reported to your Line Manager immediately. <p>All of the above identified within Covid - 19 Induction.</p>	5
Social distancing	Spread of Coronavirus	3	5	15	Employees Contractors Agency Staff	<ul style="list-style-type: none"> Social distancing to be observed at all times. In areas where persons have to be in close proximity the method of work needs to be reassessed and re managed to reduce the length of time social distancing guidelines cannot be maintained 	5

Job / Task Assessed:	COVID 19 19 Arrangements	Area:	Burnham Gate	Assessor:	P Bowker (H&S Advisor) A Herbert (HOD Regen)
Person assessed (if any):	Ring Stones employees visiting building sites.	Date:	21-05-2020	Job Number:	NA

				15	Visitors	<ul style="list-style-type: none"> PPE as a last resort as per the hierarchy of controls. Signage to be utilised throughout Burnham Gate. Markings in the office, warehouse and toilet facilities to be put in place and checked regularly to make sure they remain visible Visitors to Burnham Gate should be discouraged unless absolutely necessary Where visitors have to attend Burnham Gate then this should be by appointment so that the person/s they are meeting is aware and the necessary arrangements put in place to manage extra person/s in the building so that social distancing is not being compromised 	5
General cleanliness	Spread of Coronavirus	3	5	15	Employees Contractors Agency Staff Visitors	<ul style="list-style-type: none"> Offices, toilets and vehicles are to be cleaned at the start of each shift and regularly throughout each day. Antibacterial wipes or spray to be used with the used paper towels/wipes being disposed of in a lidded bin. Utilise the extra washing stations provided at the main entrance along with additional hand sanitising points. 2 meter social distancing should be maintained where possible at all times 	5
Signage	Insufficient or incorrect information	3	5	15	Employees Contractors	<ul style="list-style-type: none"> Appropriate Signage to be displayed, including – 2 meter distancing, keep clean, “catch it, bin it, kill it” 	5

Job / Task Assessed:	COVID 19 19 Arrangements	Area:	Burnham Gate	Assessor:	P Bowker (H&S Advisor) A Herbert (HOD Regen)
Person assessed (if any):	Ring Stones employees visiting building sites.	Date:	21-05-2020	Job Number:	NA

				15	Agency Staff Visitors	<ul style="list-style-type: none"> All signs to be observed and the instruction followed at all times. 	
Cross contamination	Spread of coronavirus via sharing everyday objects & materials	3	5	15	Employees Contractors Agency Staff Visitors	<ul style="list-style-type: none"> Signing in book – persons signing should use their own pen to prevent cross contamination Everyone should bring their own flask/cups – no sharing of communal cups where possible. Where communal equipment such as kettles or microwaves are used then they should be wiped down before and after use 	5
Travel to and from Burnham Gate (including Parking)	Close contact with others. Spread of coronavirus	3	5	15	Employees Contractors Agency Staff Visitors	<ul style="list-style-type: none"> Travel separately whenever possible. If 2 people have to travel together the passenger must face away from the driver and windows must be down on both sides of the vehicle. Vehicles to be cleaned each day internally, including door handles and switches. Public transport to be avoided as much as possible, walk or cycle if possible. If public transport is the only options then consider your travel times to avoid rush hour traffic (consult your line manager to make arrangements). On public transport it is advised that face 	5

Job / Task Assessed:	COVID 19 19 Arrangements	Area:	Burnham Gate	Assessor:	P Bowker (H&S Advisor) A Herbert (HOD Regen)
Person assessed (if any):	Ring Stones employees visiting building sites.	Date:	21-05-2020	Job Number:	NA

						<p>coverings are worn.</p> <ul style="list-style-type: none"> • Upon arrival at Burnham Gate you should ensure that your vehicle is parked as far away from others as you can in order to avoid contravening social distancing measures. • Prior to exiting your vehicle, make sure that there isn't a build up of persons congregating outside the entrance again compromising social distancing. Wait until its clear before you enter • Prior to entering the office area please ensure you follow the pedestrian routes and distancing marked out by the barriers outside the building. • Always try to ensure you stick to your allocated time slot / appointment time and advise your Line Manager / Person your meeting if your going to be late or not attend • Once in Burnham Gate wash or sanitise your hands immediately. 	
Rules for welfare facilities	Left unclean, spread of coronavirus	3	5	15	<p>Employees</p> <p>Contractors</p> <p>Agency Staff</p> <ul style="list-style-type: none"> • TOILETS – wipe down after you have finished and bin the paper towels you use. • If toilet is in use, try to use another unit or wait at the 2 meter markings on site next to the toilets. • CANTEEN – MAX people allowed in at any one time otherwise queue at the 2 meter 	5	

Job / Task Assessed:	COVID 19 19 Arrangements	Area:	Burnham Gate	Assessor:	P Bowker (H&S Advisor) A Herbert (HOD Regen)
Person assessed (if any):	Ring Stones employees visiting building sites.	Date:	21-05-2020	Job Number:	NA

				Visitors	<p>markers.</p> <ul style="list-style-type: none"> • Try and have your breaks in your own vehicles (if possible) • Wipe down kettle and/or microwave before and after use • OFFICE – max 2 people allowed in at any one time. Knock before entering. • Queue at the 2 meter markers ss required. <p>HELP EACH OTHER STAY SAFE FOR EVERONE'S HEALTH AND WELLBEING.</p>	
--	--	--	--	----------	--	--

NB The above precautions are not exhaustive. Should you feel unsafe or are unable to follow any of the above precautions, please remove yourself from the situation immediately and call your manager for further advice. No Ring Stones employee is required to undertake an activity where they consider it is unsafe to do so, or the actions of others could place them at risk. You have the company's full support in taking such action.

Please add additional Service / Workplace Specific Controls Below

Providing the recommendations are followed and the training and instructions provided then the risks can be reduced to acceptable levels.

Job / Task Assessed:	COVID 19 19 Arrangements	Area:	Burnham Gate	Assessor:	P Bowker (H&S Advisor) A Herbert (HOD Regen)
Person assessed (if any):	Ring Stones employees visiting building sites.	Date:	21-05-2020	Job Number:	NA

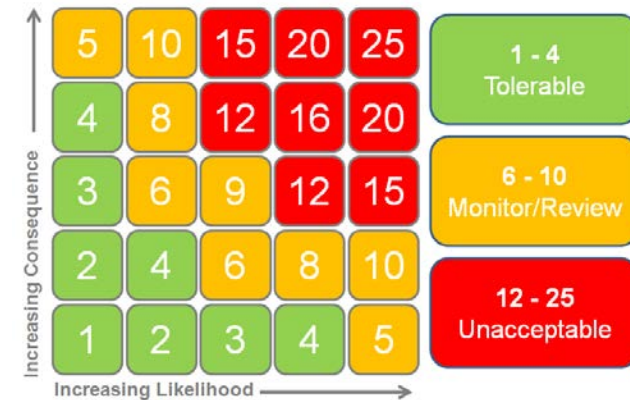
PPE REQUIRED FOR TASK (tick/complete as appropriate – Refer to Control Measures over page making specific)



Head Protection	Hearing Protection	Eye Protection	Respiratory Protection (face-fitted)	Hi-Vis	Gloves	Foot Protection	Overalls	Other
Mandatory	N/A	Recommended	As Required	Mandatory	Recommended	Mandatory	As Required	

Job / Task Assessed:	COVID 19 19 Arrangements	Area:	Burnham Gate	Assessor:	P Bowker (H&S Advisor) A Herbert (HOD Regen)
Person assessed (if any):	Ring Stones employees visiting building sites.	Date:	21-05-2020	Job Number:	NA

Col (A) - Likelihood of Injury or Hazard	Col (B) - Severity of Injury or Hazard	Who Could Be Affected
1. Improbable - (Extremely Unlikely To Occur)	1. Minor (No First Aid Required)	Operators
2. Remote (Small Chance Of Occurring)	2. Harmful (Minor First Aid Required)	Maintenance / Quality
3. Occasional (Could Occur Sometime)	3. Critical (Serious Fractures, Burns, L.T.A.)	Contractors
4. Probable (Unsurprised If It Happened)	4. Severe (Amputations, Loss Of Eyesight)	Visitors
5. Frequent (Almost Certain To Happen)	5. Catastrophic (Fatality, Explosions Etc)	Special Cases (Pregnant Worker/Young People Under 18)



Persons affected by this Risk Assessment – Have been instructed and understand the contents of this risk assessment and associated documentation. By signing below you are accepting that all the associated hazards and risk involved have been assessed and will abide to the control measures detailed within.

Print Name:	Sign:	Trade/ occupation:	Date:

Job / Task Assessed:	COVID 19 19 Arrangements	Area:	Burnham Gate	Assessor:	P Bowker (H&S Advisor) A Herbert (HOD Regen)
Person assessed (if any):	Ring Stones employees visiting building sites.	Date:	21-05-2020	Job Number:	NA

END OF DOCUMENT