



TASK BASED RISK ASSESSMENT

Name: John Houston- Safety, Health & Environmental Officer

Assessment Description: Coronavirus (Covid-19)

Department: Sinks Pit

Activity: Working plan for Sinks Pit Office

Date: 23/3/2020

Who is at risk: Office staff, Fitters, Pit Workers, anyone visiting

Hazard	Raw Risk (no control measures)			Current control measures	Operational Risk (with control measures)			On site amendments and observations	Risk (with Improvements)		
	P	S	PxS =		P	S	PxS =		P	S	PxS =
Risk of contracting COVID-19, spreading amongst people at Sinks Pit.	4	5	20	Measures put in place: Reduction of staff in offices, downstairs staff reduced to 8 people spread out, maximum of 2 staff to 4 desks. Review daily the number of staff needed in the office, staff working from home are set up with laptops and mobile phones to enable homeworking.	2	5	10				
Risk of infection amongst fitters at Sinks Pit.	4	5	20	Fitters reduced by at least 2, spread out in workshop, messroom shut for time being, breaks to be taken in workshop or vehicles, tea and coffee available from machine, on free vend.	2	5	10				
Risk of infection amongst lorry drivers.	3	5	15	Lorry drivers spend a large part of their day in isolation in their lorry cabs. No congregating before, during and after work, messroom shut, tea and coffee available free from coffee machine. No tickets to be signed by customers, drivers to print recipients name and hand over copy.	1	5	5				



Risk of infection amongst Pit Workers.	3	5	15	Pit workers mainly work in isolation or out in the open air. No eating or breaks in the messroom, breaks to be taken in machine cabs or vehicles. Tea and coffee available free from vending machine.	1	5	5			
Risk of infection amongst Bagg Agg staff	4	5	20	High levels of sanitisation being carried out, weighbridge clerk to sign tickets on behalf of customers and drivers and hand them their copy.	1	5	5			
Precautions to stop infection and / or the spread of infection.	4	5	20	Absolute cleanliness, restricted staff numbers, plentiful supply of antibac hand wipes, frequent hand washing, restricting visitors, cleaning of hire vehicle interiors when returned or sent out. Staff segregation, messroom closed, coffee machine cleaned 3 times per day with antibac wipes. Any staff feeling unwell advised to follow Government guidelines and sent home to self-isolate.	1	5	5			

P = Probability 1: Incredible 2: Improbable 3: Occasional 4: Likely 5: Frequent

S = Severity 1: No obvious impact 2: Minor 3: Moderate 4: Major 5: Severe