



THE
GALLOPING
HORSE

The Galloping Horse Ltd

Covid-19 risk assessment form

Date:	Assessed by:	Checked by:	Assessment ref no:	Review date:
08/07/2020	Bill Wyllie	Craig Lowery	TGH_HS_RA_Cov001	08/10/2020

Description and location of hazard	Who might be harmed	Existing control measures	A. Likely severity of injury (1 to 3)	B. Likely Occurrence (1 to 3)	Risk Rating (A) x (B)	Comments / actions
Spread of Covid-19 Coronavirus	Staff, Visitors, Cleaners, Contractors, Drivers, Vulnerable groups - (Elderly, Pregnant workers, those with underlying health conditions) Anyone through physical contact	<p>Hand Washing</p> <ul style="list-style-type: none"> Hand washing facilities with soap and hot water in place Stringent hand washing taking place Paper towels / hand dryers for drying of hands Adhering to hand washing guidance https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ Gel sanitisers in any area where washing facilities are not readily available <p>Cleaning</p> <p>Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products (to at least BS EN1276 and BS EN13697 standards) and methods.</p>	3	1	3	

		<p style="text-align: center;">Social distancing</p> <ul style="list-style-type: none"> • Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people • Taking steps to review work schedules including start & finish times/shift patterns, working from home etc. to reduce number of workers on site at any one time. Also relocating workers to other tasks. • Redesigning all areas and processes to ensure social distancing in place (if not 2_m spacing then 1_m plus). • Separate entry and exit points for customers signposted and use of facilities (single point of staff contact, table/app ordering, payment(s), toilets etc.) explained. • Contact details of staff, customers and visitors to be obtained in accordance with guidelines to support NHS Test and Trace. All details to be recorded maintained and disposed of in accordance with existing GDPR guidelines. • Conference calls to be used instead of face to face meetings. • Ensuring sufficient rest breaks for staff. • Social distancing also to be adhered to in rest area and smoking area. <p style="text-align: center;">Wearing of Gloves</p>				
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		<p>Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.</p> <p style="text-align: center;">Respiratory Protective Equipment (RPE)</p> <p>Public Health guidance on the use of PPE (personal protective equipment) to protect against COVID-19 relates to health care settings. In all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours.</p> <p>Where RPE is a requirement for risks associated with the work undertaken the following measures will be followed-</p> <ul style="list-style-type: none"> • Tight-fitting respirators (such as disposable FFP3 masks and reusable half masks) rely on having a good seal with the wearer’s face. A face fit test will be carried out to ensure the respiratory protective equipment (RPE) can protect the wearer. • Wearers must be clean shaven <p style="text-align: center;">Symptoms of Covid-19</p> <p>If anyone becomes unwell with a new continuous cough or a high temperature in the workplace they will be sent home and advised to follow the stay at home guidance. Temperature checks of staff reporting for duty may be taken and recorded to assist with safety monitoring. Line managers will maintain regular contact with staff members during this time.</p> <p>If advised that a member of staff or public has developed Covid-19 and were recently on our premises (including where</p>				
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		<p>a member of staff has visited other work place premises such as domestic premises), the management team of the workplace will contact the NHS Test and Trace facility to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken.</p> <p>https://contact-tracing.phe.gov.uk/</p> <p style="text-align: center;">Drivers</p> <p>Procedures in place for Drivers to ensure adequate welfare facilities available during their work</p> <p>Reference COVID-19-guidance on freight transport.</p> <p>https://www.hse.gov.uk/news/drivers-transport-delivery-coronavirus.htm</p> <p>Persons should not share vehicles or cabs, where suitable distancing cannot be achieved.</p> <p style="text-align: center;">Mental Health</p> <p>Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help</p> <p>Reference -</p> <p>https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/</p>				
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Score	3	2	1
Column A: Severity of injury:	Major Injury or death	Injury requiring medical treatment	Minor or no injury

Column B: Likely occurrence:	Regular exposure of several employees to hazard.	Occasional exposure of few employees.	Exposure to hazard very rare.
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Risk Score	Response Times	Risk Score	Response Times
9	Immediate cessation of activity until interim controls are agreed and implemented	3&4	Review on change of process or if circumstances change. Provide additional training, supervision and monitoring.
6	Critically examine the areas of exposure in the process and agree timetable for completion of all agreed actions	<3	12 months review (date of next audit). No real changes in procedure required to reduce risk further

Action Plan				
Ref No.	Further action required	By whom	By when	Completed & date
A001	<ul style="list-style-type: none"> Employees to be reminded on a regular basis to wash their hands for 20 seconds with warm water and soap and the importance of proper drying. Also reminded to catch coughs and sneezes in tissues Follow 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. To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance Posters, leaflets and other materials are available for display. https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19 	Craig Lowery	Ongoing basis	
A002	Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed.			

A003	Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it. Management checks to ensure this is adhered to.				
A004	Staff to be reminded that wearing of gloves is not a substitute for good hand washing.				
A005	<p>To minimise the risk of transmission of COVID-19 during face-fit testing the following additional measures should be carried out</p> <ul style="list-style-type: none"> • Both the fit tester and those being fit tested should wash their hands before and after the test. • Those being fit tested with non-disposable masks should clean the mask themselves before and immediately after the test using a suitable disinfectant cleaning wipe (check with manufacturer to avoid damaging the mask). • Test face pieces that cannot be adequately disinfected (e.g. disposable half masks) should not be used by more than one individual. • Fit testers should wear disposable gloves when undertaking cleaning of the tubes, hoods etc. and ensure they remove gloves following the correct procedure (PDF) <p>Reference https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm</p> <p>Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a fast-changing situation.</p>				
A006	Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.				
A007	Communicate with companies we deliver to/from to ensure welfare facilities will be available to our drivers. Allowing delivery drivers adequate breaks to avail of proper welfare facilities.				
A008	Regular communication of mental health information and open-door policy for those who need additional support.				