

Benx Ltd ~ Risk Assessment Form

Conducted By:	Dr. Ruane	Offices Name:	Group Locations
Date of Assessment	June 2020	Area of Department:	Operational/Office Areas/Visit to Customer Offices/Branches
Date Review Due:	August 2020	Activity:	All operations on company

Severity	Likelihood
1=Negligible- No first aid injury no lost time 2=Minor. Minor first aid injury less than 7 days loss time 3=Significant. Injury or illness causing more than 7 days lost time. 4=Major. Server injury with extreme lost time 5=Critical. Fatality or major disruption	1. Very unlikely 2. unlikely 3. possible 4. likely 5 very likely

Likelihood ►	Very unlikely	Unlikely	Possible	Likely	Very likely
Severity ▼					
Negligible	1	2	3	4	5
Minor	2	4	6	8	10
Significant	3	6	9	12	15
Major	4	8	12	16	20
Critical	5	10	15	20	25

Risk Assessment Score

- 1-3 = Very minor risk, no further action required
- 4-6 = Possible risk of injury or damage
- 7-9 = Acceptable risk, improvements advisable
- 10-12 = Corrective action or work permit required
- 13-25 = Offices/activity is unsafe

Common Hazard Code

A	Moving vehicles	E	Confined spaces	I	Lone working	M	Manual Handling
B	Trip hazards	F	Fire	J	Machinery	N	Noise
C	Chemical hazards	G	Water hazards	K	Weather conditions	O	Other (electrical, radioactive, biological, RSI)
D	Dust, fumes	H	Falls from height	L	Cuts abrasions	P	Pressure vessels including compressors
		F/E	Face or Eye Injury	ENV	Environment	Q	Human Factors

Key – S=Severity, L=Likelihood, A=Assessed Risk (Severity S x Likelihood L)

Haz Code	Activity and Hazard	Hazard Effect	Consequence	Who Affected & How Many?	S	L	A	Risk Control Measures	S	L	A	Si gn ed
O	Someone with Covid-19 attending offices – infection of others	Infection of office staff with Covid-19	Absence from work, hospitalisation, potential fatality	Multiple	5	4	20	<ul style="list-style-type: none"> • Absence procedure in place where if someone is unable to attend work due to sickness, the line manager must be contacted – the reason for absence will be discussed with line manager, any symptoms related to Covid-19 advice given by line manager given to contact 111 for further guidance and update HR so a testing kit can be sent to the home address. • Employees will take their temperature upon commencing work to ensure below 37.5°C. • Government guidance to be followed about self-isolation where employees show symptoms, and HR will manage the support. • Small meeting rooms to be identified as the emergency room for a person to be taken if a person is feeling unwell. • If deemed necessary, areas, where an infected person has been in contact with will be decontaminated in line with the decontamination procedure with Covid-19 and track and trace. • Visitors complete questionnaires before accessing the offices. Should answers demonstrate possible Covid-19 infection, access to premises will be prohibited. • Notice boards giving advice on Covid-19 and typical symptoms – these are regularly updated with government guidance and HR to communicate via the newsletter. • Where reasonably practicable, home working will be conducted to reduce the number of staff in offices and Branches. • Separate facilities set up for drivers & visitors attending offices to prevent potential contamination • Documentation handled indirectly through Ops procedure 	5	1	5	K R
O	Attendance to the office by someone unaware	Infection of office staff with Covid-19	Absence from work,	Multiple	5	4	20	<ul style="list-style-type: none"> • Social distancing measures in place across the offices, ensuring 2m separation to be kept in place. Employees to adhere to taped markings 	5	1	5	K R

	they have Covid-19 – infection of others		hospitalisation, potential fatality					<p>and stop here signs to ensure social distancing is followed, workstations in office space allocated to ensure 2m separation, advisor memos in place to only use toilet facility one at a time.</p> <ul style="list-style-type: none"> • Staggered start times and finish times for the office's staff to prevent crowding in communal areas and commuting times changed • Hot desking sharing of office equipment have been advised against specific work areas allocated to specific staff. • Thorough cleaning plan in place across the whole offices and all employees to become dedicated cleaning champions in all departments. • High hygiene standards - alcohol handwash available next to entrances and exits, soap dispensers in facilities ensured to have adequate stock. • Individual hand sanitiser issued, a box of tissues to all staff to be used by only them. • Clean desk policy to allow regular cleaning of desks. • PPE available, including face masks, if social distancing is not possible. • Notice boards spread across Offices and emails sent out to all staff with memos giving government advice on Covid-19 hygiene standards, symptoms, and how you can be infected regularly updated. • Perspex shield fitted to desks in offices to prevent potential infection. • So far as reasonably practicable, meetings to be held on Microsoft Teams to reduce visitors to the Offices. If meetings must be held on-Offices, social distancing in place, and no buffet provided. 				
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O	Infection of staff by touching/interaction with surfaces/paperwork	Infection of Offices staff with Covid-19	Absence from work, hospitalisation, potential fatality	Multiple	5	4	20	<ul style="list-style-type: none"> • High hygiene standards - alcohol sanitizer available next to the entry and exit points, and soap dispensers in facilities ensuring adequate supplies. • Individual hand sanitiser issued to all staff to be used by only them. • Clean desk policy to allow regular cleaning of desks regularly. • PPE available, including nitrile gloves to handle paperwork, including delivery notes (consignment notes/duty of care notes). • High hygiene standards - alcohol handwash available in the vehicle and antibacterial wipes to wipe down surfaces regularly in vehicle • Where reasonably practicable paperwork to be scanned to others so, multiple people do not handle the paperwork. • Notice boards spread across the offices and emails sent out to all staff with memos giving government advice on Covid-19 hygiene standards, symptoms, and how you can be infected regularly updated. 	5	1	5	K R
O	Driver encountering customer with Covid-19	Infection of driver	Absence from work, hospitalisation, potential fatality	Driver	5	4	20	<ul style="list-style-type: none"> • Driver to maintain social distancing of 2m as far as reasonably practicable, this will be including remaining in the cab as much as possible except for securing the load and opening/closing curtains. The driver will be provided with PPE, including face shield/visor if social distancing is not practicable. • Contact details from Ops to ensure all drivers to phone ahead and gain access to Offices with limited interaction with customers. • Operations have developed an Offices induction to new policies 	5	1	5	K R P W M C
O	Covid 19 caught whilst delivering products for customers	Catch Covid-19 Infect others with Covid-19	Absence from work, hospitalisation, potential fatality	Drivers, customers, any people the drivers meet	5	4	20	<ul style="list-style-type: none"> • Disposable gloves and face shields/visors to be always worn if social distancing is not possible in the offices and disposable gloves to be used while filling up with fuel. • Hand gel to be utilized after disposable gloves have been removed. • All paperwork to be scanned to the customer in advance where possible 	5	1	5	K R P W M C

								<ul style="list-style-type: none"> • Where not possible paperwork to be taken to the offices, placed on a surface and customer to sign wearing nitrile gloves (if possible) and paperwork to be scanned afterward • While in the office's drivers must follow customers rules for Covid-19 • Drivers to stay in the cab of vehicles until required • A social distance of 2m to be maintained • The driver responsible for ensuring they wipe down vehicle with antibacterial wipes/liquid at the end of shift • Driver to ensure all company clothes worn are washed frequently • Drivers to be issued with PPE, gloves face covering and hand gel 				
O	Mental health illnesses caused by COVID-19	Deterioration of mental health	Absence from work, hospitalisation, potential fatality	All Employees	5	4	20	<ul style="list-style-type: none"> • Regular communication concerning company support to be sent to colleagues • Open door policy for those needing additional support • Ensure mental health first aiders have been fully briefed 	5	2	10	K R D P
O	Covid-19 caught through congregation at reception points	Infection of Offices staff with Covid-19	Absence from work, hospitalisation, potential fatality	All employees	5	5	25	<ul style="list-style-type: none"> • Start and finish times staggered to reduce congregation in communal areas. • The temperature of all persons entering offices can be taken to check it is below 37.5°C. 	5	1	5	K R
O	Covid-19 caught by close desks in office environments	Infection of Offices staff with Covid-19	Absence from work, hospitalisation, potential fatality	Office workers	5	5	25	<ul style="list-style-type: none"> • Colleagues to sit at an allocated desk, which are 2 meters apart, and either side by side but not facing each other. • Colleagues to adhere to taped marks and stop here signs to ensure social distancing • Colleagues to maintain two-meter distance always • Colleagues to utilise disposable gloves when handling paperwork which will be shared with others or been sent by others and constant hand gel to be used • Colleagues to ensure they utilise personal hand gel at regular intervals and wash hands throughout the day • Workspaces being cleaned on a more frequent basis by additional external cleaning and cleaning champions 	5	1	5	K R

								<ul style="list-style-type: none"> • Colleagues to ensure rooms are well ventilated by use of open windows, weather permitting • Colleagues to utilise face masks were working in proximity of fewer than 2 meters with others cannot be avoided • Colleagues to adhere to 2-meter social distance spots from people desks 				
O	Covid-19 caught whilst having a rest or toilet break	Infection of Offices staff with Covid-19	Absence from work, hospitalisation, potential fatality	Office workers	5	5	25	<ul style="list-style-type: none"> • Colleagues only to make drinks for themselves and not others. • Colleagues only to access kitchen areas one person at a time. • No buffet lunches to be provided • Colleagues to be able to eat at their workstation • Only one colleague to utilise toilet areas at a time. • Colleagues to utilise hand paper towels as appose to towels for wiping/drying hands • Posters with catch coughs and sneezes in tissues – catch it, bin it, kill it, and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace • Dedicated lunchtimes and coffee times 	5	1	5	K R
O	COVID-19 caused by close contact during meetings in offices, customers, contractors, and other visitors to Offices	Infection of office staff with Covid-19	Absence from work, hospitalisation, potential fatality	Office workers, visitors, contractors	5	4	20	<ul style="list-style-type: none"> • All meetings to be conducted utilising Teams wherever possible. • If face to face meetings are required a 2-meter social distance to be maintained • Individuals to consider utilising face masks during meetings • Rooms to be well ventilated using open windows, weather permitting • All contractors and visitors to be sent a copy of Covid-19 questionnaire before coming on Offices • All contractors and visitors to be provided with copy of organisation risk assessment for Covid-19 before coming to the Offices and temperature checked • All contractors and visitors to adhere to the office's rules in relation to Covid-19 	5	1	5	K R D P
O	COVID-19 Personal protective equipment	All employees	Absence from work,	Office workers, visitors, contractors	3	3	9	<ul style="list-style-type: none"> • All staff to be issues PPE for their desks, extra tissues, hand gel 	2	2	4	K R D

			hospitalisation, potential fatality				<ul style="list-style-type: none"> • All drivers to be issued PPE gloves, face mask, hand gel, and cleaning items for their vehicle. • All cleaners to be issues PPE, apron, gloves, face mask (for use under the two-meter rule), hand gel and cleaning materials • Sales team to be issued five masks per vehicle hand gel and disposable gloves • Offices Inspectors to have issued gloves, face mask, hand gel and cleaning items for the vehicle • First aiders to have gloves, apron, face masks, face coverings 				M J E	
O	COVID-19 All branches and offices to have the following	All employees	Absence from work, hospitalisation, potential fatality	Office workers, visitors, contractors	3	3	9	<ul style="list-style-type: none"> • All offices to have the following: • COVID-19 posters for washing and preventative measures • Floor stickers 2 meters • Hand sanitizer at all exit and entry points • Extra cleaning materials for all locations • 2-meter zones for all customers • A plastic barrier between all staff and customers on each counter • One banner of COVID per branch • One mat outside main reception/entry points for all locations. • Cleaning champions to check and sign cleaning has been completed. 	2	2	4	K R D M