



RA Number: Covid - 19 REV1

Date: 14/04/2020

Name of assessor: Operations Manager

Work Areas: All

Updated: 14/05/2020

Task: Employee separation (Social Distancing).

Hazard	Who is at Risk?	Possible consequence	Existing control measures	Risk rating			Additional Controls/ Actions	New Rating			Action Owner	Action Target Date
				L	C	R		L	C	R		
Spread of covid - 19 virus due to working too close to colleagues.	TRT Employees.	Catastrophic - Fatal.	None	3	5	15	Mark out floor to denote, one way or keep to the left. Signage to be applied throughout the building enforcing the 2m separation rule. Isolate any gathering point.	2	5	10	AE/AR/RE (Complete)	Monitor
Spread of covid - 19 virus due to working too close to colleagues.	TRT Employees.	Catastrophic - Fatal.	None	3	5	15	Install additional hand washing / hand sanitising stations and re-enforce the need for regular use.	2	5	10	AE/AR/RE (Complete)	Monitor
Spread of covid - 19 virus due to working too close to colleagues	TRT Employees	Catastrophic - Fatal.	None	3	5	15	Minimise team members in each cell, 2 max per cell, each cell to have clear 2m separation lines and test/first off areas marked out using floor tape.	2	5	10	AE/AR (Complete)	Monitor

Spread of covid - 19 virus due to working too close to colleagues	TRT Employees	Catastrophic - Fatal.	None	3	5	15	Team leaders to instruct operatives to move out of the area during inspection, team leader to observe test procedure from safe distance.	2	5	10	AE/AR/SH (Complete)	Monitor
Spread of covid - 19 virus due to working too close to colleagues	TRT Employees	Catastrophic - Fatal.	None	3	5	15	Draw up a Rota to stagger clocking out times.	2	5	10	SH/AE/AS (Complete)	Monitor
Spread of covid - 19 virus due to working too close to colleagues	TRT Employees	Catastrophic - Fatal.	None	3	5	15	Draw up a Rota to stagger break times	2	5	10	SH/ST/AS (Complete)	Monitor
Spread of covid - 19 virus due to working too close to colleagues	TRT Employees	Catastrophic - Fatal.	None	3	5	15	Tool box talks to inform staff of risks (social distancing) and discipline if required.	2	5	10	SH/AE (Complete)	Monitor
Spread of covid - 19 virus due to working too close to colleagues	TRT Employees	Catastrophic - Fatal.	None	3	5	15	Ensure Employees are working as far away from each other as is practically possible and only work side by side or back to back <b><u>NOT FACE TO FACE.</u></b>	2	5	10	SH/ST/AS (Complete)	Monitor
Spread of covid - 19 virus due to working too close to colleagues	TRT Employees	Catastrophic - Fatal.	None	3	5	15	Mark Workshop floor and ensure social distancing between Employees.	2	5	10	RW/AR (Complete)	Monitor

Spread of covid - 19 virus due to Sharing of tools/pallet rucks and key boards etc..	TRT Employees	Catastrophic - Fatal.	None	3	5	15	Sanitising stations to be made available for wiping clean tools / handles / keyboards Etc.	2	5	10	AE (Complete)	Monitor
Spread of covid - 19 virus due to working too close to colleagues	TRT Employees	Catastrophic - Fatal.	None	3	5	15	Mark Lab floor and ensure social distancing between Employees.	2	5	10	RW/AR (Complete)	Monitor
Spread of covid - 19 virus due to working too close to colleagues	TRT Employees	Catastrophic - Fatal.	None	3	5	15	Mark Office floors and ensure social distancing between desks.	2	5	10	AE/RW/AR (Complete)	Monitor
Spread of covid - 19 virus due to proximity of incoming deliveries	TRT Employees and Suppliers	Catastrophic - Fatal.	None	3	5	15	Implement a new procedure to be communicated to all incoming delivery drivers.	2	5	10	AE/AS (Complete)	Monitor
Spread of covid - 19 virus due to proximity of customers who are taking deliveries from the TRT driver	TRT Employees and Customers	Catastrophic - Fatal.	None	3	5	15	Implement a new procedure to be understood by the TRT delivery drivers when delivering to customers.	2	5	10	AE/AS (Complete)	Monitor