



**Boole's - Covid19 Risk Assessment**

<b>Boole's Tools &amp; Pipe Fittings Ltd</b>		<b>Date Assessed:</b> 04/05/2020			<b>Assessed by:</b> TS		
<b>Task/ Activity:</b> Warehouse and Office (Coronavirus)		<b>Review:</b> Daily and if needed updated in line with further government updates			<b>Reference Number:</b> 1		
<b>Activity/ Task</b>	<b>Hazard/Risk</b>	<b>Persons at Risk</b>	<b>Controls in Place</b>	<b>Severity (1-5)</b>	<b>Likelihood (1-5)</b>	<b>Risk/ Priority</b>	<b>Additional Controls Required</b>
Working in the office or warehouse	Contact with persons suffering from coronavirus	Employees	<p>If an employee presents symptoms for coronavirus, with a new, continuous cough or a high temperature, they should be sent home and advised to follow the advice to stay at home. All staff who have been in contact with that person should also self-isolate.</p> <p>All surfaces that the person has come into contact with must be cleaned, including:</p> <ul style="list-style-type: none"> <li>All surfaces and objects which are visibly contaminated with body fluids; and</li> <li>All potentially contaminated high-contact areas such as toilets, door handles, telephones, etc.</li> </ul> <p>Public areas where a symptomatic individual has passed through and spent minimal time in (such as corridors) but which are not visibly contaminated with bodily fluids do not need to be specially cleaned and disinfected.</p> <p>If a person becomes ill in a shared space, these should be cleaned using disposable</p>	5	2	10	<p>All employees are responsible for keeping their area clean. All areas and equipment will be cleaned by designated individuals.</p> <p>Guidance and recommended risk control measures will be sourced directly from Public Health England and the GOV.UK website wherever possible.</p> <p>Control measures will be revised and updated in line with the latest government guidance.</p>

			cloths and household detergents, to current guidelines.				
Working in the office or warehouse	Contact with persons who may have been exposed to coronavirus	Employees	<p>Employees who are suspected to have coronavirus are to quarantine themselves in accordance with the government guidance.</p> <p>Other persons who may have been exposed to the coronavirus have been instructed by the government guidance to quarantine themselves.</p>	5	2	10	<p>Guidance and recommended risk control measures will be sourced directly from Public Health England and the GOV.UK website wherever possible.</p> <p>Control measures will be revised and updated in line with the latest government guidance.</p>
Working in the office or warehouse	Contact with packages or items handled by persons who may have been exposed to coronavirus	Employees	There is currently no perceived increase in risk for handling post or freight from specified areas.	1	1	1	<p>Guidance and recommended risk control measures will be sourced directly from Public Health England and the GOV.UK website wherever possible.</p> <p>Control measures will be revised and updated in line with the latest government guidance.</p>
	Disposal of waste that may be contaminated by a coronavirus sufferer		<p>All waste that has been in contact with the relevant person, including used tissues, and masks if used, 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 safe place and marked for storage until the result is available. If the individual tests negative, this can be put in the normal waste.</p> <p>Should the person test positive, the department manager will provide</p>	3	2.5	7.5	

			instructions about what to do with the waste.				
Working in the office or warehouse	Contracting and spreading of infection		<p>Basic infection controls should be followed as recommended by Public Health England:</p> <ul style="list-style-type: none"> <li>• Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze.</li> <li>• Put used tissues in the bin straight away.</li> <li>• Wash your hands with soap and water often – use hand sanitiser gel if soap and water are not available.</li> <li>• Try to avoid close contact with people who are unwell.</li> <li>• Clean and disinfect frequently touched objects and surfaces.</li> <li>• Do not touch your eyes, nose or mouth if your hands are not clean.</li> </ul> <p>Persons worried about symptoms should call NHS 111, and NOT go to their GP or other healthcare centre.</p>	5	2	10	<p>Guidance and recommended risk control measures will be sourced directly from Public Health England and the GOV.UK website wherever possible.</p> <p>Control measures will be revised and updated in line with the latest government guidance.</p> <p><a href="https://www.nhs.uk/conditions/coronavirus-covid-19/">https://www.nhs.uk/conditions/coronavirus-covid-19/</a></p>

## Risk/Priority Indicator Key

Severity (Consequence)
1. Negligible (delay only)
2. Slight (minor injury / damage / interruption)
3. Moderate (lost time injury, illness, damage, lost business)
4. High (major injury / damage, lost time business interruption, disablement)
5. Very High (fatality / business closure)

Likelihood
1. Improbable / very unlikely
2. Unlikely
3. Even chance / may happen
4. Likely
5. Almost certain / imminent

RISK / PRIORITY INDICATOR MATRIX						
LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		SEVERITY (CONSEQUENCE)				

Summary		Suggested Timeframe
12-25	High	As soon as possible
6-11	Medium	Within next 3-6 months
1-5	Low	Whenever viable to do so