



Management Systems

Manual
 COVID-19 Risk assessment
 Level 1 Manual

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Organisation: Stanmore Steel Ltd

Assessment date: 16th June 2020

Location: Manak House, Kangley Bridge Road, Sydenham, London, SE26 5AL

Review date: 15th June 2021

Number of staff at work : Workshop, Office

Signature: 

Item	Activity	Legal	Hazards	Risk Rating			Controls	Risk Rating			Effectuated	Risk
				L/H	Con	Total		L/H	Con	Total		
General												
Returning or remaining at work												
1	Returning or remaining at work	The Coronavirus Act 2020, Government emergency requirements	Infection	4	5	20	Provide staff latest advice to stay at home when displaying signs of Covid19 (High Temperature or new continuous cough). Provide Mental Health support if required.	2	5	10	Staff, contractors	Risk opportunity

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2	Returning or remaining at work Clinically extremely vulnerable individuals	The Coronavirus Act 2020, Government emergency requirements	Infection	4	5	20	Work from home in current role or in alternative role. Furlough staff until situation changes Provide Mental Health support if required.	2	5	10	Staff	Risk opportunity
3	Returning or remaining at work Clinically vulnerable (but not extremely Clinically vulnerable) individuals	The Coronavirus Act 2020, Government emergency requirements	Infection	4	5	20	Work from home in current role or in alternative role if possible Furlough staff until situation changes Provide Mental Health support if required.	2	5	10	Staff	Risk

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4	Returning or remaining at work Considerations	The Coronavirus Act 2020, Government emergency requirements	Infection	4	5	20	Directors and Managers to consider those with different needs. Take care not to discriminate directly or indirectly because of a protected characteristic such as age, sex, or disability. Ensure disabled are not put at a disadvantage include expectant mothers. Consider those with caring responsibilities or those with religious commitments	2	5	10	Staff	Risk opportunity

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5	Returning or remaining at work Communication and consultation	The Coronavirus Act 2020, Government emergency requirements	Infection	4	5	20	Communicate and consultant with all staff. Briefing of this risk assessment. Display completed COVID19 poster Completed COVID19 poster to be posted on Website. Staff able to raise issues with Directors and Managers Conduct regular refresher briefings and consultation with staff	2	5	10	Staff	Risk opportunity

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6	Returning or remaining at work Travelling to and from work	The Coronavirus Act 2020, Government emergency requirements	Infection	4	5	20	Directors and Managers to consider how staff will travel to and from work. Preferred option to avoid Public transport Consider work from home Walk, cycle if in reasonable distance. Consider use of furlough scheme if staff cannot travel to work without using Public Transport and/or do not feel safe and cannot work from home. Advise staff to wear face covering (see further advice later in this document)	2	5	10	Staff	Risk opportunity
General work arrangements												

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7	Maintaining social distancing	The Coronavirus Act 2020, Government emergency requirements	Infection	4	5	20	Stagger arrival and departure times. Separate entry and exit points 2 Metre marked areas to assist with social distancing Provide barriers/screens See also office arrangements	2	5	10	Staff	Risk opportunity

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8	Visitors	The Coronavirus Act 2020, Government emergency requirements	Infection	4	5	20	Encourage remote connection/working Limit number of visitors Limit/stagger visitor times at any one time. Maintain a record of all visitors Ensure social distancing maintained at all times.	2	5	10	Staff	Risk
9	Meeting rooms Social distancing	The Coronavirus Act 2020, Government emergency requirements	Infection	4	5	20	Meetings to be conducted only if absolutely necessary Use tele/video conferencing as an alternative Reduce attendance to minimum numbers. Social distancing to be maintained at all times, ensure all attendees are seated 2 metres apart.	2	5	10	Staff	Risk

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10	Hygiene	The Coronavirus Act 2020, Government emergency requirements	Infection	4	5	20	Provide signage Increase hand washing frequency Avoid touching face Cough or sneeze into a tissue and bin the tissue Cleaning off all surfaces, including workstations. Door handles push plates, handrails to be cleaned at least twice time a day.	2	5	10	Staff	Risk
Office arrangements												

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11	Entrance/Exit Social distancing	The Coronavirus Act 2020, Government emergency requirements	Infection	4	5	20	Maintain one entrance to the office (Current Main entrance) Maintain one exit (current fire exit) entrance/exit ensure only one person to enter/ leave at a time. People are not to pass each other in the entry/exit People to wait outside until there is a clear passage to entrance/exit. Entrance corridor from top of stairs to office, People are not to pass each other But to wait at either end until their passage is clear 2 metre markings to be provided to aid social distancing.	2	5	10	Staff	Risk

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12	Entrance/Exit staircases	The Coronavirus Act 2020, Government emergency requirements	Infection	4	5	20	People are not to pass each other on the staircases. People to wait outside or in office area until there is a clear passage Door handles push plates, handrails to be cleaned at least twice a day.	2	5	10	Staff	Risk
13	Entrance Sanitiser	The Coronavirus Act 2020, Government emergency requirements	Infection	4	5	20	Provide hand sanitiser inside entrance area. Staff to use hand sanitiser on entrance.	2	5	10	Staff	Risk

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14	Reception desk	The Coronavirus Act 2020, Government emergency requirements	Infection	4	5	20	Reception desk not to be manned or provide plastic screen to front of desk if manned.	2	5	10	Staff	Risk
15	Workshop staff accessing office	The Coronavirus Act 2020, Government emergency requirements	Infection	4	5	20	Workshop staff to only enter office if absolutely necessary. Discourage staff from approaching other staff, use internal phone system, phone system or Email	2	5	10	Staff	Risk

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16	Office workstations Social distancing	The Coronavirus Act 2020, Government emergency requirements	Infection	4	5	20	Ensure: Workstations are not shared. Workstations to be more than 2 metres apart if necessary, reducing number of staff by using the furlough scheme. Discourage staff from approaching other staff, use internal phone system, or Email Provide screens around workstations which must be equal to the height of a person standing if not able to maintain 2 metres between workstations. Workstations opposite occupied workstation not to be used. Signage to be used to state workstation not to be used	2	5	10	Staff	Risk opportunity

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17	Office workstations Social distancing	The Coronavirus Act 2020, Government emergency requirements	Infection	4	5	20	Mark passageway alongside workstations into 2 metre sections to assist with Social distancing. Introduce one-way system with taped arrows.	2	5	10	Staff	Risk opportunity
18	Office workstations Hygiene Sanitiser	The Coronavirus Act 2020,	Infection	4	5	20	Provide hand sanitiser at each workstation Staff to use hand sanitiser whenever arriving at workstation	2	5	10	Staff	Risk

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				L/H	Con	Total		L/H	Con	Total		
19	Office workstations Printers	The Coronavirus Act 2020, Government emergency requirements	Infection	4	5	20	Only print out documents if absolutely necessary Restrict use of printer to the minimum number of people as possible Printer controls to be cleaned before and after each use. All documents printed out for passing to others to be encased in plastic wallets and cleaned before passing on.	2	5	10	Staff	Risk opportunity

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20	Office workstations	The Coronavirus Act 2020,	Infection	4	5	20	Do not share pens or other equipment Printer controls to be cleaned before and after each use All documents printed out for passing to others to be encased in plastic wallets and cleaned before passing on.	2	5	10	Staff	Risk opportunity
21	Providing guidance	The Coronavirus Act 2020, Government emergency requirements	Infection	4	5	20	Provide posters to entrance lobby area, office area, kitchen area, workshop area. Staying COVID19 secure to be completed and displayed in entrance area, Messing area, Office and workshop.	2	5	10	Staff	Risk

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				L/H	Con	Total		L/H	Con	Total		
22	Kitchen Social distancing Hygiene	The Coronavirus Act 2020, Government emergency requirements	Infection	4	5	20	Persons in Kitchen/messing area to maintain 2 metre social distance. Floor area to be marked out into 2 metre sections, Tables to be separated to allow 2 metre social distance. Excess tables and chairs to be removed Staff to bring own food to work, or packed meals to be provided. No food preparation to be undertaken. hand sanitiser to be provided and used Any items used (kettle, hot water boiler, cupboard handles, dish washer, Fridge handles and doors etc.) to be cleaned before and after use. Tables to be cleaned before	2	5	10	Staff	Risk opportun ity

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				L/H	Con	Total		L/H	Con	Total		
23	Toilets Hygiene	The Coronavirus Act 2020, Government emergency requirements	Infection	4	5	20	Only one person at time to enter/exit. Hand sanitiser to be provided and used Any items used cistern handles, tap handles toilet seats to be cleaned before and after use. All cleaning materials to be disposed of in provide bin. Bin to be emptied on a regular basis. Provide paper towels Or use disposable cloths which should be placed in waste sack after cleaning. All surfaces to be cleaned at least four times a day. Waste bins to be emptied during cleaning process.	2	5	10	Staff	Risk opportun ity

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				L/H	Con	Total		L/H	Con	Total		
Cleaning												
24	Cleaning	The Coronavirus Act 2020, Government emergency requirements	Infection	4	5	20	Workstations to be cleaned daily at the start and end of each shift including equipment, pens, keyboards, door handles, cupboard, and cabinet handles. Use disposable cloths which should be placed in waste sack after cleaning	2	5	10	Staff Contractors	Risk opportunity

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				L/H	Con	Total		L/H	Con	Total		
25	Cleaning	The Coronavirus Act 2020, Government emergency requirements	Infection	4	5	20	Empty all waste bins at the end of each shift or during cleaning routine.	2	5	10	Staff Contractors	Risk opportunit ity
Deliveries												
26	Deliveries non-business	The Coronavirus Act 2020, Government emergency requirements	Infection	4	5	20	Restrict all non-business deliveries expect food items	2	5	10	Staff	Risk

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				L/H	Con	Total		L/H	Con	Total		
27	Deliveries business	The Coronavirus Act 2020, Government emergency requirements	Infection	4	5	20	Maintain social distancing with delivery personal Avoid exchange of documents and signing of documents Use electronic payment or signature equipment. Clean all packaging as soon as possible.	2	5	10	Staff	Risk
PPE (Personal protective equipment)												

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28	PPE for work activities	The Coronavirus Act 2020, Government emergency requirements	Infection	4	5	20	PPE required for work activities should continue to be used/worn. Do not share PPE with others PPE must be cleaned before and after use PPE should be stored where it cannot be contaminated.	2	5	10	Staff	Risk opportunity

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29	Face coverings	The Coronavirus Act 2020, Government emergency requirements	Infection	4	5	20	Evidence of the benefit of face coverings to protect others is weak and the effect small. Wearing of face coverings is a legal requirement on public transport and where social distancing is not possible. Wash hands before donning and after removing Avoid touching face or the face covering Change the face covering if it becomes damp or has been touched. Face covering should be changed daily, if washable wash in line with manufacturer's instructions or dispose of	2	5	10	Staff	Risk opportunity

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Workshop												
30	Entrance/ Exit	The Coronavirus Act 2020, Government emergency requirements	Infection	4	5	20	People are not to pass each other in the entry/exit People to wait outside or in workshop until there is a clear passage to entrance/ exit. Entrance corridor, People are not to pass each other But to wait at either end until their passage is clear 2 metre markings to be provided to aid social distancing.	2	5	10	Staff	Risk

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31	Workstations (benches) Social distancing	The Coronavirus Act 2020, Government emergency requirements	Infection	4	5	20	Ensure: Workstations are not shared. Workstations to be more than 2 metres apart if necessary, reducing number of staff by using the furlough scheme. Discourage staff from approaching other staff, Provide screens/barriers around workstations if not able to maintain 2 metres between workstations.	2	5	10	Staff	Risk opportunity
32	Workstations Social distancing	The Coronavirus Act 2020, Government emergency requirements	Infection	4	5	20	Mark passageway alongside benches into 2 metre sections to assist with Social distancing Install one-way system around benches with taped arrows.	2	5	10	Staff	Risk

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33	Fixed plant	The Coronavirus Act 2020, Government emergency requirements	Infection	4	5	20	Mark out 2 metres zone around each machine Do not allow machines to be operated by different persons Clean machine particularly controls and face guards before and after use. Use disposable cloths which should be placed in waste sack after cleaning	2	5	10	Staff	Risk
34	Workstations Sanitiser	The Coronavirus Act 2020,	Infection	4	5	20	Provide hand sanitiser at each workstation Staff to use hand sanitiser whenever arriving at workstation	2	5	10	Staff	Risk

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35	Equipment	The Coronavirus Act 2020, Government emergency requirements	Infection	4	5	20	Do not share equipment, including pens, markers Clean after and before use. Use disposable cloths which should be placed in waste sack after cleaning	2	5	10	Staff	Risk
36	Materials	The Coronavirus Act 2020, Government emergency requirements	Infection	4	5	20	Users to collect own materials Materials to be cleaned Use disposable cloths which should be placed in waste sack after cleaning	2	5	10	Staff	Risk
37	Materials	The Coronavirus Act 2020, Government emergency requirements	Infection	4	5	20	Only pass materials to others when strictly necessary. Ensure materials have been cleaned Use disposable cloths which should be placed in waste sack after cleaning	2	5	10	Staff	Risk

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38	Finished products	The Coronavirus Act 2020, Government emergency requirements	Infection	4	5	20	Ensure materials have been cleaned Use disposable cloths which should be placed in waste sack after cleaning. Seal finished items in PVC bags or sheeting wherever possible.	2	5	10	Staff	Risk
39	Finished products to Dispatch	The Coronavirus Act 2020, Government emergency requirements	Infection	4	5	20	Ensure materials have been cleaned Use disposable cloths which should be placed in waste sack after cleaning. Seal finished items in PVC bags or sheeting	2	5	10	Staff	Risk

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40	Printers	The Coronavirus Act 2020, Government emergency requirements	Infection	4	5	20	Only print out documents if absolutely necessary Restrict use of printer to the minimum number of people as possible Printer controls to be cleaned before and after each use	2	5	10	Staff	Risk
41	Work documents Instruction sheets	The Coronavirus Act 2020, Government emergency requirements	Infection	4	5	20	Work documents should be kept in clear plastic wallets. Plastic wallets to be cleaned before and after use by each person handling	2	5	10	Staff	Risk
42	Workstations Equipment	The Coronavirus Act 2020, Government emergency requirements	Infection	4	5	20	Do not share pens or other equipment Use disposable cloths which should be placed in waste sack after cleaning.	2	5	10	Staff	Risk

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43	Providing guidance	The Coronavirus Act 2020, Government emergency requirements	Infection	4	5	20	Provide posters to entrance lobby area, office area, kitchen area, workshop area	2	5	10	Staff	Risk opportunity

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Item	Activity	Legal	Hazards	Risk Rating			Controls	Risk Rating			Effectuated	Risk
				L/H	Con	Total		L/H	Con	Total		
44	Kitchen/mess area Social distancing Hygiene	The Coronavirus Act 2020, Government emergency requirements	Infection	4	5	20	Persons in Kitchen/messing area to maintain 2 metre social distance. Floor area to be marked out into 2 metre sections, Tables to be separated to allow 2 metre social distance. Excess tables and chairs to be removed Staff to bring own food to work, or packed meals to be provided. No food preparation to be undertaken. hand sanitiser to be provided and used Any items used (kettle, hot water boiler, cupboard handles, dish washer, Fridge handles and doors etc.) to be cleaned before and after use. Tables to be cleaned before	2	5	10	Staff	Risk opportun ity

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Item	Activity	Legal	Hazards	Risk Rating			Controls	Risk Rating			Effectuated	Risk
				L/H	Con	Total		L/H	Con	Total		
45	Toilets Hygiene	The Coronavirus Act 2020, Government emergency requirements	Infection	4	5	20	Only one person at time to enter/exit. Hand sanitiser to be provided and used Any items used cistern handles, tap handles toilet seats to be cleaned before and after use. All cleaning materials to be disposed of in provide bin. Bin to be emptied on a regular basis. Provide paper towels Or use disposable cloths which should be placed in waste sack after cleaning. All surfaces to be cleaned at least four times a day. Waste bins to be emptied during cleaning process.	2	5	10	Staff	Risk
Vehicles												

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				L/H	Con	Total		L/H	Con	Total		
46	Social distancing	The Coronavirus Act 2020, Government emergency requirements	Infection	4	5	20	Only one person in a vehicle at any time Minimise contact at delivery point (gatehouse, yard, warehouse)	2	5	10	Staff	Risk
47	Hygiene	The Coronavirus Act 2020, Government emergency requirements	Infection	4	5	20	Hand sanitiser to be provided in vehicle. Staff to be encouraged to use sanitiser whenever entering vehicle Provide welfare facilities Use disposable cloths which should be placed in waste sack after cleaning Handles and controls to be cleaned.	2	5	10	Staff	Risk
Carpark and assembly yard												

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				L/H	Con	Total		L/H	Con	Total		
48	Gate controls Hygiene	The Coronavirus Act 2020, Government emergency requirements	Infection	4	5	20	Gate controls that are operated by hand to be cleaned at least four times a day.	2	5	10	Staff	Risk
49	Assembly area store Social distancing	The Coronavirus Act 2020, Government emergency requirements	Infection	4	5	20	Only one person at a time in this area. Persons conducting assembly/ packing operations to maintain 2 metre social distance at all times.	2	5	10	Staff	Risk

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Item	Activity	Legal	Hazards	Risk Rating			Controls	Risk Rating			Effectuated	Risk
				L/H	Con	Total		L/H	Con	Total		
50	Assembly area assembly/ packing Social distancing	The Coronavirus Act 2020, Government emergency requirements	Infection	4	5	20	Persons conducting assembly/ packing operations to maintain 2 metre social distance at all times.	2	5	10	Staff	Risk
51	Assembly area Loading/unloading Social distancing	The Coronavirus Act 2020, Government emergency requirements	Infection	4	5	20	Persons conducting loading/unloading operations to maintain 2 metre social distance at all times. Use of Forklift to load large/ heavy objects. Forklift operators to maintain social distancing	2	5	10	Staff	Risk

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