

Benx Ltd ~ Risk Assessment Form

Conducted By:	Dr Kevin Ruane / Phil Neal	Offices Name:	Group Locations
Date of Assessment	September 2021	Area of Department:	Operational/Office Areas/Visit to Customer Offices/Branches
Date Review Due:	December 2021	Activity:	All operations on company

Severity	Likelihood
1=Negligible- No first aid injury no lost time 2=Minor. Minor first aid injury less than 7 days loss time 3=Significant. Injury or illness causing more than 7 days lost time. 4=Major. Server injury with extreme lost time 5=Critical. Fatality or major disruption	1. Very unlikely 2. unlikely 3. possible 4. likely 5. very likely

Likelihood ►	Very unlikely	Unlikely	Possible	Likely	Very likely
Severity ▼					
Negligible	1	2	3	4	5
Minor	2	4	6	8	10
Significant	3	6	9	12	15
Major	4	8	12	16	20
Critical	5	10	15	20	25

Risk Assessment Score

- 1-3 = Very minor risk, no further action required
- 4-6 = Possible risk of injury or damage
- 7-9 = Acceptable risk, improvements advisable
- 10-12 = Corrective action or work permit required
- 13-25 = Offices/activity is unsafe

Common Hazard Code

A	Moving vehicles	E	Confined spaces	I	Lone working	M	Manual Handling
B	Trip hazards	F	Fire	J	Machinery	N	Noise
C	Chemical hazards	G	Water hazards	K	Weather conditions	O	Other (electrical, radioactive, biological, RSI)
D	Dust, fumes	H	Falls from height	L	Cuts abrasions	P	Pressure vessels, including compressors
		F/E	Face or Eye Injury	ENV	Environment	Q	Human Factors

Key – S=Severity, L=Likelihood, A=Assessed Risk (Severity S x Likelihood L)

Haz Code	Activity and Hazard	Hazard Effect	Consequence	Who Affected & How Many?	S	L	A	Risk Control Measures	S	L	A	Si gn ed
O	Someone with Covid-19 attending offices – infection of others	Infection of office staff with Covid-19	Absence from work, hospitalisation, potential fatality	Multiple	5	4	20	<ul style="list-style-type: none"> • Absence procedure in place where if someone is unable to attend work due to sickness, the line manager must be contacted – the reason for absence will be discussed with the line manager, any symptoms related to Covid-19 advice given by the line manager given to contact 111 for further guidance and update HR so a testing kit can be sent to the home address. • Government guidance to be followed about self-isolation where employees show symptoms and HR will manage the support. • Small meeting rooms to be identified as the emergency room for a person to be taken if a person is feeling unwell. • If deemed necessary, areas where an infected person has been in contact with will be decontaminated in line with the decontamination procedure with Covid-19 and track and trace. • Notice boards giving advice on Covid-19 and typical symptoms – these are regularly updated with government guidance and HR to communicate via the newsletter. • Separate facilities set up for drivers & visitors attending offices to prevent potential contamination • Documentation handled indirectly through Ops procedure • Constant communication between key stakeholders to consider the safest possible way for people to work • Staff encouraged to take Vaccination when available. 	5	1	5	K R
O	Attendance to the office by someone unaware they have Covid-19 – infection of others	Infection of office staff with Covid-19	Absence from work, hospitalisation, potential fatality	Multiple	5	4	20	<ul style="list-style-type: none"> • Hot desking sharing of office equipment have been advised against specific work areas allocated to specific staff. • Thorough cleaning plan in place across the whole offices and all employees to become dedicated cleaning champions in all departments. 	5	1	5	K R

								<ul style="list-style-type: none"> • High hygiene standards - alcohol handwash available next to all entrances and exits, soap dispensers in facilities, and adequate stock. • Individual hand sanitiser issued a box of tissues to all staff to be used by only them. • Clean desk policy to allow regular cleaning of desks. • Notice boards spread across Offices, and emails sent out to all staff with memos giving government advice on Covid-19 hygiene standards, symptoms, and how you can be infected regularly updated. • Constant communication between key stakeholders to consider the safest possible way for people to work • Staff encouraged to take Vaccination when available. 				
O	Contact with contaminated surfaces/paperwork	Infection of Offices staff with Covid-19	Absence from work, hospitalisation, potential fatality	Multiple	5	4	20	<ul style="list-style-type: none"> • High hygiene standards - alcohol sanitizer available next to the entry and exit points, and soap dispensers in facilities ensuring adequate supplies. • Individual hand sanitiser is issued to all staff to be used by only them. • Clean desk policy to allow regular cleaning of desks regularly. • Doors propped open to minimise contact with surfaces • PPE available, including nitrile gloves to handle paperwork, including delivery notes (consignment notes/duty of care notes). • High hygiene standards - alcohol handwash available in the vehicle and antibacterial wipes to wipe down surfaces regularly in vehicle • Where reasonably practicable paperwork to be scanned to others so, multiple people do not handle the paperwork. • Notice boards spread across the offices, and emails sent out to all staff with memos giving government advice on Covid-19 hygiene standards, symptoms, and how you can be infected regularly updated. 	5	1	5	K R

								<ul style="list-style-type: none"> • Constant communication between key stakeholders to consider the safest possible way for people to work 				
O	Driver encountering customer with Covid-19	Infection of driver	Absence from work, hospitalisation, potential fatality	Driver	5	4	20	<ul style="list-style-type: none"> • Contact details from Ops to ensure all drivers to phone ahead and gain access to Offices with limited interaction with customers. • Operations have developed an Offices induction to new policies • Constant communication between key stakeholders to consider the safest possible way for people to work 	5	1	5	K R P W M C
O	Covid 19 caught while delivering products for customers	Catch Covid-19 Infect others with Covid-19	Absence from work, hospitalisation, potential fatality	Drivers, customers, any people the drivers meet	5	4	20	<ul style="list-style-type: none"> • Hand gel to be utilized after disposable gloves have been removed. • All paperwork to be scanned to the customer in advance where possible • Where not possible paperwork to be taken to the offices, placed on a surface and customer to sign wearing nitrile gloves (if possible) and paperwork to be scanned afterward • While in the office's drivers must follow customers rules for Covid-19 • Drivers to stay in the cab of vehicles until required • The driver responsible for ensuring they wipe down vehicle with antibacterial wipes/liquid at the end of shift • Driver to ensure all company clothes worn are washed frequently • Drivers to be issued with PPE, gloves, face covering, and hand gel 	5	1	5	K R P W M C

								<ul style="list-style-type: none"> • Constant communication between key stakeholders to consider the safest possible way for people to work 				
O	Long term isolation / lack of interaction with others.	Deterioration of mental health / poor mental wellbeing	Absence from work, hospitalisation, potential fatality	All Employees	5	4	20	<ul style="list-style-type: none"> • Regular communication concerning company support to be sent to colleagues • Open door policy for those needing additional support • Ensure mental health first aiders have been fully briefed • Constant communication between key stakeholders to consider the safest possible way for people to work 	5	2	10	K R D P
O	Use of shared welfare facilities.	Infection of Offices staff with Covid-19	Absence from work, hospitalisation, potential fatality	Office workers	5	5	25	<ul style="list-style-type: none"> • Colleagues to be able to eat at their workstation • Colleagues to utilise hand paper towels as appose to towels for wiping/drying hands • Posters with catch coughs and sneezes in tissues – 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 • Constant communication between key stakeholders to consider the safest possible way for people to work 	5	1	5	K R
O	Contact with customers, contractors, and other visitors to Offices	Infection of office staff with Covid-19	Absence from work, hospitalisation, potential fatality	Office workers, visitors, contractors	5	4	20	<ul style="list-style-type: none"> • All meetings to be conducted utilising Teams wherever possible. • Individuals to consider utilising face masks during meetings • Rooms to be well ventilated using open windows, weather permitting • All contractors and visitors to be sent a copy of Covid-19 questionnaire before coming on Offices • All contractors and visitors to adhere to the office's rules in relation to Covid-19 • Constant communication between key stakeholders to consider the safest possible way for people to work 	5	1	5	K R D P
O	COVID-19 Personal protective equipment	All employees	Absence from work, hospitalisation, potential fatality	Office workers, visitors, contractors	3	3	9	<ul style="list-style-type: none"> • All staff to be issues PPE for their desks, extra tissues, hand gel • All drivers to be issued PPE gloves, face mask, hand gel, and cleaning items for their vehicle. • Sales team to be issued five masks per vehicle hand gel and disposable gloves 	2	2	4	K R D M J

								<ul style="list-style-type: none"> • Offices Inspectors to have issued gloves, face mask, hand gel and cleaning items for the vehicle • First aiders to have gloves, apron, face masks, face coverings • Constant communication between key stakeholders to consider the safest possible way for people to work 				E
O	Poor safety communication.	All employees	Absence from work, hospitalisation, potential fatality	Office workers, visitors, contractors	3	3	9	<ul style="list-style-type: none"> • Hand sanitizer at all exit and entry points • Extra cleaning materials for all locations • A plastic barrier between all staff and customers on each counter • One mat outside main reception/entry points for all locations. • Hand-held disinfectant fogger • Cleaning champions to check and sign cleaning has been completed. • Constant communication between key stakeholders to consider the safest possible way for people to work 	2	2	4	K R D M
O	COVID-19 restrictions of lockdown areas	All employees and members of the public	Absence from work, hospitalisation, potential fatality, breaching the law	Office workers, visitors, contractors	4	4	16	<ul style="list-style-type: none"> • All areas to be reviewed with a dynamic risk assessment at the time of lockdown to obtain local advice and consult local employees • SMT to complete a daily review for the local area • Extra cleaning to be arranged with all cleaning champions • Employees who deal front facing with customers to wear face coverings and cleaning the local area after each customer • All tasks outside the local restricted area to be reviewed by SMT to ascertain if it would be a reasonable excuse to leave the area and what additional PPE measures and restrictions are needed • Constant communication between key stakeholders to consider the safest possible way for people to work 	2	2	4	K R
O	Mental Health Issues arising from working from home (when authorised by HR).	All Employees	Absence from work, hospitalisation on	Office workers	3	4	12	<ul style="list-style-type: none"> • Constant communication between key stakeholders to ensure mental health is kept in a good state. 	2	2	4	K R

			going mental health issues					<ul style="list-style-type: none">• Offices are kept open, for relief from home working to relieve mental health issues.				
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