

Risk Assessment Matrix

INSTRUCTIONS

ASSESSMENT STAGE: Complete section **A1**; Identify hazards and assign pre and post likelihood and consequence scores (using a 3x3 or 5x5 matrix) in section **A2** Control Measures to reduce risks can then be added.

MONITORING STAGE: Complete section **M1**; Score Control Measures in section **M2** using a scale of 0-10 (10 being complete compliance); State further actions required in section **M3**

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Section **A1** - Assessment Information

Assessment reference number	[RA- COVID-19] OPD Attending Customer Premises
Assessment date	07/05/2020
Activity / item / area	OPD / Drivers / Account Managers that attend Customer Premises
Contract description	All
Contract site	All

Persons at risk	OPD / Drivers / Account Managers
Assessor	QA Coordinators / Production Manager / General Manager
Risk Matrix Format	5x5
Review date	
Monitoring frequency	
Authorised by	General Manager

Section **M1** - Monitoring Information

Person carrying out monitoring	
Monitoring date	

Department / location	
Checked by	

Section **A2 M2** - Risk / Control Measures

Hazard	Likelihood	Consequence	Risk Level	Control Measures	Likelihood	Consequence	Risk Level
Face Covering / Visor / other PPE	4	4	16	All OPD / Drivers / Account Manager will be issued with disposable gloves for use on the premises and whilst handling garments, they are not required/asked to wear them permanently.	2	4	8
				All OPD / Drivers / Account Managers must complete a Pre use check on all PPE / Face Coverings / Visors			
				All OPD / Drivers / Account Managers must not share PPE /Face Coverings/Face Visors / Gloves and must only use the Protective Equipment for which they have been issued			
				All OPD / Drivers / Account Managers should be trained and briefed on their correct usage storage and maintenance of PPE – since these can be ineffective if used inappropriately			
Hand Washing / Drying / Sanitizing	3	3	9	All OPD / Drivers / Account Managers 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	2	3	6
				All OPD / Drivers / Account Managers are advised where hand washing is not possible the use of hand sanitisers is advisable.			
				All OPD /Account Managers should ensure vehicles are cleaned and sanitised before and end of shift			
				All OPD/ Drivers / Account Managers are reminded to follow government guidance to avoid touching face, eyes, nose or mouth with unclean hands			
				All waste that has been in contact with the individual, including used tissues, and PPE if used, should be put in a plastic rubbish bag and tied when full			
				COSHH assessment must be undertaken at plant level for their correct use and storage and disposal			
Site Works - exposure to the virus COVID -19	4	4	16	All Drivers should sanitize / disinfect the rear of their vehicles at the end of shift and before loading any new garments.	2	4	8
				All OPD / Account Managers should thoroughly sanitize the inside of their vehicles at the end of their shift			
				All OPD / Drivers / Account Managers should be allowed access to hand washing facilities at Customer premises.			
				All OPD / Drivers / Account Managers are advised to report immediately if showing signs of illness to the Site Manager and the company			
				All OPD / Drivers / Account Managers have been provided with information on the virus and precautions to take			
				ALL OPD / Drivers / Account Managers must not enter enclosed locker/stock areas during shift change overs or busy periods			
				All OPD / Drivers / Account Managers should follow government guidance on social distancing between themselves and other individuals when undertaking their duties			
				All OPD / Drivers / Account Managers should not share vehicles or cabs, where suitable distancing cannot be achieved			
				All OPD / Drivers / Account Managers will comply with all new rules and procedures put in place on Customer Premises as long as they do not compromise /contradict our own guidelines			
				All OPD /Drivers / Account Managers who travel or visit other Johnsons Service Group premises may also need additional equipment or briefing inline with company guidelines.			
				All OPD are advised to stagger their breaks where possible			
				Customers are asked to allow the use of "temporary Barriers" "Signage"where appropriate to secure exclusion zone in line with government guidelines particularly in enclosed locker/stock areas			
				New Garments will be issued in the normal manner and wearers will be asked to knock on the door, state what they are collect, and then wait a safe distance for the items to be left outside the door for them to pick up.			
				Staff displaying symptoms or suspected symptoms do not come to work. Those that develop symptoms or suspected			

				symptoms whilst at work are sent home immediately				
				Under current circumstances it is appropriate and un- safe to allow use or access to fit samples on site				
				Where OPD / Drivers / Account Managers are required to exit their vehicle, they should wash or sanitise their hands before handling any materials.				
				Evaluation / score %				

Section **M3** - Further Actions Required

Description	Assignee	Due Date
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