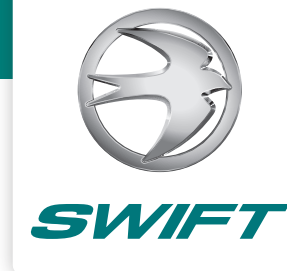


# RISK ASSESSMENT



BUSINESS UNIT	SWIFT GROUP
ACTIVITY / EQUIPMENT	COVID 19

ASSESSMENT REF NO	COVID1-v2	DATE	Nov-20
ASSESSOR	Catherine Chapman-Pell BSc CMIOSH MIIRSM		

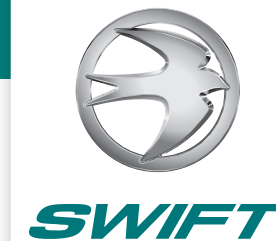
1 Description of Hazard	2 Who could be harmed	3 Initial Risk Rating			4 Existing controls	5 Action	6 Residual Risk Rating		
		HR	LR	RR			HR	LR	RR
Person(s) entering the Swift Group Cottingham site with COVID 19	Emp, Cont, Vis, YP's, New & Expectant Mothers	5	4	20	Where possible employees are advised to work from home. Staggered start times for those working on site. All employees advised not to travel to work if they have symptoms and to call the Swift Group absence line. Temperatures being taken for all who enter site and will not be permitted entry if temperature gives 2 high readings. All none essential visitors and contractors are not permitted on site. All employees to wear face coverings at all times whilst on site and to keep 1m plus apart. Personnel RA completed for those that cant wear face coverings. Hand sanitising stations are around site for all to use. Where practicable one way systems have been implemented when walking around site, all none essential travel around site has been stopped, the canteen has been closed and smoking shelter has been moved to enable social distancing. Where employees are required to work in teams, where possible, this will be for short duration and the teams will not change. Signage and floor/desk markings to show 1m plus distance where queuing is possible. Contractors, suppliers and visitors have all been written to request RAs and confirm agreement with site rules. All employees have undertaken 'lets get back to work safely' presentation before starting work. Managers have attended an additional Managers training session. All CEV employees are shielding until 2nd December or further Government update	Audits and work place observations to be implemented. Regular safety briefs. Employees to take ownership of symptoms. Lead H&S Officer to regularly review Government guidelines and advise Project Team	5	2	10

# RISK ASSESSMENT



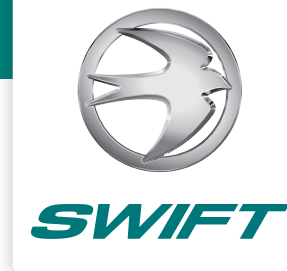
Person(s) present the symptoms of COVID 19 at Swift Group Cottingham site	Emp, Cont, Vis, YP's, New & Expectant Mothers	5	4	20	The person(s) will be removed away from groups of other people. If possible the person(s) should be moved to a designated room separate from the workforce for any information gathering. The person(s) will then be sent home following the advice from the NHS. If the person is a visitor/contractor then the individuals company will be notified. The person(s) work area and equipment must be quarantined and cleaned. All employees have undertaken 'lets get back to work safely' presentation before starting work. Managers have attended an additional Managers training session. On receipt of a negative Covid19 19 test, the person(s) should follow the advice from track and trace regarding isolation periods. HR/H&S update the Covid19 tracker daily	Audits and work place observations to be implemented. Regular safety briefs. Lead H&S Officer to regularly review Government guidelines and advise Project Team	5	2	10
Swift Go employees working with members of the public and handling bedding etc. that customers have been using	Emp, Cont, Vis, YP's, New & Expectant Mothers	5	4	20	Stockport and Heathrow depots are currently closed to the public following National Lockdown. Edinburgh depot remains open following government guidelines. Steriliser to be used when handling MH keys. Welcome packs currently suspended and reviewing whether to suspend provision of bedding. Additional cleaning measures in place. All crockery, cutlery, utensils etc. to go through dishwasher after each hire. Viewings / walk rounds by appointment only, all Swift Go sites not accepting walk in viewings. Welfare facilities can be kept separate, cleaning will be more frequent. All employees have undertaken 'lets get back to work safely' presentation before starting work. Certain documentation requested before handover and handover video available on website to reduce contact on handovers	Regular safety briefs. Daily monitoring and supervision to be implemented. Employees to take ownership of symptoms. Lead H&S Officer to regularly review Government guidelines and advise Project Team	5	2	10
Swift Employees travelling to / working in / on customer vehicles, dealer sites or holiday parks	Emp, cust, member of public	5	4	20	Pre-arrival calls to be made to customer, site or dealership to ensure no-one is displaying symptoms. Only 1 occupant per van apart from jobs approved by Head of Quality. All contact points to be wiped down afterwards, including keys. Keep 1m plus distance from anyone you meet. All employees have undertaken 'lets get back to work safely' presentation before starting work. Managers have attended an additional Managers training session. SSOWCOVID19 - staying in accommodation.	Customers must not been in the product with the engineer. Employees to take ownership of symptoms. Lead H&S Officer to regularly review Government guidelines and advise Project Team	5	2	10

# RISK ASSESSMENT



Contamination of workplace/ environment	Emp, Cont, Vis, YP's, New & Expectant Mothers	5	4	20	Hand sanitising stations are in situ throughout the site. All personnel have been briefed on correct hygiene practices to prevent the spread of any potential contaminated surface. Increased cleaning regimes have been put into action, paying particular attention to areas such as door handles, light switches. There is now a clear desk policy, meaning only essential I.T equipment is left on the work desks. This allows a more effective level of cleaning. The sharing of equipment is not promoted but where this is no option cleaning products have been provided and a record sheet of cleaning. All waste bins are emptied on a daily basis. The on site canteen facility, kitchen facilities have been temporarily closed. Some toilets and urinals have been marked out of use. Face to face meetings are being dissuaded but where they must go ahead notices are in meeting rooms stating seating arrangements. The site was deep cleaned prior to re-opening by an external company. The air conditioning contractors have serviced and cleaned all air con units. All employees to undertake 'lets get back to work safely' presentation before starting work. Managers will also undertake an additional Managers training session. Signage required for handwashing / sanitising and markers on walkways etc. for 1m distance.	Lead H&S Officer to regularly review Government guidelines and advise Project Team	5	2	10
Large gatherings of people including meetings and training courses (proximity)	Emp, Cont, Vis, YP's, New & Expectant Mothers	5	2	10	All group meetings and training courses are discouraged and should be conducted via video or phone link if non essential. If the meetings/training/gatherings are deemed essential, then social distancing practise must be adhered to involving no handshaking and a distance of 1m plus apart wherever possible. Operatives of cranes, FLT etc. with certificates that have expired due to training not being able to take place will not be able to operator equipment. All employees to undertake 'lets get back to work safely' presentation before starting work. Managers will also undertake an additional Managers training session.	Lead H&S Officer to regularly review Government guidelines and advise Project Team	5	1	5

# RISK ASSESSMENT



Lack of accurate guidance and information	Emp, Cont, Vis, YP's, New & Expectant Mothers	5	2	10	Monitoring of relevant news outlets/websites and current government guidance. Subscribing to receive updates from The HSE. Reporting/communicating all advice with all employees, visitors and contractors via specific Covid19 19 briefs. PHE and HSE reporting guidelines are being followed	Consider communication to contractors / delivery drivers etc. Lead H&S Officer to regularly review Government guidelines and advise Project Team	5	1	5
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HAZARD/SEVERITY RATING	
0= no injury/illness/effect	3= 7 day injury/illness
1=1st aid injury/illness	4=major injury/illness
2=Minor injury/illness	5=Death/disabling injury

LIKELIHOOD RATING	
0=zero to very low	3=Likely
1=very unlikely	4=Very likely
2=unlikely	5=Almost certain

RISK RATING (HRXLR=RR)	
0= No risk	15-19= High risk
1 to 5= Low risk	20-25= Dangerous process - STOP
6-14= Medium risk	