

Risk assessment – COVID19 Coronavirus – Sitewide view

Company name: Severn Valley Woodworks

Assessment carried out by: MA Barnard

Date of next review: Ongoing update as pandemic continues

Date assessment was carried out: 18th May 2022

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
The pandemic in general.	All employees.	Overriding principle is to monitor the pandemic and government rules/guidance + react accordingly.	Any necessary actions recommended.	SVW management team.	Ongoing.	Ongoing.
Infected employees attending work.	Other employees contracting the virus through close contact/interaction.	Communications issued throughout the pandemic – Employees encouraged to follow government guidance i.e. be responsible, if any symptoms, self-isolate, despite the legal position changing. Mask wearing amended to personal choice.	Encourage employees to wear masks in confined spaces and be responsible in terms of signs of illness.	SVW management team. All employees.	Ongoing.	Ongoing
Becoming infected when travelling to work.	Fellow passengers infected when car sharing or using public transport.	Encouraging responsible behaviours in terms of symptoms and isolation.	Monitor pandemic statistics and government guidance. Be ready to react with appropriate controls.	SVW management team.	Ongoing in communications.	Ongoing
Infection in general.	All employees, visiting drivers, contractors, and general visitors.	Communications, provision of hygiene materials and PPE – gloves, masks, face visors. Signage still in place, but not enforced. Automatic hand sanitisers remain in place. Shed roller doors are frequently open in summer months, creating air flow and maintaining an “outside” style environment to reducing infection potential.	Continue regular communications. Maintain supply of hygiene materials and PPE. Encourage roller door opening to create air flow. Encourage all employees to be responsible.	SVW management team.	Ongoing.	Ongoing

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Becoming infected at work performing normal activities.	All employees. Visitors to site i.e. lorry drivers, delivery drivers, contractors, postal service.	Maintaining signs encouraging mask wearing (personal choice), hygiene precautions and regular hand washing. Sanitising materials and PPE still supplied. Facial recognition clocking machine in place and one way system encouraged.	Maintain supply of consumables for hygiene stations. Monitor any changes in government guidance.	Individual employees with. SVW management team.	Ongoing.	Ongoing
Becoming infected during break/lunch times + pre-post work.	All employees.	Responsible behaviours encouraged in attending work and interacting with colleagues. Use of personal vehicles for breaks still encouraged.	Maintain relevant communications as required.	SVW management team. All employees.	Ongoing.	Ongoing

Update history: Created: 12/5/20. Updated: 1/10/20, 22/10/20, 4/11/20, 19/7/21, 22/12/21, 18/5/22.