



WORK ACTIVITY RISK ASSESSMENT
The Management of Health and safety at Work Regulations 1999

Assessor (s)	Simon Keane
Position	HSEQ HR & Compliance Manager
Activity	Coronavirus
Details of activity	Controlling the spread of Coronavirus
Location (s)	All GSL sites and workshop
Persons at risk	<ul style="list-style-type: none"> • Staff • Visitors • Cleaners • Contractors • Drivers • Anyone else who physically comes in contact with us in relation to our business

Assessment Reference	Date of initial assessment	Review dates	Details of any amendments & actions with timescales
GSL-RA040-1	20/05/2020	20/06/2020	
		20/07/2020	
		20/08/2020	
		20/09/2020	
		20/10/2020	Screens placed in office between desks. Completed 29/10/2020
		20/11/2020	Face masks issued to staff. Completed 02/12/2020
		20/12/2020	
		06/12/2021	High touch points cleaning. Policy and procedure completed 8/01/2021

Hazards Identified	Control measures	Additional Control Measures Required.	Responsible Person(s)	Date Completed
Spread of Coronavirus	<p>Hand Washing</p> <p>Handwashing facilities with soap and water in place.</p> <p>Handwashing taking place.</p> <p>Drying of hands with hand dryer or disposable paper towels.</p> <p>Gel sanitisers in use.</p> <p>Employees to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, bin it, kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace.</p> <p>Signage throughout depot</p>		Depot / workshop Managers & Staff	

	<p><u>Cleaning</u></p> <p>Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods.</p> <p>High touch points are cleaned at least twice a day.</p> <p>Shared tools and equipment inc workshop tools are cleaned after each use.</p> <p>Operating policy which applies to office and workshop.</p> <p>Cleaning rota set up amongst staff.</p> <p>Training in correct use of disposable gloves.</p> <p>Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed.</p>			
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	<p><u>Social Distancing</u></p> <p>Social Distancing -Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot)</p> <p>Work schedules have been amended including start & finish times/shift patterns, working from home etc. to reduce number of workers on site at any one time.</p> <p>Relocating workers tasks. Split breaks</p> <p>Redesigning processes to ensure social distancing in place.</p> <p>Conference calls to be used instead of face-to-face meetings.</p> <p>Ensuring sufficient rest breaks for staff.</p> <p>Social distancing also to be adhered to in kitchen area and smoking area.</p> <p>Screens set up in office</p> <p>Marker tape denoting safe distances.</p> <p>Masks have been issued to employees.</p>			
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	<p><u>PPE</u></p> <p>Separation screens are fitted as necessary.</p> <p>Gloves are worn by operational staff such as drivers and workshop staff</p> <p><u>Symptoms of Covid-19</u></p> <p>If anyone becomes unwell with a new continuous cough or a high temperature in the workplace, they will be sent home and advised to follow the stay-at-home guidance.</p> <p>Line managers will maintain regular contact with staff members during this time.</p> <p>If advised that a member of staff or public has developed Covid-19 and were recently on our premises, the management team of the site will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken</p>			
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	<p><u>Drivers</u></p> <p>Cab cleaning regime in place, cabs have been deep cleaned professionally.</p> <p>Drivers are issued with cleaning materials and continue to clean their vehicles. Cab sharing is not permitted at present.</p> <p><u>Mental Health</u></p> <p>Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help</p> <p>Regular communication of mental health information and open-door policy for those who need additional support.</p>			
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Assessor (s) Sign	<i>S Keane</i>	Date	08-01-2021
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