

# Risk Assessment Form



<b>R.A. No:</b>	<b>RA-0015</b>		
<b>Location (s):</b>	DPS head office, Employees working from home, Customers sites		
<b>Tasks / Activities:</b>	Covid-19 Pandemic		
<b>Department / Staff:</b>	DPS Group Staff		
<b>Other Information:</b>	N/A		
<b>Date of Assessment:</b>	13/10/20		
<b>Date of Next Review:</b>	13/11/20	<b>Rev No:</b>	6.0
<b>REVIEW RA MUST BE CARRIED OUT PRIOR TO WORK COMMENCING</b>			

Likelihood [L]	Severity [S]				
	Very Minor Injury	Minor Injury	Up to 3 Days Injury	Major	High
Unlikely	1	2	3	4	5
May Happen	2	4	6	8	10
Likely	3	6	9	12	15
Very Likely	4	8	12	16	20
Certain	5	10	15	20	25

Risk Rating [RR]
<b>LOW</b> - Adequate control measures are in place.
<b>MEDIUM</b> proceed only with caution. Introduce additional control measures.
<b>HIGH</b> – Don't proceed with work. Further mitigation required or work cancelled.

**REMARKS:** The below Covid-19 risk assessment has been generated following current government guidelines and should be used in conjunction with any additional site specific information provided by the client whilst also referring to the DPS Group generated project RAMS.  
 Management are to carry out audit of employees when on site or working in head office to ensure controls are being adhered to.

The risk assessment applies to all people who may come in to contact with DPS Group personnel, to include (not exhaustive):

- Employees
- Visitors
- Contractors
- Cleaners
- Delivery Drivers
- Member of the public
- Suppliers of a service

PPE Required								Additional requirements (list here): Task dependant when working within current Covid-19 government guidelines. Complete PPE review per project or task.	TBT required [discuss actions and work task procedures]	Yes	No
	No	No	No	No	No	No	Yes		No	PTW required	Yes

HAZARD	INITIAL RISK			CONTROLS	RESIDUAL RISK			
<b>Spread of COVID-19 at DPS Group Head Office</b>								
Process/Effect	L	S	RR	Controls Required	Additional Information	L	S	RR
Employees working	4	4	16	<ol style="list-style-type: none"> <li>1. Establish which employees are 'at risk' or family members that need to shield. Circulate confidential questionnaire to all.</li> <li>2. All employees who can work from home, to work from home.</li> <li>3. Reduce number of employees working during pandemic.</li> <li>4. DPS Management to authorise needed access to office.</li> <li>5. Seat allocation booking system created to minimise number of personnel in building.</li> <li>6. Time slots logged in Teams to collect necessary equipment from office and prevent overcrowding.</li> <li>7. Communicate symptoms to be aware of, to all employees, that would require them to self-isolate.</li> <li>8. Communicate and ensure all employees follow isolation rules with regards to not coming to work when showing symptoms or households members.</li> <li>9. Issue COVID-19 kit to employees.</li> <li>10. Screens to be put in place between seats in office and workshop.</li> <li>11. Mandatory face coverings when working in workshop and moving</li> </ol>	<ul style="list-style-type: none"> <li>• IT infrastructure to be utilised to hold Teams meetings, conference calls, project discussions, gain access to documentation etc</li> <li>• Any duration within the main office building to be kept to a minimum.</li> <li>• Any employee with underlying health conditions as set out in Government guidance and classified as increased risk and should self-isolate at home and follow shielding guidance.</li> <li>• Personnel should not use public transport when travelling to or from work.</li> </ul>	2	4	8

				around office, unless situated at a desk with sneezeguard in place.				
<b>General office operations</b>	4	4	<b>16</b>	<ol style="list-style-type: none"> <li>1. Review layout of office and workshop.</li> <li>2. Install one-way system around building.</li> <li>3. Reduce number of personnel working in building by employees using online booking system to allocate seat.</li> <li>4. One vehicle per employee at all times. This may be own vehicle or company vehicle.</li> <li>5. Remove seating in Boardroom to allow 2m space between each seat.</li> <li>6. Daily cleaning schedule. Required PPE in stock. Employee to understand COSHH assessment, training.</li> <li>7. All meetings to be via Teams, no face to face unless absolutely necessary and approved by HSEQ/Directors.</li> <li>8. Install barriers at door and drop off box for deliveries.</li> <li>9. Install doorbell and lock door to restrict access.</li> <li>10. Place signage outside building to instruct deliveries to drop package in box location, ring bell and stand behind barrier to wait.</li> </ol>	<ul style="list-style-type: none"> <li>• Personnel to use building one-way system where highlighted.</li> <li>• Personnel may be allocated an individual start and finishing time of work.</li> <li>• Personnel may be allocated to work within a specific team, with allocated access days to the office.</li> <li>• The teams will be requested to complete specific disinfecting duties during their allocated office times.</li> <li>• Breaktimes to be staggered to minimise the number of personnel within the canteen at any one time. Social distancing to be adhered to during breaks.</li> <li>• Hand gel dispensers to be located around the office areas and to be used when entering or leaving the premises.</li> <li>• Employees must wash their hands frequently for 20 seconds.</li> <li>• Avoid touching eyes, nose and mouth.</li> <li>• Cover your mouth and nose with tissue/elbow when you cough/sneeze.</li> <li>• Avoid the use of uncontrolled items, such as desk phones, stationery. Clean and store items for personal use where possible.</li> </ul>	2	4	<b>8</b>

			<ol style="list-style-type: none"> <li>11. Remove use of shared equipment where possible.</li> <li>12. Shared equipment to be sanitised after every use/change of personnel.</li> <li>13. Lock main front doors of office, do not use unless emergency.</li> <li>14. Move work benches to 4m apart.</li> <li>15. Tape exclusion zones in workshop, adding signage to show max number of personnel allowed in area.</li> <li>16. Add 2m taping to floor around workshop.</li> <li>17. Restrict need to work within 2m to under 15 minutes whilst wearing face mask/snood.</li> <li>18. Work back to back if working on bench next to another person on a different bench.</li> <li>19. Practice social distancing at all times where possible around office, including entering and exiting the building and during breaks.</li> <li>20. Remove chairs from canteen to one seat per table, tables spaced 2m apart.</li> <li>21. When working in office to sit on separate row from others or two seats apart minimum with Perspex in place.</li> <li>22. Install sneeze guard at workshop manager desk.</li> <li>23. Install hand sanitiser stations around building.</li> </ol>	<ul style="list-style-type: none"> <li>• Avoid manual handing of items and boxes that may be susceptible to cross contamination. Leave deliveries for 72 hours where possible before handling.</li> <li>• Personnel must read, understand and implement any Toolbox Talks generated by the business.</li> <li>• Frequent cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods.</li> <li>• Additional Covid-19 awareness posters and information for reference.</li> </ul>			
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			<ol style="list-style-type: none"> <li>24. Stock extra soap, paper towels, masks, gloves, hand sanitiser.</li> <li>25. Double bag and empty bins daily.</li> <li>26. Encourage and communicate hand washing requirement, how to practice good hygiene regularly.</li> <li>27. 3 separate toilet facilities available to use to prevent employees in small area together.</li> <li>28. Contact insurance company to update on limited personnel in building.</li> <li>29. Install Perspex around seats in offices.</li> <li>30. Face coverings when moving around office unless situated at a desk.</li> </ol>				
<b>Employee becoming unwell whilst at work</b>			<ol style="list-style-type: none"> <li>1. Employee to go to reception area alone and use phone if required to be collected by family member.</li> <li>2. Employee to leave office immediately if becoming unwell.</li> <li>3. Employee to contact line manager via phone to make them aware of being ill.</li> <li>4. Immediate workplace sanitisation to take place whilst wearing PPE: mask, gloves.</li> <li>5. Employee to arrange COVID-19 test and confirm results.</li> <li>6. Management team to contact personnel employee has been around and self-isolate.</li> </ol>	<ul style="list-style-type: none"> <li>• Internal communication through line managers will be carried out regularly to reassure and support employees to make them aware of any changes or positive cases of Covid-19 within the business.</li> </ul>			

				<ol style="list-style-type: none"> <li>7. Communicate regularly via company intranet on unwell procedure.</li> <li>8. Do not use reception area to ensure it is available at all times.</li> </ol>				
<b>Emergency</b> <b>Access to building</b> <b>Escape from building</b> <b>Accident</b> <b>Injury</b>	4	4	<b>16</b>	<ol style="list-style-type: none"> <li>1. All regular maintenance checks, fire alarm tests, drills, workshop inspections, forklift inspections, emergency lighting to continue as planned.</li> <li>2. Ensure employees understand emergency evacuation procedure.</li> <li>3. Do not block fire exits.</li> <li>4. Follow standard emergency procedure.</li> <li>5. Minimum 1 first aider working in office at all times.</li> <li>6. Regular contact with management to ensure safe working practices.</li> <li>7. Minimum 1 fire marshal at all times.</li> <li>8. Maintain SOW for all operations.</li> </ol>	<ul style="list-style-type: none"> <li>• In the event of an emergency evacuation, walk 2 meters apart from others and proceed to the fire assembly point.</li> <li>• At the fire assembly point, remain 2 meters apart from others.</li> <li>• Do not block access routes to the building and stand clear of the access road.</li> </ul>	2	4	<b>8</b>
<b>Employees Working From Home</b>								
<b>Being able to work from home</b>	4	4	<b>16</b>	<ol style="list-style-type: none"> <li>1. Communicate and encourage correct set up of home workstation where possible.</li> <li>2. Complete Display Screen Equipment Assessment and review, acting on necessary requirements.</li> <li>3. Arrange safe collection of required workstation equipment.</li> <li>4. Wellbeing checks with HR/HSEQ to employees to ensure support.</li> <li>5. Communicate good mental health during isolation.</li> </ol>				

				6. Communicate information on good home working practices to include safe operation of IT equipment, fire hazards, emergency practices. 7. Set up necessary IT equipment for users for remote access to work.				
<b>Spread of COVID-19 whilst working on site</b>								
<b>Employees working</b>	4	4	<b>16</b>	1. Employees only allowed to work on site if they are not in 'at risk' group or household members. 2. Reduce number of employees working during pandemic. 3. Communicate symptoms to be aware of, to all employees, that would require them to self-isolate. 4. Communicate and ensure all employees follow isolation rules with regards to not coming to work when showing symptoms or households members. 5. Site works only completed where they are classed as necessary or critical to the operation of the country. 6. Project Engineer/Director to contact customer and confirm customer controls. 7. Establish further controls required per project (RAMS) <ol style="list-style-type: none"> <li>Limited personnel</li> <li>Shifts</li> <li>Zone exclusion</li> <li>Single person working area</li> </ol>	<ul style="list-style-type: none"> <li>A work authorisation letter is in place in the event of being stopped by the police.</li> <li>Neither hand/power tools should be shared at this time where possible.</li> <li>Shared tools/equipment to be sanitised between each person use.</li> <li>The client is to supply a SSOW that can be reviewed by the DPS Management team prior to any personnel attending the site. This includes but is not limited to COVID-19 operating methodology:             <ul style="list-style-type: none"> <li>Site access</li> <li>Permit process</li> <li>Mess facilities</li> <li>First Aid facilities</li> <li>Additional PPE requirements</li> </ul> </li> <li>Sufficient mess facilities should be supplied to allow for social distancing legislation.</li> <li>A maximum of 2 persons can enter a site secure container whilst maintaining social distancing.</li> <li>Access to and from site locker rooms and toilets must be controlled.</li> <li>Hand washing facilities should be provided by the client.</li> </ul>	2	4	<b>8</b>

			<ul style="list-style-type: none"> <li>e. Social distancing</li> <li>f. Workplace sanitisation</li> <li>g. Hand sanitisation</li> <li>h. PPE</li> </ul> <ol style="list-style-type: none"> <li>8. Issue COVID-19 Kit to all employees.</li> <li>9. Deliver toolbox talk for all updates regarding COVID-19.</li> <li>10. COVID-19 daily checklist to be completed to inspect and confirm all controls being adhered to.</li> <li>11. Regular contact with customer to be kept up to date with any changes.</li> </ol>	<ul style="list-style-type: none"> <li>• Additional COVID-19 awareness posters and information for reference.</li> <li>• Review the quantity of personnel required on site.</li> <li>• Review working hours and confirm staggered start times if required.</li> <li>• Introduce staggered breaks.</li> <li>• Hand gel dispensers to be located around the cabin/mess areas and to be used when entering or leaving the site.</li> <li>• Employees must maintain a 2 meter distance from others when walking within the site or working area.</li> <li>• Site Supervisor to ensure all PPE is maintained in good condition.</li> <li>• Ensure site personnel do not wear or touch other personnel PPE.</li> <li>• Ensure reusable PPE is kept clean and disinfected where possible.</li> <li>• Store PPE securely and in a clean environment.</li> <li>• A COVID-19 Kit will be supplied to individual site personnel containing:             <ol style="list-style-type: none"> <li>a. 1 x Snood (Data sheet available)</li> <li>b. 1 x 150 ml hand sanitiser spray</li> </ol> </li> <li>• Should a MEWP be required for access requirements, the following processes should be adopted:             <ul style="list-style-type: none"> <li>○ Review site access requirements.</li> <li>○ If necessary consider a MEWP with a larger basket area.</li> <li>○ Social distancing should be maintained.</li> </ul> </li> </ul>			
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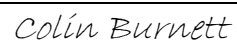


					<ul style="list-style-type: none"> <li>○ Mask and gloves to be worn when operating, when more than 1 operator in the basket.</li> <li>○ Wash and disinfect hands before/after use.</li> </ul>			
<b>Employees travelling</b>	4	4	16	<ol style="list-style-type: none"> <li>1. One vehicle per employee at all times, unless agreed by management. This may be own vehicle or company vehicle.</li> <li>2. Where employees are required to work away from home and travel in same vehicle, the team must be kept with the same employees. Vehicle must be ventilated with windows open.</li> <li>3. Continue to follow company vehicle procedure for weekly checklist.</li> <li>4. All vehicles not in use to be parked in head office, sanitised by driver, left for 72 hours and re-sanitised by new driver before use.</li> <li>5. Collection of company vehicle to be controlled via time slots to ensure no gathering at office.</li> </ol>	<ul style="list-style-type: none"> <li>• The following materials have been placed within company vehicles to assist with and maintain disinfecting guidelines: <ul style="list-style-type: none"> <li>○ Disinfecting spray – seats only</li> <li>○ Disinfecting wipes – hard surfaces</li> <li>○ 1 ltr Hand sanitiser – personal use</li> </ul> </li> <li>• Personnel should not use public transport when travelling to or from their allocated place of work.</li> </ul>	2	4	8
<b>Employee becoming unwell whilst on site</b>				<ol style="list-style-type: none"> <li>1. Confirm single location employee can go to if falling unwell at work. Area should have access to a phone.</li> <li>2. Employee to leave site immediately (or after making call to member of household to collect) if becoming unwell.</li> <li>3. Employee to contact line manager to make them aware.</li> </ol>				

				<ol style="list-style-type: none"> <li>4. Immediate workplace sanitisation to take place whilst wearing PPE: mask, gloves.</li> <li>5. Employee to arrange COVID-19 test and confirm results.</li> <li>6. Management team to contact personnel employee has been around and self-isolate.</li> <li>7. Management to contact customer to make them aware.</li> <li>8. Communicate regularly via company intranet on unwell procedure.</li> </ol>				
<b>Emergency</b>	4	4	<b>16</b>	<ol style="list-style-type: none"> <li>1. Employees to follow site emergency procedures.</li> <li>2. Communicate HSE recommendations regarding delivering first aid to people.</li> <li>3. Ensure employees have face masks available if need to be within 2m of other people on site when evacuating area/giving first aid.</li> </ol>		2	4	<b>8</b>
<b>Furloughed Employees</b>								
<b>Currently at home</b>	4	4	<b>16</b>	<ol style="list-style-type: none"> <li>1. Communicated regularly to employees who are furloughed.</li> <li>2. Disseminate information to employees regarding exercising daily, how to boost mental health, practical ideas to keep busy when at home.</li> <li>3. Confirm contact details up to date.</li> <li>4. Ensure re-induction into business when returning to work to include:</li> </ol>		2	4	<b>8</b>

			<ul style="list-style-type: none"> <li>a. Review RA0015 and all controls</li> <li>b. Confirm understanding of when to self-isolate</li> <li>c. Review of RAMS if returning to site</li> <li>d. COVID-19 kit to be issued</li> <li>e. Own vehicle/works vehicle to be issued</li> </ul> <p>5. Include in wellbeing survey to monitor health whilst absent from work.</p>				
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<p>The risk associated with the COVID-19 outbreak whilst operating the DPS Group has been assessed as <b>MEDIUM</b>. However, control measures are to be applied at all times. Any changes to legislation or increased cases of COVID-19 must result in an immediate review of the above, otherwise will be reviewed every month given the constant changes.</p> <p>Senior Management to meet weekly to discuss and review COVID-19 procedures and carry our horizon scan to minimize impact on employees, business and those who may be affected.</p> <p>HSEQ to keep up to date of changes in legislation and inform management team and all employees where applicable.</p>	<b>Initial Risk Rating</b>	<b>16</b>	<b>Overall Residual Risk</b>	<b>8</b>
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	Name	Position	Signature(s):	Date completed:
<b>Lead Assessor:</b>	Victoria Coates	HSEQ Manager		13/10/20
<b>Assessment Team:</b>	Various			
<b>Approved by:</b>	Colin Burnett	Director		13/10/20

**ALL OPERATIONAL STAFF MUST SIGN TO INDICATE UNDERSTANDING AND COMPLIANCE WITH THIS RISK ASSESSMENT.**

Print Name	Position	Date	Signature