









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 Centrix site and Parkside site and all MIS sites
Assessment date	05/04/2022	Review period	Annually
Approved by	Sharon Nixon	Review date	05/04/2023
Approved date	05/04/2022	Reference	MOB1440668












Workspace(s)	Description
 Access / Egress  Attic  Cellar	<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>From 1st April 2022 refer to https://www.gov.uk/guidance/living-safely-with-respiratory-infections-including-covid-19</p>
 Office  Outside Area  Processing	
 Storage	









Overall risk rating : 8 (Low)

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

 <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. Wash hands after touching these kinds of areas.</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. Extra cleaning staff have been employed and disinfectant cleaning product for all handles and high contact areas every day.</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 use of PPE (Masks) by the workforce if showing symptoms and follow any correct government instruction regarding any requirements to isolate, always available in stores, should be considered dynamically as the spread of the virus increases.</p>  <p>Soap/hand wash provided and contained waste disposal available. Soap and washing facilities available and correct contained waste disposal bins where applicable. Always wash hands prior to eating or touching face.</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. Please keep your area clean - anibac and disinfectant is available at all times.</p>	<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>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>PPE provided worn. Any PPE provided should be worn as stated within the procedure and disposed of correctly.</p> </div> <div style="width: 50%;">  <p>Restricted access. Follow any government restrictions that are in place.</p> </div> <div style="width: 50%;">  <p>Soap/hand wash provided and contained waste disposal available. Soap and washing facilities available and correct contained waste disposal bins where applicable.</p> </div> </div>	<p>2 x 3</p>  <p>6</p> <p>Low</p>

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 and follow clients instructions.</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>	<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. Follow all government instruction in place.</p> <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> <p> Only suitable sanitisers used that fully remove bacteria. soap and water are as effective as hand sanitiser. Always wash hands prior and after lunch.</p> <p> Reporting procedures followed. Those experiencing symptoms or who have come in to contact with those that have should check to see any up to date information on the government web site.</p>	<p>3 x 4</p> <p> 12</p> <p>Medium</p>
 <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. Gloves to be worn when emptying bins that could contain contaminated tissues.</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. Gloves to be worn when emptying bins that could contain contaminated tissues.</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.</p> <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> <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>	<p>2 x 3</p> <p> 6</p> <p>Low</p>

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>	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">  <p>Medical Quarantine. You should follow any government instructions that may be in place.</p> </div> <div style="width: 45%;">  <p>Restrict Access. Staff or visitors returning from affected areas should follow any government instructions that are in place.</p> </div> </div> <div style="margin-top: 10px;">  <p>Self-Isolation. You should follow any government instructions that are in place.</p> </div>	<p>1 x 3 3 Low</p>
 <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 and or hand wash facilities provided. Only suitable sanitisers and/or hand wash facilities used that fully remove bacteria.</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 and follow government isolation information and provide evidence of this.</p> </div>	<p>3 x 3 9 Low</p>

Further control measures

None required

Operating procedures

MIS are asking all site, staff and visitors to follow any government instructions that are in place.

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, should consult with line managers to instigate any extra procedures that may be required for them.

In order to reduce the risk of the spread of Coronavirus infections, basic preventative measures are advised, 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.

Mask Use -

- Wear a mask if you would like, particularly if you have to be in close contact with a worker.
- 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. See your line manager.

Masks should be utilised as a general precautionary control.

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.

Follow all government instructions that are in place.

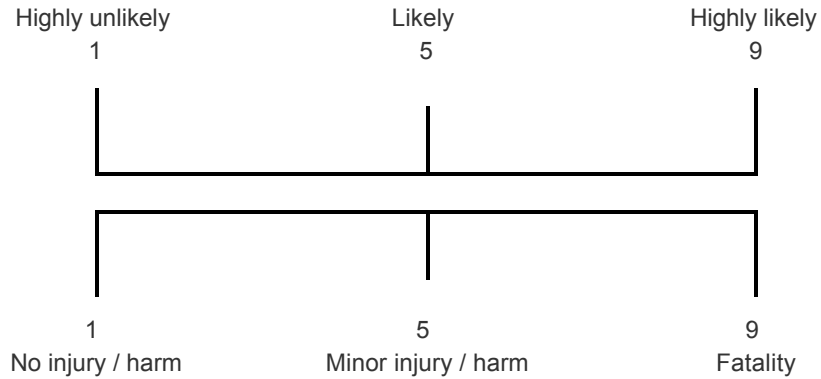
Supporting evidence

[Living safely with respiratory infections, including COVID-19 - GOV.UK5.4.22.pdf](#)

05/04/2022 -129404 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