

Risk Assessment & Action Plan

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Risk Assessment & Action Plan

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Company Name: Finish Architectural						
Scope of task / environment / health and wellbeing					Assessment location: All locations	
Activity /Hazards & likely consequences	People at risk (All groups, maximum numbers, etc)	Current controls (Policies/systems of work, etc)	Further action required (Control measures/systems of work, etc)	Assessment action plan		
				By Whom?	By When?	Date Done
<ul style="list-style-type: none"> Ill health Death Spreading infections to the vulnerable 	<ul style="list-style-type: none"> Employees Visitors Subcontractors General public 	<ul style="list-style-type: none"> Authorised personnel only on premises. Cancellation of non-essential meetings minimise any visitors to the premises. Constant communication to employees, keeping them up to date of company/government guidelines. Quarantine of personnel returning from affected areas and those that are at higher risk category. Where possible organising for employees to work from home. Split shifts in operation with time between shifts to avoid cross contamination. Alcohol wipes provided to wipe down areas to avoid cross contamination of shifts. Sanitising gels provided for each individual, extra time available around breaks for cleansing of hands. Regular health checks of employees, any employee considered to be affected to be sent home for isolation, vigorous cleaning of areas and employees that has been contaminated. Employees are encouraged to keep to a 2 metre separation zone. Drivers encouraged to stay in cabs for loading/unloading. Following of all government procedures. 	No further action required			

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		<ul style="list-style-type: none">• Lockdown of all factories, should it be deemed necessary.				

Identified hazard:



How is the risk controlled:



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Company Name:			
Statutory provisions, ACoPs, guidance and standards requiring measures to be taken covering this risk assessment			
Assessed by (name & position)	Signature (optional)	Date completed	Next planned review
John Powell – Health & Safety Manager	JP	26-3-2020	19-11-2020
Note here any minor adjustments/additions/changes to assessment (use continuation sheet if appropriate)			
<p>Important management control notes:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Ensure the proposed control measures and further actions are discussed with staff and other interested parties. <input type="checkbox"/> Review the assessment to make sure we are still improving, or not sliding back. <input type="checkbox"/> If there is a significant change in the workplace, check the assessment and where necessary, amend it. 			

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Note here any minor adjustments/additions/changes to assessment

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