



RISK ASSESSMENT AM-RA053 COVID-19

Date Assessed 23rd September 2020

Review date 22nd September 2021

Activity	Hazard	Risk	Who is at risk?	Control Measures	Risk Rating	Responsibilities
Attendance at and general office activities	Exposure to a viral infection via contact with infected persons who are in close proximity, from respiratory droplets produced when an infected person coughs or sneezes or from contact with contaminated surfaces or objects which could result in acute / chronic respiratory problems.	Infection from virus	Amberon Employee's, contractors and members of the public.	<p>Carried out briefings and issued instructions / guidance on undertaking and maintaining good personal hygiene. (All staff have access to soap and running water as well as the provision of hand sanitisers where water is not available e.g. in reception areas)</p> <p>Issued disinfectant surface wipes</p> <p>Office protocol introduced instructing staff;</p> <ul style="list-style-type: none"> ○ To observe social distancing ○ Clean and disinfect frequently touched objects and work surfaces ○ Increased office cleaning programmes ○ Instigated a "drop and go" service for deliveries ○ Instructed only one at a time use of kitchen and smoking areas <p>Introduced "ghost shift" handovers</p> <p>Reviewed and issued Amberon's Pandemic recovery Plan</p> <p>Working from home policy introduced where practicable</p> <p>Instructed staff to self-isolate when returning from countries identified by the UK Government as a Category 1 risk</p> <p>Introduced a daily conference call, chaired by the MD, with key personnel from all business functions and the regions to update and share information, knowledge and best practice.</p> <p>Introduced mandatory wearing of face coverings in all offices and depots while not at work desks</p> <p>Implemented C-19 SSOW and RA for each depot / office within the group</p>	High	All staff working in the office and any visitors to the office.



Attendance at and undertaking general depot operational activities	As above	Infection from virus	Amberon Employee's, contractors and members of the public.	<p>Written and delivered briefings and instructions on appropriate personal hygiene techniques. (All staff have access to soap and running water as well as the provision of hand sanitisers where water is not available e.g. in reception areas)</p> <p>Wearing of gloves (PPE Policy)</p> <p>Working from home policy introduced where practicable</p> <p>Instructed staff to self-isolate when returning from countries identified by the UK Government as a Category 1 risk</p> <p>Moved to electronic Inductions and briefings to reduce staff interaction / exposure</p> <p>Mandatory wearing of face coverings in all depots / offices</p> <p>Written and distributed various instruction and information guidance</p> <p>Produced animated video TBTs on company policy</p>	High	All staff in the depot and any visitors
Site access / egress	As above	Infection from virus	Amberon employee's	<p>All non-essential visitors to sites to be restricted</p> <p>Introduce staggered start and finish times to reduce potential congestion during any shift change-overs</p> <p>Monitor site access points to enable social distancing and additional access points to be provided if required</p> <p>Face coverings to be worn where social distancing cannot be achieved</p>	High	All site operational staff
Site based activities (more than 2m social distancing can be achieved)	As above	Infection from virus	Amberon Employee's, contractors and members of the public.	<p>Operational staff instructed NOT to get a signature on their tablets following install / de-install of TM.</p> <p>Staff instructed not to use clients mess-rooms etc. or attend non-essential briefings.</p> <p>Operatives instructed to limit their interaction with other staff on site (this may include speaking to each other on the phone even if both parties are on the same site)</p> <p>Planning of work to ensure, where possible, no mixing of site based staff to reduce the risk of "super spreaders"</p> <p>Introduced a daily cleaning / cleansing of all operational vehicles</p> <p>Moved to electronic meetings, Inductions and briefings</p>	High	Staff, contractors and members of the public
Site based activities (for tasks where there is less	As above	Infection from virus	Amberon Employee's, contractors and	For any safety critical work and/or where there is no reasonable alternative to achieving a 2m safe distance between staff undertaking a task a risk assessment approach must be followed	High	Staff, contractors and members of the public



than the required 2m social distancing)			members of the public.	<p>and recorded prior to works commencing.</p> <p>Suitable masks / face coverings must be worn by all parties involved in the task</p> <p>So far as is reasonably practicable the time where 2m social distancing cannot be maintained must be minimised</p> <p>Wherever possible, consistency within the site based groups should be maintained</p> <p>Any groups that are required to undertake the works should be as small as is practicable</p> <p>Where possible, groups working in close proximity should be isolated from other workers on site</p> <p>When working on a gate, staff to maintain 2m distance from MOP in vehicles when giving instructions and guidance. Should a MOP approach them staff are to move away and maintain the 2m distance</p> <p>Suitable, smaller signage is to be used on site or loads broken down and reassembled to allow for single man lifting.</p>		
Travel to and from site or place of work	As above	Infection from virus	Amberon Employee's and contractors	<p>Working from home policy introduced for suitable staff to eliminate the hazard</p> <p>Wherever practicable single occupancy travel to be undertaken</p> <p>Limited the number of people travelling in any one vehicle to sites (Refer to and follow the Amberon Covid 19 driving guidance before, during and after traveling to site)</p> <p>Provided PPE for those in the vehicle</p> <p>Restricted all non-essential travel and overnight hotel visits</p> <p>Issued guidance and instruction to maintain good hygiene measures at all times</p>	High	Staff and contractors
Conflict with members of the public	Violence or threats of violence	Physical / verbal attack	Amberon employees	Staff trained in conflict avoidance	Med	Staff and members of the public



Briefing work, safety and general C-19 information to employees	Poor mental wellbeing	Stress, anxiety and Financial uncertainty	Amberon Employee's and contractors	Provide regular and accurate updates about the impact of Covid-19 on the company, both by local managers and at corporate level. Promote use of Employee Assistance Programmes for support. Maintain meaningful work and normal income as long as safely practicable. Support those who need time off work as a result of illness, caring for others.	High	Corporate team and Managers
---	-----------------------	---	------------------------------------	--	------	-----------------------------