









Risk assessment for : MIS Conversions Ltd










Risk assessment name	Coronavirus Risk assessment	Assessment type	 General
Assessor name	Sharon Nixon	Affected site(s)	MIS Conversions Ltd (DN3 1QR)
Assessment date	15/06/2020	Review period	Daily
Approved by	Sharon Nixon	Review date	16/06/2020
Approved date	15/06/2020	Reference	MOB873317

Workspace(s)	Description
 Access / Egress  Attic  Cellar  Office  Outside Area  Processing  Storage	<p>The assessment considers the alert of suspected Coronavirus, diagnosed Coronavirus and/or contact with those who may be subsequently affected. Common symptoms would include headache, shortness of breath, muscle pain, fever and tiredness. Working safely in the work place.</p> <p>For further information on named areas and specific zones, refer to 'Returning Travellers' section > https://www.gov.uk/government/publications/coronavirus-action-plan</p>








Overall risk rating : 8 (Low)

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)




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 <p>Contact with non-sanitised surfaces. Carriers may cough or sneeze over surfaces and/or touch it with uncovered hands with no follow up cleaning of the surfaces</p>	<p>All staff, visitors</p> <p>How? Those coming in to secondary contact with the surface could develop symptoms of the virus.</p>	<p> Hand hygiene. Individuals must not touch eyes, mouth or nose with unwashed hands, particularly after coughing or sneezing. Hands should be washed with adequate soap or sanitiser immediately. Hand wash stations are provided to wash hands before entering the building and also when leaving and should be used EVERY time you enter and leave any building.</p> <p> Hygiene monitoring. Written cleaning schedules are enforced internally and where visiting clients, unclean areas are avoided.</p> <p> Infection Control Procedures In Place Infection control procedures in place and communicated to all employees. Procedure should include early warning signs and symptoms and should be reviewed on declaration of newly affected areas etc. Controls such as the issue of PPE (Masks) to the workforce should be considered dynamically as the spread of the virus increases. New OP instructions have been issued at first day returning after Furlough and should be followed</p> <p> Soap/hand wash provided and contained waste disposal available. Soap and washing facilities available and correct contained waste disposal bins where applicable.</p> <p> Work surfaces cleaned and disinfected daily. (Internally) All work surfaces are appropriately cleaned in line with company cleaning and hygiene policies. Paying additional attention to high contact areas more often during the pandemic.</p>	<p>2 x 3</p> <p></p> <p>6</p> <p>Low</p>
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Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 <p>Coughing / sneezing individuals. Coronavirus reportedly spread through exposure to or contact with cough droplets. Suspected contact may bring on related symptoms.</p>	<p>All staff, Members of the public, visitors</p> <p>How? Contact with cough droplets could lead to Coronavirus symptoms, such as shortness of breath, coughing or high temperature.</p>	<div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;">  <p>Communication. Should individuals display or witness anyone with potential symptoms they should come forward and make the correct person(s) aware immediately.</p> </div> <div style="width: 50%;">  <p>Hand hygiene. Individuals must not touch eyes, mouth or nose with unwashed hands, particularly after coughing or sneezing. Hands should be washed with adequate soap or sanitiser immediately.</p> </div> <div style="width: 50%;">  <p>Infection control procedures in place. Infection control procedures in place and communicated to all employees. Focus around coughing and sneezing in to tissues that are disposed of in closed lid bins.</p> </div> <div style="width: 50%;">  <p>Information on Coronavirus communicated amongst all staff. Communicate information on Coronavirus using official medical and government guidance.</p> </div> <div style="width: 50%;">  <p>Masks issued (post medical guidance) Masks may be required to be issued to both visitors and staff to reduce spread of cough droplets. Masks should be provided proactively. Masks should meet a minimum standard - FFP2 rated respirator mask to EN149:2001 (N95). Masks should be disposed of correctly.</p> </div> </div>	<p>2 x 3</p>  <p>6</p> <p>Low</p>






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Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
		<div data-bbox="801 331 891 421">  </div> <p>PPE provided worn. Any PPE provided should be worn as stated within the procedure and disposed of correctly.</p> <div data-bbox="1361 331 1451 421">  </div> <p>Restricted access. Restrict access to members of the public or those displaying related symptoms where possible. Contact should be restricted to within 3ft (1 meter) of the affected person.</p> <div data-bbox="801 641 891 730">  </div> <p>Soap/hand wash provided and contained waste disposal available. Soap and washing facilities available and correct contained waste disposal bins where applicable.</p>	





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Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 <p>Employees visiting clients. Those individuals whose work would constitute potential exposure to those carrying the virus as part of their job role. Minimal contact until otherwise stated.</p>	<p>All staff, Contractors, Members of the public, visitors</p> <p>How? Spread of the virus. Displaying virus symptoms including coughing, raised temperature or shortness of breath.</p>	<div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;">  <p>Decline work with suspected carriers. Staff should feel that declining to work where symptoms are evident or have been reported can be discussed.</p> </div> <div style="width: 50%;">  <p>Dynamic safe working procedures. Internal procedures such as refraining from shaking hands may be applied at the discretion of the individual or HR department.</p> </div> <div style="width: 50%;">  <p>Lone Workers contactable. Lone Workers contactable by mobile phone to ensure that there are no health & safety issues. Lone workers can also have constant access to call staff should they show symptoms of Coronavirus or come in contact with those displaying mild symptoms.</p> </div> <div style="width: 50%;">  <p>Only suitable sanitisers used that fully remove bacteria. Claim sanitisers through expense system.</p> </div> <div style="width: 50%;">  <p>Reporting procedures followed. Those experiencing symptoms or who have come in to contact with those that have should call 111 for further advice and guidance on next steps, including potential self-containment.</p> </div> </div>	<p>3 x 4</p>  <p>12</p> <p>Medium</p>






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Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 <p>Handling waste of suspected/diagnosed individuals. Work activity may constitute the potential exposure to waste that may carry saliva/cough droplets of those displaying symptoms of Coronavirus.</p>	<p>All staff, Contractors, Members of the public, visitors</p> <p>How? Individuals might continue completing the activity without thinking of the contaminated articles, leading to their own illness and spread of the virus.</p>	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">  <p>Hand Hygiene. Individuals must not touch eyes, mouth or nose with unwashed hands, particularly after coughing or sneezing. Hands should be washed with adequate soap or sanitiser immediately.</p> </div> <div style="width: 45%;">  <p>PPE provided worn at all times. Any PPE provided should be worn as stated within the procedure and disposed of correctly within a closed bin.</p> </div> </div> <div style="margin-top: 20px;">  <p>Safe cleaning / hygiene procedures. Tissues should be thrown into closed bins and hands washed immediately after coming in contact with any article. Hands should be washed with soap or alcohol santiser.</p> </div>	<p>2 x 3</p>  <p>6</p> <p>Low</p>

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Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 <p>Individuals returning from affected regions. Tourists or visitors returning from affected regions.</p>	<p>How? Individuals may be subject to high temperatures, coughing or shortness of breath. (Even mild symptoms)</p>	<p> Medical Quarantine. 14 day assisted quarantine may be enforced at the local medical facility. Contact with your line manager should be made on returning from affected areas and on the return to work.</p> <p> Restrict Access. Staff or visitors returning from affected areas should be asked not to visit the premises or ideally leave the house without further medical guidance. Such individuals should go under self containment for 14 days with no contact with others.</p> <p> Self-Isolation. Those returning from affected areas should impose self-isolation and call NHS 111 / GP for further advice. (Whether displaying symptoms or not). Self-containment would be advised by Public Health England.</p>	<p>1 x 3 3 Low</p>

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Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 <p>Poor levels of hygiene / housekeeping. Risk of ill-health due to poor hygiene controls and cleaning down procedures such as incorrect handling of waste or handwashing etc.</p>	<p>All staff, Contractors, visitors</p> <p>How? Individuals may start exhibiting mild symptoms related to the virus, including coughing, high temperature and shortness of breath.</p>	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">  <p>Follow Government and PHE guidance. Employees are encouraged to follow the guidance from the government and Public Health England as to correct health measures.</p> </div> <div style="width: 45%;">  <p>Hand sanitisers provided. Only suitable sanitisers used that fully remove bacteria. Claim sanitisers through expense system.</p> </div> </div> <div style="margin-top: 10px;">  <p>Hygiene procedures in place. Any staff that may have come in to contact with those displaying symptoms should utilise washing facilities immediately.</p> </div>	<p>3 x 3</p>  <p>9</p> <p>Low</p>

Further control measures

None required

Operating procedures

Those returning from affected regions or those concerned that they have come into contact with those displaying symptoms should call 111 (NHS England) for further medical advice, which may include / result in self-containment for a minimum of 14 days paid absence.

For individuals displaying symptoms, reduce potential spread by leaving the workplace or client premises and return home immediately. Contact should be made with the internal HR department and NHS 111 for further guidance.

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Contact should be made to your internal HR Department both on returning from affected areas and/or returning to work following 14 day quarantine. The HR department may opt to extend the period of quarantine before returning to work.

Updates to named areas of concern can be found at https://www.gov.uk/guidance/wuhan-novel-coronavirus-information-for-the-public?gclid=EAlalQobChMIrvebj5Pv5wIVRbDtCh0auwIwEAAYASAAEgLwGvD_BwE

Self-containment would include staying at home in a well ventilated room, with access to clean, potable water. Those helping with grocery drop offs etc. should not enter the premises and those living with the potentially affected should keep within 3ft (1 meter) and leave as soon as possible.

For industries where larger congregations of people or churn of the general public (including at risk groups) are present and displaying symptoms. The congregation (e.g. School) should be sent home immediately.

High risk groups would include those of an advanced age, reduced immune systems and those with long-term conditions like diabetes, cancer and chronic lung disease.

In order to reduce the risk of the spread of Coronavirus infections, basic preventative measures are advised for the public, including: good respiratory hygiene and respiratory etiquette; frequent careful hand washing; avoiding touching one's eyes, mouth and nose; sanitary disposal of oral and nasal discharges as well as avoiding contact with sick people. (European Centre for Disease Prevention and Control)

Any hand washes or sanitisers should be purchased and claimed for via the internal expense system.

Mask Use -

- If you are healthy, you only need to wear a mask if you are taking care of a person with suspected 2019-nCoV infection.
- Wear a mask if you are coughing or sneezing.
- Masks are effective only when used in combination with frequent hand-cleaning with alcohol-based hand rub or soap/water.
- If you wear a mask, then you must know how to use it and dispose of it properly.

Masks should be utilised as a general precautionary control particularly if social distancing can't be followed in a short working period (15minutes) majority of tasks can be completed with social distancing, however their effectiveness is not guaranteed

Should a report or outbreak occur please follow the newly issued sickness procedure.

Visitor badges should be sanitised on return to reception if the visitor ban has been lifted.

Follow newly issued operational procedures - OP125 Stores Procedure, OP126 Yard Procedure, OP127 QA Procedure, OP128 Working practice changes, OP129 Next Van procedure, OP130 Workshop Procedure and Social distancing instruction flyer, Sickness and health and safety procedure.

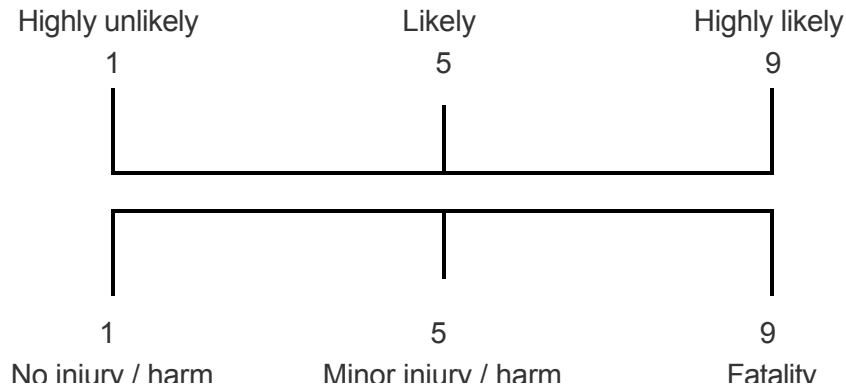
Supporting evidence

[Coronavirus_action_plan_-_a_guide_to_what_you_can_expect_across_the_UK.pdf](#)

12/03/2020 -268943 kb

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: Sharon Nixon

Approved by signature: Sharon Nixon