

Employee(s)/Worker(s) acknowledgement

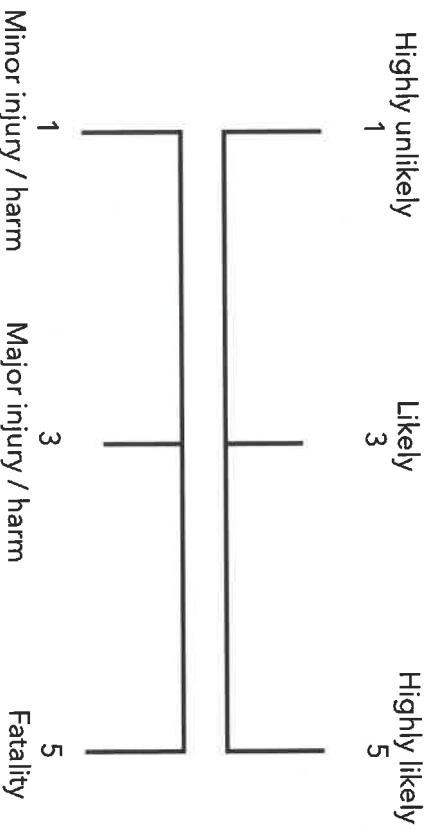
The signs below acknowledge receipt of this risk assessment and confirm that they have read and understood the requirements of the risk assessment.

Employee name	Signature(s)	Date

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Risk rating explanation

Risk ratings are calculated by considering the likelihood of an event occurring along with the severity of the potential consequence should an accident occur. After considering existing control measures, values are assigned to the likelihood and severity from the scales below and these figures multiplied to establish the risk rating.



		Probability				
		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
	Severity					

What do your risk ratings mean?

- Risk is categorised as LOW: Look to reduce risk if practicable
- Risk has been categorised as MEDIUM: Begin to plan your action to reduce the risk immediately
- Risk has been categorised as HIGH: Immediate action required to reduce the risk

Assessor's signature: Heather Wraith

Approved by signature: Heather Wraith

Operating procedures

In the context of COVID-19 this means working through these steps in order:

In every workplace, increasing the frequency of handwashing and surface cleaning.

Businesses and workplaces should make every reasonable effort to enable working from home as a first option.








Where working from home is not possible, workplaces should make every reasonable effort to comply with the social distancing guidelines set out by the government (keeping people 2m apart wherever possible).

Where the social distancing guidelines cannot be followed in full, in relation to a particular activity, businesses should consider whether that activity needs to continue for the business to operate and if so, take all the mitigating actions possible to reduce the risk of transmission between their staff.


Further mitigating actions include:













- Increasing the frequency of hand washing and surface cleaning.
- Keeping the activity time involved as short as possible.
- Using back-to-back or side-to-side working (rather than face-to-face) whenever possible.
- Reducing the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others).
- Finally, if people must work face-to-face for a sustained period with more than a small group of fixed partners, then you will need to assess whether the activity can safely go ahead.
- No one is obliged to work in an unsafe work environment.







Taken From: <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19>







Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 <p>8. Meetings People coming together in close proximity to attend meetings.</p>	<p>All staff, Contractors Visitors</p> <p>How? Increased risk of transmission of Covid 19</p>	 <p>Meetings Carried Out Remotely Where Possible e.g. Virtual Zoom/Teams</p>  <p>No Sharing Of Equipment Permitted</p>  <p>Social Distancing To Be Maintained</p>  <p>Meetings To Be Held In Well Ventilated Locations</p>  <p>Sanitiser To Be Provided</p>	<p>2 x 5</p>  <p>High</p>








Further control measures









Hazard	Action required	Assigned to	Planned completion date	Trainee
 <p>5. Common Areas (Including Kitchen and Welfare Facilities)</p>	<p>Limitations of number of people in each working area of Bideford location as detailed under Existing controls for Hazard point 5</p>	<p>Heather Wraith</p>	<p>08/06/2020</p>	<p>N/A</p>















Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
<p></p> <p>7. Managing Customers, Visitors and Contractors Coming To Site. - Tradespeople, couriers, deliveries, contractors and other visitors such as customers attending site for work purposes.</p>	<p>All staff, Contractors Visitors</p> <p>How? Transmission of Covid-19 between visitors to site and employees.</p>	<p> Access To Welfare Facilities Controlled</p> <p> Good Hand Washing/Hygiene Procedures Observed By Employees</p> <p> Information Communicated To Visitors</p> <p> Protective Interface Established</p> <p> Revised Pick Up and Drop Off Procedures</p> <p> Contractors By Appointment Only</p> <p> Increased Cleaning Regime In Place For Touch Points And Interfaces.</p> <p> Managed Entry/Restrictions on Number of People Inside Premises</p> <p> Remote Communication Encouraged</p> <p> Sanitiser Available At Visitor Interfaces And Controlled Access For Deliveries</p>	<p>3 x 5 High</p> <p></p>


Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 <p>6. Handling Items, Materials And Using On-Site Vehicles. - Employees occupying work vehicles at the same time or shared use of common vehicles/plant or equipment.</p>	<p>All staff</p> <p>How? Inability to maintain social distancing or coming into contact with contaminated surfaces may lead to contraction of the Covid-19 virus.</p>	<div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">  <p>All Items To Be Cleaned Regularly</p> </div> <div style="text-align: center;">  <p>Good Hand Washing/Hygiene Procedures Observed Before and After Use</p> </div> </div> <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">  <p>Rotation Of Jobs And Equipment Reduced</p> </div> <div style="text-align: center;">  <p>Vehicles Not Shared Where At All Possible</p> </div> </div>	<p>2 x 5</p>  <p>High</p>

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
<p></p> <p>5. Common Areas (Including Kitchen and Welfare Facilities)</p> <p>- Due to areas being frequently utilised by all staff, the potential for infection is increased. This includes stairwells, waiting areas, seating areas as well as toilets, changing room and kitchen areas.</p>	<p>All staff, Contractors</p> <p>Visitors</p> <p>How? Common areas may restrict distancing of 2+ metres at any one time. Due to heavy foot fall, surfaces may be touched more frequently and individuals may cross paths more often.</p>	<p> Items such as pen, pencils, staplers & selotape dispensers to be cleaned regularly if shared use.</p> <p> Numbers Of People In Common Areas at Bideford to be managed: Reception 3, Lab 1, Pharmacy 1, Back Office 2, Back entrance area 1, Porta-cabin 1, Upstairs Big room 3 at work stations, 2 for Lunch, Upstairs Kitchen 1 & Small Office 1 person. All numbers based on social distancing being observed.</p> <p> Regular Cleaning Of Common Areas, Touch Points, Work Surfaces 3 times daily during working day.</p> <p> Staff Room/kitchen Facilities Restricted to Limited Numbers: Kitchen 1 & Upstairs big meeting room 2 people for lunch. All numbers based on social distancing being observed.</p>	<p>2 x 5</p> <p></p> <p>High</p>

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 <p>4. Individuals Displaying Symptoms - Coronavirus reportedly spread through exposure or contact to cough droplets. People at work developing on-set of symptoms within the workplace.</p>	<p>All staff, Contractors Visitors</p> <p>How? An individual could develop symptoms of high/raised temperature or new/continuous cough whilst at work.</p>	 <p>All cases reported to HR Manager</p>  <p>Employee To Go Home Immediately</p>  <p>Temperature checking at entry to site</p> <p>Documented inspections of pool, equipment & associated areas are carried out by pool supervision.</p>  <p>Will Follow Government Advice On Testing https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</p>  <p>Work Area Cleaned Thoroughly Using Disinfectant Following Guidelines. https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p>	<p>4 x 5</p>  <p>High</p>

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
<p></p> <p>3. Social Distancing Guidelines Cannot Be Met</p> <p>-Activities, where social distancing cannot be followed in full, may lead to increased risk of the transmission of the virus due to being in close proximity. This includes entrances, exits and common areas as well as work activities.</p>	<p>All staff</p> <p>How? Being in close proximity may lead to increased risk of the spread of the Covid-19 virus.</p>	<p> 1.Increased Cleaning Carried Out</p> <p> 3.Time Spent Within 2m To Be Kept To A Minimum</p> <p> 6. Site teams will be kept fixed where possible. Colleagues limited to one site per day.</p> <p> 2.Increased Handwashing Carried Out</p> <p> 5.Employees To Avoid Face To Face Work Where Possible</p> <p> 8. Use of Personal Protective Equipment (PPE) specifically face visors</p>	<p>5 x 5</p> <p></p> <p>High</p>

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
<p></p> <p>1. Cleaning To Reduce Transmission Of Covid-19 - Risk of exposure to Covid-19 whilst cleaning work areas.</p>	<p>All staff Cleaners</p> <p>How? Cleaning areas where Covid-19 may be present may lead to exposure to the virus. However- the cleaning of all areas correctly will reduce the risk of transmission overall.</p>	<p> Appropriate Disinfectant Products Used In Line With COSHH Assessment.</p> <p> Correct Guidance Will Be Followed For Cleaning Areas Of Higher Risk</p> <p> Shared workstations limited and cleaned before and after every use</p> <p> Cleaning Of Premises Before Work Commences</p> <p> Increased Cleaning Frequency Of Cleaning Throughout Premises</p> <p> Employees Advised To Wash Clothing After Work</p> <p> Increased Hand Washing Facilities Provided. Where this is not possible sanitiser will be provided.</p> <p> Signs And Posters In Use To Remind To Practise Good Hygiene</p>	<p>2 x 5 High</p> <p></p>
<p></p> <p>2. Hygiene Control Poor hand hygiene and respiratory hygiene control may lead to an increase in surface contamination.</p>	<p>All staff, Contractors, Members of the public Visitors</p> <p>How? Increased risk of surfaces becoming contaminated with pathogens including Covid-19 leading to spread of infection.</p>	<p> Increased Waste Management</p> <p> Use Of Face Visors where social distancing not possible</p>	<p>2 x 5 High</p> <p></p>

Risk assessment name	Covid Secure Site Risk Assessment for Torch Farm & Equine Ltd/Bideford	Assessment type	 General
Assessor name	Heather Wraith	Affected site(s)	Charter Vets (EX36 4EJ)
Assessment date	15/06/2020	Review period	Monthly
Approved by	Heather Wraith	Review date	15/07/2020
Approved date	15/06/2020	Reference	Torch Farm & Equine Ltd Bideford



FARM & EQUINE

Description

This Risk Assessment is for Torch Farm & Equine Ltd Bideford site. Due to the emerging evidence and changes to Government Guidance, it is vital that the most up to date guidance is referred to. This can be found at: <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19> This risk assessment sets out the controls that will be in place for the workplace and work activities in order to reduce the risk of the transmission of the Covid-19 virus and demonstrate that the organisation is Covid-Secure.

Overall risk rating : 20 (High)