



P L A N T E R I A
G R O U P

risk assessment form

Task / Operation	Covid-19 pandemic precautions
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Hazards:
 Travel to work
 Visiting clients
 Attendance at office & nursery
 Cleaning
 Visitors

Who might be harmed:
 Office staff
 Technicians
 Client staff
 Visitors

Hazard	Pre controls			How is the risk controlled:	Post controls		
	S	L	Risk		S	L	Risk
Travel to work	4	3	12 (high)	Work from home if at all possible. Anyone that needs to attend the office must liaise with Matthew Anderson Remote worker to be supported. Public transport and vehicle sharing discouraged	4	1	4 (low)
Visiting clients	4	3	12 (high)	Staff not to attend if they have a temperature or symptoms of Covid-19 or have recently been in contact with anyone who has contracted or tested positive for the virus. Technicians to travel in separate vans if attending the same site. Technician to use same van. If servicing is required clean touch points (handles, steering wheel etc). Staff to wash hands with sanitiser before entering client building Do not to touch eyes, nose or mouth with unwashed hands Cough or sneeze into a tissue and place in rubbish bag Technicians to wear disposable gloves/face mask while in buildings, replace as necessary and dispose in bag There is to be zero interaction with office staff unless essential for business, maintain 2m distance or 1m plus Avoid contact with anyone showing Covid-19 symptoms. Keep at least 2m distance or 1m plus Do not ask clients to sign PDA until further notice. Do not shake hands If staff member develops Covid-19 Planteria will inform client if they have been in close contact with anyone	4	1	4 (low)

Attendance at office & nursery	4	3	12 (high)	<p>Staff not to attend if they have a temperature or symptoms of Covid-19 or have recently been in contact with anyone who has contracted or tested positive for the virus Staff to wash hands with sanitiser in reception before entering office Wash hands regularly with soap and water for at least 20 seconds Do not to touch eyes, nose or mouth with unwashed hands Cough or sneeze into a tissue and place in rubbish bag Workstations arranged so social distancing can be maintained, do not share work stations Use of kitchen limited to 3 at any one time, food to be eaten at desk Meetings to be virtual where possible Maintain social distancing at all times, clear signage to be displayed Face masks to be worn by staff if they wish</p> <p>Technicians that enter office must follow all the above rules Technicians working in nursery must maintain 2m distancing or 1m plus</p>	4	1	4 (low)	
Cleaning	4	3	12 (high)	<p>Office to be cleaned twice weekly, kitchen and toilets daily Anti bac wipes to be provided in toilets for taps, seats Anti bac wipes to be available at each desk Sanitiser to be provided in kitchen Cutlery, glasses, crockery to be washed immediately after use or placed in dishwasher Cleaner to load and turn on dishwasher at end of day.</p>	4	1	4 (low)	
Visitors	4	3	12 (high)	<p>Only essential visitors to be allowed No visitor to be allowed into office with Covid-19 symptoms Sanitiser in reception to be used, welfare facilities to be provided, social distancing to be maintained</p>	4	1	4 (low)	
Severity Scale (S)		5	Fatality	5	10	15	20	25
		4	Major injury – more than 7 days absence	4	8	12	16	20
		3	Serious injury – up to 7 days absence	3	6	9	12	15
		2	Minor injuries	2	4	6	8	10
		1	Insignificant	1	2	3	4	5
				1. Very unlikely	2. Unlikely	3. Possibly Likely	4. Fairly Likely	5. Likely
				Likelihood scale (L)				
			1-4 Low Risk	5-9 Medium Risk			10-25 High Risk	
PPE required			<p>Sanitiser, disposable gloves and face masks for technicians Sanitiser in office reception and other strategic points Sterile wipes</p>					

Date completed	04.01.21	Review	31.01.21
Completed by	Brian Anderson	Signed	