

Risk assessment template

Company name: The Benbow Group Ltd.

Assessment carried out by: MG

Date of next review: 18.06.20

Date assessment was carried out: 18.05.20

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Addressing the general risks and spread of COVID-19 within our offices and factory	All staff, visitors, cleaners & contractors attending our offices and factory	<p>All Directors and Works Management to be provided with copies of the latest Government Guidance for working safely in factories.</p> <p>Remaining in contact with all employees to provide updates and enquire into their own wellbeing.</p> <p>Identifying which employees can work from home.</p> <p>Reminding employees of COVID-19 Symptoms before</p>	<p>Introduce a stringent cleaning regime to include Professional contract cleaning of toilet/kitchen areas and frequent in house cleaning of regularly touched areas such as door handles, clocking in machine etc.</p> <p>Management to monitor and check that social distancing is being adhered too.</p> <p>Consider staggered start/finish times for staff to</p>			

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		<p>they enter the premises.</p> <p>Implementing social distancing and displaying social distancing floor markings and signage.</p> <p>Implementing a one way system in the factory and works toilets.</p> <p>Implementing an engaged/vacant system in toilets.</p> <p>Providing hand sanitising stations and encouraging regular washing of hands in accordance with guidelines</p> <p>Provide a Tool Box Talk for returning employees.</p> <p>Obtaining/maintaining</p>	<p>minimise contact.</p> <p>Introduce a glass screen for the reception desk and dividing screens to desks</p> <p>Encourage staff to take their own temperature before coming to work or upon arriving at work.</p> <p>Encourage staff to report any issues or concerns.</p> <p>Provide mental health and wellbeing support to all employees.</p>			

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		<p>suitable levels of PPE</p> <p>Carry out essential meetings via zoom, skype or conference call.</p>				
Addressing the general risks of COVID-19 for deliveries	All staff and delivery drivers	<p>Restrict deliveries</p> <p>Keep our external doors/gate locked.</p>	<p>Implement a dedicated procedure for deliveries.</p> <p>Display appropriate signage</p> <p>Install an external bell.</p> <p>Provide a hatched area for drivers to maintain social distancing.</p> <p>Provide separate welfare facilities for delivery drivers.</p>			
Travelling to and from work during COVID-19 pandemic	All Staff	Encouraging travelling separately by walking, cycling or by car and avoiding public transport.				

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Activities that require more than one person	All Staff	Implementing social distancing measures wherever possible.	<p>If the activity needs to continue and social distancing is not possible the following actions are required:</p> <p>The time involved should be kept to a minimum trying to avoid face to face contact. Suitable PPE to be worn Limit the contact between each person and use the same fixing teams or partners. Further increase frequency of hand washing and surface cleaning.</p>			

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/

