

Benx Ltd ~ Risk Assessment Form

Conducted By:	Dr Kevin Ruane / Phil Neal	Offices Name:	Group Locations
Date of Assessment	December 2021	Area of Department:	Operational/Office Areas/Visit to Customer Offices/Branches
Date Review Due:	January 2022	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 the line manager, any symptoms related to Covid-19 advice given by the line manager given to contact 111 for further guidance and update HR so a testing kit can be sent to the home address. 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. Notice boards giving advice on Covid-19 and typical symptoms – these are regularly updated with government guidance and HR to communicate via the newsletter. Separate facilities set up for drivers & visitors attending offices to prevent potential contamination Documentation handled indirectly through Ops procedure Constant communication between key stakeholders to consider the safest possible way for people to work Staff encouraged to take Vaccination when available. 	5	1	5	K R
O	Attendance to the office by someone unaware they have Covid-19 – 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"> 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. 	5	1	5	K R

								<ul style="list-style-type: none"> • High hygiene standards - alcohol handwash available next to all entrances and exits, soap dispensers in facilities, and 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. • 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. • Constant communication between key stakeholders to consider the safest possible way for people to work • Staff encouraged to take Vaccination when available. 				
O	Contact with contaminated 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 is issued to all staff to be used by only them. • Clean desk policy to allow regular cleaning of desks regularly. • Doors propped open to minimise contact with surfaces • 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

								<ul style="list-style-type: none"> • Constant communication between key stakeholders to consider the safest possible way for people to work 				
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"> • 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 • Constant communication between key stakeholders to consider the safest possible way for people to work 	5	1	5	K R P W M C
O	Covid 19 caught while 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"> • Hand gel to be utilized after disposable gloves have been removed. • All paperwork to be scanned to the customer in advance where possible • 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 • 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 	5	1	5	K R P W M C

								<ul style="list-style-type: none"> • Constant communication between key stakeholders to consider the safest possible way for people to work 				
O	Long term isolation / lack of interaction with others.	Deterioration of mental health / poor mental wellbeing	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 • Constant communication between key stakeholders to consider the safest possible way for people to work 	5	2	10	K R D P
O	Use of shared welfare facilities.	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 be able to eat at their workstation • 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 • Constant communication between key stakeholders to consider the safest possible way for people to work 	5	1	5	K R
O	Contact with 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. • 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 adhere to the office's rules in relation to Covid-19 • Constant communication between key stakeholders to consider the safest possible way for people to work 	5	1	5	K R D P
O	COVID-19 Personal protective equipment	All employees	Absence from work, hospitalisation, potential fatality	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 • All drivers to be issued PPE gloves, face mask, hand gel, and cleaning items for their vehicle. • Sales team to be issued five masks per vehicle hand gel and disposable gloves 	2	2	4	K R D M J

								<ul style="list-style-type: none"> • 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 • Constant communication between key stakeholders to consider the safest possible way for people to work 				E
O	Poor safety communication.	All employees	Absence from work, hospitalisation, potential fatality	Office workers, visitors, contractors	3	3	9	<ul style="list-style-type: none"> • Hand sanitizer at all exit and entry points • Extra cleaning materials for all locations • A plastic barrier between all staff and customers on each counter • One mat outside main reception/entry points for all locations. • Hand-held disinfectant fogger • Cleaning champions to check and sign cleaning has been completed. • Constant communication between key stakeholders to consider the safest possible way for people to work 	2	2	4	K R D M
O	COVID-19 restrictions of lockdown areas	All employees and members of the public	Absence from work, hospitalisation, potential fatality, breaching the law	Office workers, visitors, contractors	4	4	16	<ul style="list-style-type: none"> • All areas to be reviewed with a dynamic risk assessment at the time of lockdown to obtain local advice and consult local employees • SMT to complete a daily review for the local area • Extra cleaning to be arranged with all cleaning champions • Employees who deal front facing with customers to wear face coverings and cleaning the local area after each customer • All tasks outside the local restricted area to be reviewed by SMT to ascertain if it would be a reasonable excuse to leave the area and what additional PPE measures and restrictions are needed • Constant communication between key stakeholders to consider the safest possible way for people to work 	2	2	4	K R
O	Mental Health Issues arising from working from home (when authorised by HR).	All Employees	Absence from work, hospitalisation on	Office workers	3	4	12	<ul style="list-style-type: none"> • Constant communication between key stakeholders to ensure mental health is kept in a good state. 	2	2	4	K R

			going mental health issues					<ul style="list-style-type: none"> • Offices are kept open, for relief from home working to relieve mental health issues. 				
O	Annual Conference / Party	All Employees	Absence from work, hospitalisation, potential fatality	All employees attending (60-100)	4	3	12	<ul style="list-style-type: none"> • Lateral flow test carried out day before attending event. • On arrival everyone is asked if they have had a lateral flow test and what the results were. • Ventilation thorough the event is maintained. • Number of people at tables reduced. 	2	2	4	K R