

HS03 RISK ASSESSMENT POLICY TEMPLATE

Work Activity:	Clearing Rubbish from outside stores during COVID-19	COVID / 18	
Assessor:	Phil Pidgeon	Dept:	Retail
Responsible Manager:	Michelle Nicholls		
Date:	16/07/2020		

PART 1: RISK ASSESSMENT

Main Hazards Are:

- COVID-19 potential infection risk (all site users)
- Exposure to members of the public (COVID non secure)
- Organisational risk (loss of reputation)
- Potential fine from local authority
- Risk to income generation
- Risk of infection from rubbish potentially contaminated with human waste
- Manual handling

Persons/Properties Exposed Are: (Employees, Volunteers, patients, visitors etc.?)

- Customers
- Staff / volunteers

Existing Control Measures:

- Social distancing (Government directive) (2meters rule to be requested)
- Hand washing facilities - Clean WCs (staff only)
- Hand gel
- COVID staff bulletins / briefings

Existing Personal Protective Equipment used:

Not required

Assessment Risk:	of	Consequence	4	x	Likelihood	4	= Risk	8
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<i>RISK RATING</i>	<i>CONSEQUENCE</i>	<i>LIKELIHOOD</i>
5	Catastrophic- Deaths	Very Likely
4	Major - More Than 7 Day Absence	Likely

3	Moderate - Up to 7 Day Absence	Fairly Likely
2	Minor - Minor Injuries	Unlikely
1	Insignificant - No Injury	Very Unlikely
RISK SCORE	ACTION	
15-25	Unacceptable- Stop activity and make immediate improvements	
6-14	Adequate - look to improve at next review	
1 - 5	Acceptable - No further Action but ensure controls are maintained.	

PART 2: ADDITIONAL MEASURES						
Additional Controls Required:						
<ul style="list-style-type: none"> • Staff should be considerate of others needs and respect others personal space. • PPE Clinical mask, googles or visors should be worn when clearing rubbish • PPE Gauntlets and protective apron are to be worn • Vehicle will need to be washed out after a rubbish collection. • Hand Gel should be used once the gauntlets are removed • If a member of staff has an accident which breaks the skin a tetanus injection will be recommended. • PPE steel protection footwear to be worn • Work wear should be worn. • Five steps to safer working compliant as a COVID safe environment 						
Assessment of Risk With additional controls:	Consequence	4	Likelihood	3	= Risk	7
Assessor	Phil Pidgeon	Sign		Date	16-07-20	
Health & Safety Officer	Phil Pidgeon	Sign		Date	16/07/20	
Comments:						

<i>RISK RATING</i>	<i>CONSEQUENCE</i>	<i>LIKELIHOOD</i>
5	Catastrophic- Deaths	Very Likely

4	Major - More Than 7 Day Absence	Likely
3	Moderate - Up to 3 Day Absence	Fairly Likely
2	Minor - Minor Injuries	Unlikely
1	Insignificant - No Injury	Very Unlikely
RISK SCORE	ACTION	
15-25	Unacceptable- Stop activity and make immediate improvements	
6-14	Adequate - look to improve at next review	
1 - 5	Acceptable - No further Action but ensure controls are maintained.	

PART 3: MANAGEMENT APPROVAL AND REVIEW					
Department Manager:	Michelle Nicholls	Sign:		Date:	25/06/2020
Comments:					

PART 4: Departmental Staff and Volunteer sign off		
<i>By signing staff are confirming they have read and understood the risk assessment.</i>		
Name	Signature	Date