

Rittal- Ltd. Risk Assessment



Risk Assessment Title: →	Coronavirus		Manager / Owner → <i>(Insert FULL Names)</i>	Geoff Lloyd
Assessor(s): → <i>(Insert FULL Names)</i>			Participated by: → <i>(Insert FULL Names)</i>	
Reference Number:		Reason for Assessment ↓ <i>(Please Tick)</i>	Please provide details of reason for change: ↓	
Date Created: → <i>(DD/MM/YYYY):</i>	09/03/2020	Change In Legislation	<input type="checkbox"/>	26/05/2020 updated with current controls
<i>Date Reviewed:</i>	16/03/2020	Change in Organisation	<input type="checkbox"/>	
<i>Date Reviewed:</i>	01/04/2020	Change in Process	<input type="checkbox"/>	
<i>Date Reviewed:</i>	01/05/2020	Significant Accident/ Near Miss	<input type="checkbox"/>	
<i>Date Reviewed:</i>	26/05/2020	Annual Review	<input type="checkbox"/>	
Department: →	Rittal Ltd , Site.	Communication method	<input type="checkbox"/>	
		OTHER	<input type="checkbox"/>	
Coronavirus Symptoms	Common signs of infection include respiratory symptoms, fever, and cough, shortness of breath and breathing difficulties. In more severe cases, infection can cause pneumonia, severe acute respiratory syndrome, kidney failure and even death.			
Controls	Standard recommendations to prevent infection spread include regular hand washing, covering mouth and nose when coughing and sneezing, .Avoid close contact with anyone Social distance rules are in place throughout the building including a one way system in corridors upstairs also only limited numbers of staff allowed in the toilets and kitchens at any one time. Posters throughout the building reminding staff to stay 2 meters apart minimize staff in confined spaces with signs. Where social distances cannot be implemented then masks or shields must be worn Floor markings have been placed within the building to remind staff of social distancing rules Alcohol gel is situated throughout the building Bacterial wipes also in use			



SCORING METHODOLOGY

Likelihood (L): <ul style="list-style-type: none"> 1 = Rare 2 = Unlikely 3 = Possible 4 = Likely 5 = Almost Certain 	Severity (S) <ul style="list-style-type: none"> 1 = Insignificant 2 = Minor 3 = Moderate 4 = Major 5 = Severe 	RISK = Likelihood x Severity 8 or less: Tolerable risk 9 – 16: Corrective actions must be implemented to lower the risk 20 – 25: Risk to high – STOP Task	LIKELIHOOD	5	10	15	20	25
				4	8	12	16	20
				3	6	9	12	15
				2	4	6	8	10
				1	2	3	4	5
				CONSEQUENCE				



Returning Travellers

Returning travelers

Call NHS 111, stay indoors and avoid contact with other people immediately if you've travelled to the UK from:

- Hubei province in China in the last 14 days, even if you do not have symptoms
- Iran, [lockdown areas in northern Italy](#) or [special care zones in South Korea](#) since 19 February, even if you do not have symptoms
- other parts of mainland China or South Korea, Hong Kong, Japan, Macau, Malaysia, Singapore, Taiwan or Thailand in the last 14 days and have a cough, high temperature or shortness of breath (even if your symptoms are mild)
- other parts of northern Italy (anywhere north of Pisa, Florence and Rimini), Cambodia, Laos, Myanmar or Vietnam since 19 February and have a cough, high temperature or shortness of breath (even if your symptoms are mild)

GO TO for updates:

<https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public#number-of-cases>

Lockdown areas in northern Italy:

- in Lombardy: Codon, Castiglione dada, Casalpusterlengo, Fombio, Maleo, Somaglia, Bertonico, Terranova dei Passerini, Castelgerundo and San Fiorano
- in Veneto: Vo' Euganeo

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	<p>Special care zones in South Korea:</p> <ul style="list-style-type: none"> • Daegu • Cheongdo
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FACE MASK GUIDANCE

- If you are healthy, you only need to wear a mask if you are taking care of a person with suspected 2019-nCoV infection.
- Masks are effective only when used in combination with frequent hand-cleaning with alcohol-based hand rub or soap and water.
- If you wear a mask, then you must know how to use it and dispose of it properly.
- Face Masks should only be worn if social distancing rules cannot be made

BEFORE PUTTING A MASK ON YOU MUST:

- Before putting on a mask, clean hands with alcohol-based hand rub or soap and water.
- Cover mouth and nose with mask and make sure there are no gaps between your face and the mask.
- Avoid touching the mask while using it; if you do, clean your hands with alcohol-based hand rub or soap and water.
- Replace the mask with a new one as soon as it is damp and do not re-use single-use masks.
- To remove the mask: remove it from behind (do not touch the front of mask); discard immediately in a closed bin; clean hands with alcohol-based hand rub or soap and water.

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IOSH Advise

Workers are advised to maintain good hygiene standards around the work place by following the latest advice from the World Health Organisation's (WHO) website which includes the following basic protective measures:

- Wash your hands frequently with alcohol-based hand wash or wash with soap and water
- Maintain social distancing- maintain at least 1 meter (3 feet distance) between yourself and anyone who is coughing or sneezing
- Avoid touching eyes, mouth and nose
- Practice respiratory hygiene
- Stay informed and follow the advice given by health care providers

Personal precautions:

In the UK, the National Health Service (NHS) has advised that most people can continue to go to work, school and other public places, and that self-isolation is only to be undertaken if the individual is advised to do so by the 111 online coronavirus service or a medical professional. Read the full NHS advice [here](#).

Emergency planning advice:

IOSH advises that businesses follow good practice in emergency planning, preparedness and response. This can be achieved by adopting the following steps:

- Develop a response plan for if someone in the workplace becomes ill with suspected COVID-19. This should include the immediate response e.g. isolate the individual and contact the local health authority and also how you plan to identify persons who may be at risk without stigma or discrimination
- Explore ways of remote working (teleworking) that will allow workers to continue their work from home
- Develop a business continuity plan for an outbreak, which covers:
 - How your organisation will continue to function if workers, contractors and suppliers cannot come to your place of business

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	<ul style="list-style-type: none"> o Communicate to workers and contractors about the plan and their role in it o Ensure the plan addresses mental health and social consequences of a case of COVID-19 in the workplace For further information on emergency planning read WHO document Getting your workplace ready for COVID-19 or UK Government Guidance Preparing for emergencies .
Pay NEWS	Statutory Sick Pay will be made available from day one when self-isolating, instead of day four, the Prime Minister announced today. Published 4 March 2020
Number of confirmed cases UK	261,184 –26/05/2020 36,914 Deaths 26/05/2020
PERSONS AT RISK	
How many employees undertake the task / process? →	
Employees	<input type="checkbox"/> <p>60 Staff are based at Rittal Rotherham Majority working from home only 16 now working in the building social distance rules in place for all staff still in the building Hand gel provided throughout the building</p> <p>When staff start returning back to the building social distance rules must apply at all times</p> <p>A one way system in the corridors is in place also 1 person at a time in all toilets Social distancing rules in place throughout the building good social distance signs throughout the building</p>

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Contractors	□	<p><i>Only Delivery drivers are allowed on site at the moment and all drivers have been asked to wash their hands before and after leaving the building Minimise contact between staff and drivers Rittal Engineers are to stay off site for the time being if there is an urgent requirement to come back then they someone will meet them at the door and pass the tools that they require</i></p> <p><i>A hand sanitiser station has been created at the entrance to the warehouse for all drivers to use social distance rules in place for all contractors and drivers good signage throughout the warehouse</i></p> <p><i>A barrier has been placed outside the warehouse stopping drivers/customers/general public walking into the building they are asked to ring a number so a member of staff will come out at a safe distance and help with their requirements</i></p>
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Visitors	□	<p>Visitors have been told not to come to site for the time being this will be reviewed when the lockdown is over</p> <p>Visitors that come to site must follow social distance rules</p> <p>Customers who want to collect orders need to pre-book a slot with the warehouse so goods can be ready when they arrive which then limits the time the customer spends on site</p> <p>Hand sanitiser station has been created at the entrance of the ramp door for customers to use</p> <p>Special Visitors (Racing Point) that need to come to site are told to park in the new car park at the bottom of the yard they will then call the facilities manager to let him know they have arrived once on site the visitors must sign in and use the sanitiser gel provided the facilities manager will then meet them at the bottom fire door always keeping to the social distance guidelines and take them in to the bottom end of the warehouse where the product that they need to inspect will be located The product will have been unwrapped before the visit Once the visit is over the facilities manager will escort them out the same way that they arrive</p>
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MANDATORY PPE REQUIREMENTS

(Delete as appropriate)

 Hand protection must be worn	 Respirators must be worn	 Wear dust mask								
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What are the Hazards?	What are the Risks <i>(types of injury, loss or harm that may be caused)</i>	Existing Controls				Additional Controls Required				Action by whom?	Action by when?	Date closed
			L	S	R		L	S	R			
Pandemic	<ul style="list-style-type: none"> Building shut down No Sales Loss of employees 	<ul style="list-style-type: none"> The building will shut down if the number of persons off work becomes economically unviable to operate the business. Pandemic team meets daily to discuss controls and monitor employees health progress All staff that can work from home are doing so 	3	5	15	<ul style="list-style-type: none"> Inform Rittal and enact Business continuity plan. No operations until such time the business is viable to run & employees are safe. Arrange for a deep clean service Support functions available to support in business re-opening & contacting employees. 	1	5	5	Directors Directors Geoff Lloyd Directors		
Coronavirus confirmed in Offices	<ul style="list-style-type: none"> Employee off work Mental health Loss of support functions 	<ul style="list-style-type: none"> Soap is provided in the toilets. Sanitiser is provided in the throughout the building. Food, biscuits and cakes are not to be brought to site unless wrapped individually and untouched from supermarket Fresh fruit to be washed before being consumed All confirmed cases are reported to Germany All office staff working from home 	1	5	5	<ul style="list-style-type: none"> Isolate office and clean (open all windows and lower room temperature). Arrange for a deep clean service Communicate the controls with employees – non-public communication. (TVs, Emails) 	1	5	5	Geoff Lloyd Geoff Lloyd Directors		

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		<ul style="list-style-type: none"> • If the virus is caught at Rittal this is RIDDOR REPORTABLE 				<ul style="list-style-type: none"> • Relocate all necessary employees to alternative Rooms. • Send all approved home working employees home (without breaching GDPR). • High risk employees are to be informed and discussions are to be undertaken with the employees about their safety and work options. • Management must be aware of the psychological risks and how to handle them. 				Geoff Lloyd Directors Geoff Lloyd Directors		
Coronavirus confirmed (within the building)	<ul style="list-style-type: none"> • Fear • Employee ill / loss • Loss of productions 	<ul style="list-style-type: none"> • Soap is provided in the toilets • Hand paper towels provided in the toilets • Hand sanitiser is provided throughout the building 	3	5	15	<ul style="list-style-type: none"> • Communicate the controls with employees. • Work area to be isolated and cleaned (incubation period of 48hrs) 	1	5	5	Geoff Lloyd Geoff Lloyd		

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			L	S	R		L	S	R			
	<ul style="list-style-type: none"> Mental health concerns 	<ul style="list-style-type: none"> If the virus is caught at Rittal then this is RIDDOR reportable Controls are communicated with employees 	2	3	6	<ul style="list-style-type: none"> Arrange for a deep clean service Clean all areas suspected to come into contact with infected persons. High risk employees are to be informed and discussions are to be undertaken with the employees about their safety and work options. Sanitiser to be provided in the toilets. 	2	3	6	Geoff Lloyd Geoff Lloyd Directors Geoff Lloyd		
Panic / Violence	<ul style="list-style-type: none"> Personal injury RIDDOR 	<ul style="list-style-type: none"> Any person found to be bullying or harassing employees through fear of the coronavirus will not be tolerated. This will be dealt with in accordance with the Rittal Ltd policies & procedures. 	2	3	6	<ul style="list-style-type: none"> No additional controls 	2	3	6	N/A	N/A	

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Flu Like Symptoms Sneezing & coughing	<ul style="list-style-type: none"> • Confusion • Uncertainty • Loss of employees 	<ul style="list-style-type: none"> • Employees are to self-quarantine if they have flu like symptoms as per NHS advice and stay isolated for 7 days • Employees are to be advised not to panic • If employees have symptoms of the coronavirus they must get tested at one of the UK test centres • If employees have symptoms they must self-isolate • Employees are to cover their face when sneezing and to dispose of used tissues. • No hand shaking is enforced • Bins to be emptied daily to prevent the spread. (cleaners Or employees could do this in house) • 	2	4	8	<ul style="list-style-type: none"> • No additional controls 	2	4	8			
Poor hygiene	<ul style="list-style-type: none"> • Increased spread of coronavirus 	<ul style="list-style-type: none"> • Soap is provided in the toilets • 10 steps to wash hands signs implemented in all toilets 	3	3	9	No Additional controls required	3	3	9			

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	<ul style="list-style-type: none"> Risk from other virus and bacteria 	<ul style="list-style-type: none"> Hand towels provided and well stocked Toilet paper well stocked supply of soap hand sanitiser stations in toilets and throughout the building Implement hand sanitiser stations in all toilets, Brief all employees on the importance of good hygiene. purchase additional hand sanitiser Bacterial spray given to all warehouse quality and workshop staff to be used on all surfaces before they touch any think instructions on how to use the spray is on each bottle and staff also been briefed the data sheet for the product been displayed on the safety board 	1	5	5		1	5	5			
Cleaners (on high risk sites)	<ul style="list-style-type: none"> Increased likelihood of 	<ul style="list-style-type: none"> Cleaners are trained to handles infectious work places 	1	5	5		1	5	5	Geoff Lloyd		

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			L	S	R		L	S	R			
	spread / illness	<ul style="list-style-type: none"> The cleaners will be cleaning Rittal site only and no other site Cleaner's names must be recorded with contact details. Cleaners must wear disposable gloves and overalls. Hands must be washed after disposing of PPE. Hand sanitiser provided 							Geoff Lloyd Contractor Contractor			
Canteen (method of spread)	<ul style="list-style-type: none"> Spread of coronavirus 	<ul style="list-style-type: none"> Canteen is cleaned after use Signs in place informing staff to clean cutlery after every use We have now reduced the number of seats in the canteen Increased cleaning regime in the canteen 	2	4	8	No Additional controls	2	4	8			

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		<ul style="list-style-type: none"> • Provide hand sanitisers in the canteen • Social distance rules in place 	2	4	8		2	4	8			
Smoking (SMOKERS ARE AT HIGH RISK)	<ul style="list-style-type: none"> • Spread of coronavirus 	<ul style="list-style-type: none"> • Smoking area is outside and well ventilated. • Smokers must wash their hands after smoking • Socialising distance is in place Markers on the floor to show 2 meters apart 	2	4	8	No additional controls required.	2	4	8			
Travel (personal)	<ul style="list-style-type: none"> • Risk of entering a high risk location (see above) 	<ul style="list-style-type: none"> • Employees are to be advised not to travel to infected locations and if they do so, they must self-impose quarantine for 14 days – NOT COME TO WORK. • Employees are not to come to work if they have symptoms 	2	4	8	• .No additional controls	2	4	8			
Travel (Work)	<ul style="list-style-type: none"> • Risk of entering a high risk location (see above) 	<ul style="list-style-type: none"> • Rittal Ltd will not send any person into an infected country. • Employees are not to come to work if they have symptoms after travelling 	2	4	8	• No additional controls.	2	4	8			

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Suppliers & contractors	<ul style="list-style-type: none"> • Risk of spreading the coronavirus 	<ul style="list-style-type: none"> • Management must ask contractors / suppliers before they come to site. • No contractors or suppliers will be permitted onsite if they have travelled in high risk areas in the last 14 days. • Limited contractors or suppliers only on site during the risks and by appointment only • Travel to suppliers will be restricted to necessary visits only. • Ask the suppliers / contractors if any person in their place of work has had a confirmed case of the coronavirus. • Ask the suppliers / contractors if any person in their place of work has had a confirmed case of the coronavirus. 	2	4	8	.No additional controls	2	4	8			
Reception	<ul style="list-style-type: none"> • Risk of spreading the coronavirus 	<ul style="list-style-type: none"> • Reception door is controlled by an electronic device • Wipes available next to the phone • Notice signs for appointments only 	2	5	10	No Additional controls.	1	5	5			

SCORING METHODOLOGY

Likelihood (L): <ul style="list-style-type: none"> 1 = Rare 2 = Unlikely 3 = Possible 4 = Likely 5 = Almost Certain 	Severity (S) <ul style="list-style-type: none"> 1 = Insignificant 2 = Minor 3 = Moderate 4 = Major 5 = Severe 	RISK = Likelihood x Severity 8 or less: Tolerable risk 9 – 16: Corrective actions must be implemented to lower the risk 20 – 25: Risk to high – STOP Task	LIKELIHOOD	5	10	15	20	25
				4	8	12	16	20
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				2	4	6	8	10
				1	2	3	4	5
				CONSEQUENCE				



What are the Hazards?	What are the Risks <i>(types of injury, loss or harm that may be caused)</i>	Existing Controls	L	S	R	Additional Controls Required	L	S	R	Action by whom?	Action by when?	Date closed
		<ul style="list-style-type: none"> The reception door is electronically locked at all times so no one can just walk in to the building 										

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				CONSEQUENCE				



What are the Hazards?	What are the Risks <i>(types of injury, loss or harm that may be caused)</i>	Existing Controls	L			Additional Controls Required	L			Action by whom?	Action by when?	Date closed	
			L	S	R		L	S	R				
Meeting rooms (high risk location)	<ul style="list-style-type: none"> Risk of spread of the coronavirus 	<ul style="list-style-type: none"> No meeting rooms are used as all office based staff working from home 	1	5	5	No additional controls	1	5	5				
Personal phones	<ul style="list-style-type: none"> Spread / transfer of the coronavirus 	<ul style="list-style-type: none"> Desk phones and mobiles are to be used by one person only. No sharing Hand sanitiser provided Wipes are provided for each desk 	1	5	5	No additional controls	1	5	5				
Offices (& kitchenettes) & stairwells	<ul style="list-style-type: none"> Spread through surface contact or direct contact 	<ul style="list-style-type: none"> Hand sanitiser available in the toilets/desks/kitchens Hand towels available in the toilets All handrails on stairs and gangways are to be cleaned daily & sterilised All door handles cleaned daily & sterilised All persons must be sat at least 2 metres apart Confirm that VPN will support home working (increased traffic etc.) 	2	5	10	<ul style="list-style-type: none"> Employees may have to clean their desks during the day- full clean desk policy. Divide the offices into zones, so should a case of the coronavirus occur, the office can be cleaned and quarantined accordingly. 	1	5	5	Employees Directors			

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CONSEQUENCE								



What are the Hazards?	What are the Risks <i>(types of injury, loss or harm that may be caused)</i>	Existing Controls	L			Additional Controls Required	L			Action by whom?	Action by when?	Date closed
			L	S	R		L	S	R			
		<ul style="list-style-type: none"> • Laptop users to take laptops home / be prepared to take them home • Train employees on how to VPN • Determine who can viably work from home without detriment to Rittal-Ltd • 										
Building	<ul style="list-style-type: none"> • Spread through surface contact or direct contact 	<ul style="list-style-type: none"> • Soap is provided in the toilets • All handrails on stairs and door handles cleaned and sanitised daily • Employees are to maintain a minimum distance apart to reduce spread • Social distance posters/rules in place throughout the building • Wipes provided throughout the building • Face Masks to be used if social distancing rules cannot be made • Fire doors are propped open to reduce the need to touch the door handles 	2	5	10	<ul style="list-style-type: none"> • No additional controls 	2	5	10			

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				CONSEQUENCE				



What are the Hazards?	What are the Risks <i>(types of injury, loss or harm that may be caused)</i>	Existing Controls	L	S	R	Additional Controls Required	L	S	R	Action by whom?	Action by when?	Date closed
Toilets (high risk location)	<ul style="list-style-type: none"> Spread through surface contact or direct contact 	<ul style="list-style-type: none"> Soap is provided in the toilets Toilets are cleaned daily Hand sanitiser provided in all toilets Hand paper towels in toilets Employees to be briefed on the importance of good housekeeping Safety posters in all toilets on how to wash their hands 	2	5	10		2	5	10			
HIGH RISK EMPLOYEES (HEALTH)	<ul style="list-style-type: none"> Loss of employees Increased mortality risk Mental Health conditions 	<ul style="list-style-type: none"> List all high risk employees based on health conditions has been documented (Over 60, pregnant (or expectant parents, hypertension, diabetics, heart problems & lung problems All office based staff are working from home 	3	5	15	<ul style="list-style-type: none"> In the event of an outbreak Rittal Ltd will discuss the options to work with the high risk employees. 	2	5	10	Directors		

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				CONSEQUENCE				



What are the Hazards?	What are the Risks <i>(types of injury, loss or harm that may be caused)</i>	Existing Controls	L S R			Additional Controls Required	L S R			Action by whom?	Action by when?	Date closed
			L	S	R		L	S	R			
HIGH RISK EMPLOYEES (NATURE OF WORK)	<ul style="list-style-type: none"> Loss of employees Mental Health conditions 	<ul style="list-style-type: none"> Persons defined as high risk include: First Aiders, HR, H&S, Sales teams, Managers, Group leaders, Team Spokesperson, Contract Cleaners and Despatch Operators. 	3	5	15	<ul style="list-style-type: none"> Good hygiene must be maintained by high risk persons Minimise contact with persons to reduce spread of coronavirus (OFFICE DOORS MUST NOT BE LOCKED) All work areas must be provided with hand sanitiser Employees must be instructed not to invade people personal space and provide enough space to prevent spread of coronavirus. 	1	5	5	Employees Employees Directors Geoff Lloyd Employees		
Despatch Drivers	<ul style="list-style-type: none"> Increase risk of coming into contact with infected persons Loss of employees 	<ul style="list-style-type: none"> Wash room facilities including showers are provided for all drivers Hand sanitiser to be provided in the despatch area Hand paper towels in warehouse toilets 	4	5	20	<ul style="list-style-type: none"> Additional controls with each carrier Movement of drivers to be restricted on a only as necessary basis 	1	5	5	Warehouse Office		

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What are the Hazards?	What are the Risks <i>(types of injury, loss or harm that may be caused)</i>	Existing Controls				Additional Controls Required				Action by whom?	Action by when?	Date closed
			L	S	R		L	S	R			
	<ul style="list-style-type: none"> Mental Health conditions 	<ul style="list-style-type: none"> A Letter to be sent out to all hauliers following government guidelines on the coronavirus Minimise contact between drivers and members of staff Signage regarding when drivers enter the building Encourage reduced contact between drivers and members of staff Drivers are not to be permitted to smoke in the smoking shelter 										
Waste	<ul style="list-style-type: none"> Spread of coronavirus through waste. Illegal 	<ul style="list-style-type: none"> See waste information below Waste management system in place. All confirmed cases, any waste generated must be disposed of as hazardous waste, 	2	3	6	<ul style="list-style-type: none"> Operators handling waste bin bags will wash their hands. 	2	3	6	Geoff Lloyd		

SCORING METHODOLOGY

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What are the Hazards?	What are the Risks <i>(types of injury, loss or harm that may be caused)</i>	Existing Controls	L	S	R	Additional Controls Required	L	S	R	Action by whom?	Action by when?	Date closed
Hospital Closure	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Trained first aiders • Safety systems in place. • First Aid training provided • Maintain good hygiene • Should an injury occur within Rittal Ltd the first aiders must follow their training & procedures 	2	4	8	<ul style="list-style-type: none"> • Only take patients to A&E if necessary • Call 999 and ask for an ambulance. Be prepared for a delay. 	1	4	4	First Aiders	IMMEDIATE	
PPE Shortage	<ul style="list-style-type: none"> • Unable to protect employees from dust 	<ul style="list-style-type: none"> • PPE held onsite, • 	2	3	6	Daily update on PPE availability	1	3	3	Geoff Lloyd		
School closures	<ul style="list-style-type: none"> • Parents have to look after children. 	<ul style="list-style-type: none"> • No Controls required as all schools are closed 	2	5	10	No additional controls	2	5	10			
Failure to provide to customer	<ul style="list-style-type: none"> • Loss of business • Complaints 	<ul style="list-style-type: none"> • Planning department 	3	5	15	<ul style="list-style-type: none"> • Prioritise which products to focus • Monitoring daily 				Procurement team		

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What are the Hazards?	What are the Risks <i>(types of injury, loss or harm that may be caused)</i>	Existing Controls	L S R			Additional Controls Required	L S R			Action by whom?	Action by when?	Date closed
			L	S	R		L	S	R			
No continuity of supply	<ul style="list-style-type: none"> Loss of stock Stock not supplied Production slow down or stop 	<ul style="list-style-type: none"> Planning Department 	3	5	15	<ul style="list-style-type: none"> Monitoring Daily 	2	5	10	Directors		

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				CONSEQUENCE				



RISK ASSESSMENT APPROVAL	
Line Manager / Owner Approval	
<p>"I" the Facilities Manager believe that the above risk assessments captures the relevant risks related to the work activity and agree that all the actions will be implemented in line with the "Action By" Date.</p>	
FULL Name:	Geoff LLOYD
Signature:	<i>Geoff Lloyd</i>
Date:	26/5/2020
<ul style="list-style-type: none"> All completed risk assessments must be <u>signed</u> and electronically sent to the SH&E department for saving. Any employee completing this task must be aware of the risks involved. 	

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			CONSEQUENCE					



Waste

Waste from possible cases and cleaning of areas where possible cases have been (including disposable cloths, tissues, and masks if worn) should be put in a plastic rubbish bag and tied when full. The plastic bag should then be placed in a second bin bag and tied. It should be put in a suitable and secure place and marked for storage until the individual's test results are known. Children, pets, pests etc. should not be able to access this place. Waste should NOT be left unsupervised on the pavement awaiting collection.

If the individual test is negative, this can be put in with the normal waste.

If the individual tests positive, then place bags in orange or yellow container or bags and arrange disposal as Category B waste. Contact your local [Environmental Health Department](#) or [Health Protection Team](#) for further information. In Northern Ireland, please contact your [Public Health Agency Health Protection Team](#).

Arrangements need to be made for collection by an appropriate organization (for example a licensed waste contractor acting on behalf of the Local Authority).

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				4	8	12	16	20
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