


## Risk assessment for : Franke UK Ltd





<b>Risk assessment name</b>	Covid Secure Risk Assessment - Field Based Working	<b>Assessment type</b>	 General
<b>Assessor name</b>	Louise Holloway	<b>Affected site(s)</b>	Field Based
<b>Assessment date</b>	15/07/2020	<b>Review period</b>	Monthly
<b>Approved by</b>	Louise Holloway	<b>Review date</b>	15/08/2020
<b>Approved date</b>	15/07/2020	<b>Reference</b>	COV004







<b>Description</b>
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This risk assessment sets out the controls that will be in place for the workplace and work activities in order to reduce the risk of the transmission of the Covid-19 virus and demonstrate that the organisation is Covid-Secure.
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<b>Hazard</b>	<b>Who could be harmed and how?</b>	<b>Existing controls</b>	<b>Risk rating (L x S)</b>
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 <p>2. Hygiene Control Poor hand hygiene and respiratory hygiene control may lead to an increase in surface contamination.</p>	<p>All staff, Members of the public Customers</p> <p>How? Increased risk of surfaces becoming contaminated with pathogens including Covid-19 leading to spread of infection.</p>	<div data-bbox="801 220 891 308"> </div> <p><b>Employees Advised To Wash Clothing After Work</b> Unless assessment of other risks deems necessary- employees will change clothing at home not at work in changing rooms and will be advised to launder clothes as soon as possible in the event of any contamination of clothing.</p> <div data-bbox="801 391 891 478"> </div> <p><b>Increased Hand Sanitising Facilities Provided</b> Hand sanitiser will be provided for use whilst on the road.</p> <div data-bbox="1361 391 1451 478"> </div> <p><b>Provisions of Written Driving Policy</b> Provisions of Written Driving Policy</p> <div data-bbox="801 563 891 651"> </div> <p><b>Signs And Posters In Use To Remind To Practise Good Hygiene</b> Relevant posters and signs displayed to remind employees of the need to wash hands for at least 20 seconds on a frequent basis.</p> <p>Also signs to remind employees to practice good respiratory hygiene - catching of coughing and sneezes and correct disposal of tissues followed by hand washing.</p> <div data-bbox="801 837 891 925"> </div> <p><b>Use Of Face Coverings</b> If employees choose to wear face coverings then they will be supported in the workplace.</p> <p>Face coverings are not classed as PPE however advice will be given to employees on the correct use.</p> <ul style="list-style-type: none"> <li>• Wash your hands thoroughly with soap and water for 20seconds or use hand sanitiser before putting a face-covering on, and after removing it.</li> <li>• When wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands.</li> <li>• Change your face covering if it becomes damp or if you've touched it.</li> <li>• Continue to wash your hands regularly.</li> <li>• Change and wash your face covering daily.</li> <li>• If the material is washable, wash in line with manufacturer's instructions.</li> <li>• If it's not washable, dispose of it carefully in your usual waste.</li> </ul>	<p>5 x 5</p>  <p>25</p> <p>Medium</p>
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 <p>4. Social Distancing Guidelines Cannot Be Met</p> <p>Activities, where social distancing cannot be followed in full, may lead to increased risk of the transmission of the virus due to being in close proximity. This includes vehicles, customer premises, break areas and outside spaces.</p>	<p>All staff, Members of the public</p> <p>Customers</p> <p>How?</p> <p>Being in close proximity may lead to increased risk of the spread of the Covid-19 virus.</p>	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">  <p><b>3. Time Spent Within 2m To Be Kept To A Minimum</b></p> <p>The time where persons are within 2m will be kept to as short a time as practicable possible.</p> </div> <div style="width: 45%;">  <p><b>5. Employees To Avoid Face To Face Work Where Possible</b></p> <p>Where possible employees will work side by side or back to back to avoid working face to face.</p> </div> </div> <div style="margin-top: 20px;">  <p><b>7. Work Activity Will Not Go Ahead</b></p> <p>Where social distancing cannot be maintained and cannot be limited to a small group of fixed people then the activity will be assessed to decide if it can go ahead safely.</p> </div> <div style="margin-top: 20px;">  <p><b>8. Use of personal protective equipment (PPE)</b></p> <p>Additional PPE beyond what is normally worn to control workplace risk, for management of covid infection has limited benefits and precautionary use of additional PPE for this purpose is not encouraged.</p> <p>However where the risk assessment identifies high risk of transmission due to difficulties implementing controls then PPE will be considered as a further control measure.</p> <p>Appropriate PPE will be selected and employees trained in its safe and effective use, storage and disposal in line with PPE risk assessment.</p> </div>	<p>5 x 5</p>  <p>25</p> <p>Medium</p>






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 <p>5. Individuals Displaying Symptoms - Coronavirus reportedly spread through exposure or contact to cough droplets. People at work developing on-set of symptoms within the workplace.</p>	<p>All staff, Members of the public</p> <p>Customers</p> <p>How? An individual could develop symptoms of Covid-19, which includes a high/raised temperature, a new/continuous cough or loss of sense of taste or smell which may lead to increased risk of transmission of Covid-19.</p>	 <p><b>Cases Recorded and Investigated.</b> Records maintained of those who are isolating or who develop symptoms at work.</p> <p>Investigations carried out if the transmission could be work-related in the event it needs to be reported under RIDDOR.</p> <p>Appropriate risk assessments and work activities reviewed to ensure there are effective controls or if any changes are required.</p>  <p><b>Company Vehicles Cleaned Thoroughly Using Disinfectant Following Guidelines.</b> <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></p> <p>If dealing with bodily fluids or suspected Covid-19 person then extra precautions will be needed which will include protection for eyes, nose and mouth in addition to the gloves and aprons.</p> <p>For disposal these should be then double-bagged and labelled and stored safely and securely for 72 hours before disposal by normal means of collection.</p> <p>Staff will be trained in the effective use of PPE to ensure it offers the correct level of protection.</p>	<p>4 x 6</p>  <p>24</p> <p>Medium</p>










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		<p> <b>Employee Not To Return To Work And Should Self-Isolate</b> For those displaying symptoms of a high or raised temperature or new/persistent cough, isolation should be exercised immediately, ensuring Line Management are informed.</p> <p>Should individuals live with those displaying symptoms, they should isolate for 14 days. If by themselves, 7 days.</p> <p> <b>Employee To Go Home Immediately</b> The employee will be sent home directly from work and maintain social distancing to do so.</p> <p>If they require someone from their household to come and pick them up - they will wait in an isolated room away from anyone else until they are collected. This area will require thorough cleaning afterwards in accordance with the guidance.</p> <p>They should then self-isolate in accordance with guidelines.</p> <p> <b>Good Hand Washing/Hygiene Procedures Observed</b> Staff should be carrying out regular hand washing for at least 20 seconds using soap and water or use of a sanitiser if this is not available.</p> <p>Following cleaning an area after a symptomatic person the hands should be thoroughly cleaned.</p> <p> <b>Will Follow Government Advice On Testing And Tracing</b> Will follow the relevant protocol for booking a Covid-19 test and any subsequent tracing and isolation that should follow.</p>	









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 <p>Coming To Work And Leaving Work - Sharing of a vehicle to, from work or use of public transport may lead to an inability to maintain social distancing.</p>	<p>All staff, Members of the public</p> <p>Customers</p> <p>How? Exposure to the virus due to inability to maintain social distancing leading to potentially contracting the virus.</p>	<p> <b>Safer Travel Supported</b> Car sharing with people from different households will be discouraged.</p> <p>Alternatives such as walking and cycling will be supported with increased facilities.</p> <p>Use of Public Transport will be discouraged.</p> <p> <b>Travel Times Arranged to Avoid Peak Times</b> Where at all possible meetings will be staggered to allow employees to travel outside of rush hours as well as avoiding cross overs of shifts.</p> <p> <b>Work From Home Where At All Possible.</b> Employees will work from home where possible to prevent the need to travel and enter the workplace.</p>	<p>4 x 5</p>  <p>20</p> <p>Medium</p>

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Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 <p>Meetings People coming together in close proximity to attend meetings.</p>	<p>All staff Customers</p> <p>How? Increased risk of transmission of Covid 19</p>	<div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <p> <b>All Non Essential Business Travel Prohibited</b> All non essential business travel is prohibited. Where travel is business critical use of public transport should be avoided wherever possible.</p> <p> <b>Meetings To Be Held In Well Ventilated Locations</b> Meeting to be held outside where possible. If not then meetings will be held in well-ventilated rooms where windows or doors can be open or use of extractor fans to support ventilation.</p> <p> <b>Number of Attendees Limited</b> Meetings limited to maximum 5 attendees</p> <p> <b>Social Distancing To Be Maintained</b> All participants to be reminded prior to meeting of the need to adhere to social distancing at all times.</p> <p>Desks and chairs will be arranged to support social distancing or meeting will be held stood up.</p> <p>Signs and markings to be used in regular meeting spaces to indicate 2m</p> </div> <div style="width: 48%;"> <p> <b>Meetings Carried Out Remotely Where Possible</b> Where possible meetings will be carried out remotely to avoid the need for people to come together.</p> <p> <b>No Sharing Of Equipment Permitted</b> No items are to be shared at any time during the meetings such as pens, computers etc.</p> <p> <b>Sanitiser To Be Provided</b> As well as handwashing before and after the meeting, hand sanitiser will be provided for use for meeting participants.</p> </div> </div>	<p>4 x 5</p>  <p>20</p> <p>Medium</p>

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Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 <p>Refuelling Risk of exposure to non-sanitised surfaces and lack of social distancing at re-fuelling stations</p>	<p>All staff, Members of the public  Customers  How? Need to refuel vehicles at motorway service stations or petrol garages may lead to exposure to the COVID virus</p>	<p>distances.</p> <div style="display: flex; justify-content: space-around;"> <div data-bbox="801 395 887 480">  <p><b>Good Hand Washing/Hygiene Procedures Observed</b> Good hand washing procedures observed to reduce the risk of skin disorders and promote good hygiene</p> </div> <div data-bbox="1361 395 1447 480">  <p><b>Social Distancing</b> Avoid gatherings, non-essential use of public transport, work from home, keep 2 metres apart</p> </div> </div>	<p>3 x 5</p>  <p>15</p> <p>Medium</p>
 <p>Rest Breaks - Risk of Exposure Risk of exposure to infection through use of public rest areas or purchasing food/ drink</p>	<p>All staff  How? Stopping whilst out on the road to purchase food and drinks, or stopping to use public rest areas could lead to increased exposure to COVID-19</p>	<div style="display: flex; justify-content: space-around;"> <div data-bbox="801 831 887 916">  <p><b>Good Hand Washing/Hygiene Procedures Observed</b> Good hand washing procedures observed to reduce the risk of skin disorders and promote good hygiene</p> </div> <div data-bbox="1361 831 1447 916">  <p><b>Social Distancing</b> Avoid gatherings, non-essential use of public transport, work from home, keep 2 metres apart</p> </div> </div>	<p>3 x 5</p>  <p>15</p> <p>Medium</p>




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 <p><b>Stress</b> The adverse reaction people have to excessive pressures or other types of demand placed on them. This can be caused by exposure to increased potential risk by increased exposure to other people.</p>	<p>All staff</p> <p>How? Increased travel may impact on risk factors and stress levels leading to stress related illness/ absence</p>	 <p><b>Appropriate Mental Health Support Provided</b> All colleagues have access to confidential mental health helpline</p>	<p>5 x 5</p>  <p>25</p> <p>Medium</p>
 <p><b>Working On Customer / Client Sites</b> - Working on another clients site or customer premises</p>	<p>All staff, Members of the public</p> <p>Customers</p> <p>How? Lack of control on other sites over the social distancing measures meaning may be exposed to risk of transmission of Covid-19</p>	 <p><b>Awareness and Training For Employees</b> Employees reminded of how to implement the control measures on other sites and to report any concerns they have.</p>  <p><b>Confirm All Concerned Are Symptom Free</b> On the day of work there will be checks to confirm that the customer / clients and employees are not displaying any symptoms.</p> <p>If any are then the work WILL NOT GO AHEAD and appropriate isolation procedures should be followed by those concerned.</p>	<p>5 x 5</p>  <p>25</p> <p>Medium</p>

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		<p> <b>Contactless Exchange Of Money, Goods And Documents In Place Where Possible.</b> To reduce the need to exchange paperwork or handle cash - contactless methods preferred and encouraged. Delivery notes and paperwork issues electronically.</p> <p> <b>Dynamic Risk Assessment Conducted</b> Contact will be made with the customer/ client to establish what control measures are in place and what else needs to be in place.  If arrive on-site and are not satisfied control measures are effective or people appear symptomatic then the visit the employee will leave the site immediately and report to the manager.</p> <p> <b>Good Hand Washing/Hygiene Procedures Observed</b> Hands will be washed upon arrival and before leaving the premises as well as after using a tissue to capture coughs and sneezes.  Sanitiser may be used in addition or in the absence of soap and water.</p> <p> <b>Minimal Contact With People</b> Where at all practicable social distancing of 2m adhered to at all times by all people throughout the visit.  Minimal people engaged with during the visit to site.  Use of signs, markers and announcements to remind people of the requirements.</p>	

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		 <p><b>Non-Essential Work Is Not Carried Out</b></p> <p>All jobs will be reviewed to identify if the job is essential to be carried out at this time.</p> <p>Where possible the job will be rescheduled for a more appropriate time.</p>	

## Further control measures

None required
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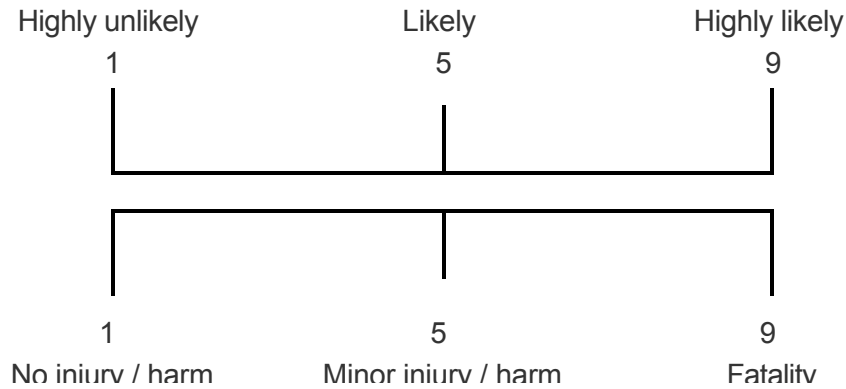
## Operating procedures

Further mitigating actions include:

- Increasing the frequency of hand washing and surface cleaning.
- Keeping the activity time involved as short as possible.
- Using screens or barriers to separate people from each other.
- Using back-to-back or side-to-side working (rather than face-to-face) whenever possible.
- Reducing the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others).
- Finally, if people must work face-to-face for a sustained period with more than a small group of fixed partners, then you will need to assess whether the activity can safely go ahead.
- No one is obliged to work in an unsafe work environment.

### Risk rating explanation

Risk ratings are calculated by considering the likelihood of an event occurring along with the severity of the potential consequence should an accident occur. After considering existing control measures, values are assigned to the likelihood and severity from the scales below and these figures multiplied to established the risk rating.



9	18	27	36	45	54	63	72	81
8	16	24	32	40	48	56	64	72
7	14	21	28	35	42	49	56	63
6	12	18	24	30	36	42	48	54
5	10	15	20	25	30	35	40	45
4	8	12	16	20	24	28	32	36
3	6	9	12	15	18	21	24	27
2	4	6	8	10	12	14	16	18
1	2	3	4	5	6	7	8	9

Probability

Severity

### What do your risk ratings mean?

- Risk is categorised as LOW: Look to reduce risk if practicable
- Risk has been categorised as MEDIUM: Begin to plan your action to reduce the risk immediately
- Risk has been categorised as HIGH: Immediate action required to reduce the risk

Assessor's signature: Louise Holloway

Approved by signature: Louise Holloway