

SHEET ①

# Risk assessment template

Company name: MARLEY PLANS  
R+SC LTD.

Assessment carried out by: JOHN SMITH

Date of next review: 16/8/20

Date assessment was carried out: 16/7/20

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
① COVID 19 SPREAD TO EMPLOYEES FROM MEMBERS OF THE PUBLIC INC THE SPREAD TO PUBLIC FROM EMPLOYEES	EMPLOYEES + PUBLIC -	NO INDOOR ACTIVITIES FOR THE PUBLIC IS PERMITTED UNTIL GOVERNMENT ADVICE DICTATES OTHERWISE	ENSURE COPY OF RISK ASSESSMENT IS DISPLAYED FOR ALL TO REVIEW	ALL STAFF + PUBLIC	16/7/20	✓
② HEALTH, SAFETY + WELFARE OF EMPLOYEES CLIENTS + THE PUBLIC	-	PROP OFF POINT FOR PARCELS + CONTRACTORS ACCESS BETWEEN AREAS MANAGED: IE DOORS LOCKED +	POSTER AT FRONT DOOR	ALL STAFF	16/7/20	✓
INFECTION CONTROL MEASURES	-	EMPLOYEES TO EXPLAIN SOCIAL DISTANCING RULES TO VISITORS.	DOOR LOCKED + BELL TO BE ANSWERED	ALL STAFF	16/7/20	✓

More information on managing risk: [www.hse.gov.uk/simple-health-safety/risk/](http://www.hse.gov.uk/simple-health-safety/risk/)

SHEET ②

# Risk assessment template

Company name: MARPLEY PLANS Assessment carried out by: JOHN SMITH  
L+SC LTD

Date of next review: 16/8/20 Date assessment was carried out: 16/7/20

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
① COVID 19	EMPLOYEES /	SEPARATE ENTRANCE + EXITS TO ROOMS	PPE MAY BE USED + SCREEN AVAILABLE	EMPLOYEES / PUBLIC	16/7/20	✓
CONT	PUBLIC	---	DISPOSABLE PPE SHOULD BE PROPERLY DISPOSED OF			
		PROVISION OF WASTE BAGS FOR DISPOSABLE	SO NOT TO BE RE-USED.	"	16/7/20	✓
		HAND TOWELS/WIPES ETC				
② HEALTH + SAFETY + WELFARE		DISPOSABLE BAGS TO BE				
CONT		TIED OFF TO REDUCE THE SPREAD OF COVID 19				✓
		WHERE POSSIBLE ELECTRONIC PAYMENTS		"	16/7/20	

More information on managing risk: [www.hse.gov.uk/simple-health-safety/risk/](http://www.hse.gov.uk/simple-health-safety/risk/)



# Risk assessment template

SHEET ③

Company name: MARPLEY PLAINS

Assessment carried out by: JOHN SMITH

Date of next review: 16/8/20

Date assessment was carried out: 16/7/20

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
① COVID 19 CONT	EMPLOYEES /	- TOILETS RESTRICTED TO MINIMUM NUMBERS	EACH ACTIVITY SHOULD BE RISK ASSESSED	STAFF / PUBLIC	16/7/20	✓
② HEALTH + SAFETY + WELFARE CONT	PUBLIC	PREFERABLY ONE PERSON AT ANY ONE TIME.				
		ANTI-BACTERIAL CLEANING OF HANDLES ETC. TO BE UNDERTAKEN				
		RIDE TO EMPLOYEE LEAVING AREA.				
		SIGNAGE DISPLAYED TO ENCOURAGE REGULAR WASHING OF HANDS THOROUGHLY BEFORE AFTER ENTRY				

More information on managing risk: [www.hse.gov.uk/simple-health-safety/risk/](http://www.hse.gov.uk/simple-health-safety/risk/)

# Risk assessment template

Sheet ④

Company name: MARPLEY PLANS  
R+SC LTD

Assessment carried out by: JOHN SMITH

Date of next review: 16/8/20

Date assessment was carried out: 16/7/20

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
① COVID 19 CONT	EMPLOYEES /	NO PERSONS PERMITTED ON SITE IF THEY HAVE	PLEXI THIE SCREENS TO BE UTILISED AT DESIGNATED	STAFF + PUBLIC	16/7/20	✓
② HEALTH + SAFETY + WELFARE CONT	PUBLIC	COVID-19, BEEN ADVISED TO ISOLATE, AT HIGHER RISK DUE TO EXISTING MEDICAL CONDITIONS, IF AN EMPLOYEE FEELS UNSAFE	POSTERS DISPLAYED AROUND SITE ADVISING OF REGULAR HAND WASHING, SOCIAL DISTANCING +			
		OR SOCIAL DISTANCING GUIDELINES, THEY SHOULD	NONE ENTRY OUTSIDE AT HIGH RISK, THOSE THAT			
		BE ENCOURAGED TO STOP AND POLITELY ASKED	SHOULD SELF ISOLATE +			
		TO LEAVE. IN EMERGENCY DIAL 999	THOSE WHO DISPLAY SYMPTOMS.			

More information on managing risk: [www.hse.gov.uk/simple-health-safety/risk/](http://www.hse.gov.uk/simple-health-safety/risk/)



SHEET (5)

# Risk assessment template

Company name: MAPPERLEY PLAINS  
R+SC LTD

Assessment carried out by: JOHN SMITH

Date of next review: 16/8/20

Date assessment was carried out: 16/7/20

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
① COVID19 CONT	EMPLOYEES /	CUSTOMER NUMBERS ARE LIMITED INDOORS AT ANY TIME, INC TOILETS.	ANY STAFF THAT HAS HELPED SOMEONE WHO DISPLAYS ANY KNOWN SYMPTOMS MUST SELF-ISOLATE FOR A MINIMUM OF 14 DAYS.	STAFF + PUBLIC	16/7/20	✓
② HEALTH, SAFETY + WELFARE CONT	PUBLIC-	EMPLOYEES TO AVOID TOUCHING EYES, NOSE OR MOUTH TO REDUCE TRANSMISSION.	FACE COVERINGS SHOULD BE CONSIDERED FOR CLOSE PROXIMITY SITUATIONS.			
		ANY PERSON FEELING UNWELL OR SHOWING COVID SYMPTOMS WILL BE SENT HOME				

More information on managing risk: [www.hse.gov.uk/simple-health-safety/risk/](http://www.hse.gov.uk/simple-health-safety/risk/)

# Risk assessment template

SHEET (6)

Company name: MARLERLEY PLAINS  
RTSC LTD

Assessment carried out by: JAHN SMITH

Date of next review: 16/8/20

Date assessment was carried out: 16/7/20

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
① COVID19 CONT	EMPLOYEES/	COMMON / SHARED SURFACES SUCH AS	REVIEW RISK ASSESSMENT AND POLICY TO EMPLOYEES	STAFF +	16/7/20	✓
② HEALTH, SAFETY + WELFARE CONT	PUBLIC	DOOR HANDLES / TAPS / TOILET SEATS / CHANGING ROOMS ETC ARE REGULARLY CLEANED WITH ANTIBACTERIAL SUBSTANCES.	MONTHLY UNTIL GOV RESTRICTIONS ARE LIFTED.	PUBLIC		
			ASK EMPLOYEES RETURNING TO WORK IF THEIR HEALTH IS OK.			

More information on managing risk: [www.hse.gov.uk/simple-health-safety/risk/](http://www.hse.gov.uk/simple-health-safety/risk/)



# Risk assessment template

Company name: **MAXWELL PLAINS**

Assessment carried out by: **JOHN SMITH**

Date of next review: **16/8/20**

Date assessment was carried out: **16/7/20**
**SHEET ⑦**

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
① COVID 19 CONT	EMPLOYEES /	ALL EMPLOYEES SHOULD WASH/DISINFECT HANDS	REVIEW METHODS	STAFF +	16/7/20.	✓
② HEALTH, SAFETY, WELFARE CONT	PUBLIC	FACE BOOLE BATING, DRINKING, SMOCKING ETC	REGULARLY +	PUBLIC		
		ANY PERSONAL CLOTHES CLEARED TO BE REMOVED BY THE PERSON MAKING IT.	RE-ENROLL AS REQUIRED.			
		WINDOWS + DOORS TO BE OPEN AT ALL TIMES				
		AIR-CON NOT TO BE USED.				

More information on managing risk: [www.hse.gov.uk/simple-health-safety/risk/](http://www.hse.gov.uk/simple-health-safety/risk/)

REGULAR REMINDERS TO CLIENTS TO SOCIAL DISTANCE + WASH HANDS.

Published by the Health and Safety Executive 10/19

# Risk assessment template

Company name: MAYPOLEY PLAINS  
LTSC LTD

Assessment carried out by: JOHN SMITH

SHEET (8)

Date of next review: 16/8/20

Date assessment was carried out: 16/7/20

	What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
①	COVID19 CONT	EMPLOYEES /	TOILETS HAVE CLEAR SIGNAGE TO SHOW SOCIAL DISTANCING.	HAND MACHINE TO BE REGULARLY SANITISED.	STAFF +	16/7/20	✓
②	HEALTH + SAFETY + WELFARE CONT.	PUBLIC	ANY PERSON ENTERING PREMISES DO SO AT THEIR OWN RISK, COUGH OR SNITZE INTO A TISSUE AND PUT IN A BIN. WASH HANDS THOROUGHLY FOR 20 SECONDS REGULARLY	UNNECESSARY DISPLAYS TO BE REMOVED.	PUBLIC		

More information on managing risk: [www.hse.gov.uk/simple-health-safety/risk/](http://www.hse.gov.uk/simple-health-safety/risk/)



# Risk assessment template

Company name: MARLBURY PLANS

Assessment carried out by: JOHN SMITH SHEET 9

Date of next review: 16/8/20

Date assessment was carried out: 16/7/20

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
EMPLOYEES TRAVELLING TO WORK.	EMPLOYEES.	IF TRAVEL TO WORK IS ON PUBLIC TRANSPORT, FACE COVERING MUST BE WORN	SIT NEAR A WINDOW TO ENSURE GOOD VENTILATION	STAFF	16/7/20.	✓
ISSUING FIRST AID / CATCHING / SPILLING	EMPLOYEES / PUBLIC	UP TO DATE FIRST AID KIT + EYE WASH ARE AVAILABLE ON PREMISES. WE ISSUED TO ALL FIRST AIDERS + STERILE COVERAUS. TRAINED	CONSIDER MAY BE DELAYS IN EMERGENCY RESPONSE TIMES DURING COVID	STAFF / PUBLIC	16/7/20	✓
		FIRST AID KIT TO USE FIRST AID. FIRST AIDERS				

More information on managing risk: [www.hse.gov.uk/simple-health-safety/risk/](http://www.hse.gov.uk/simple-health-safety/risk/)

FACILITIES OR APPLYING FIRST AID.

Published by the Health and Safety Executive 10/19

# Risk assessment template

Company name: MAKELLEY PLAINS

Assessment carried out by: JOHN SMITH
SHEET (10)

Date of next review: R+SC LTD  
16/8/20

Date assessment was carried out: 16/7/20

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
VULNERABLE GROUPS	EMPLOYEES	MEDICAL QUESTIONNAIRE FOR NEW EMPLOYEES	REVIEW MEDICAL WITH PRESENT STAGE	EMPLOYEE	16/7/20	✓
		EMPLOYEES AT AN INC RISK OF CONTRACTING	IF AN EMPLOYEE IS DOESN'T ALLOW HOME WORKING,			
		COVID-19 EXTREMELY CAREFUL FOLLOWING	THE COMPANY MAY TEMPORARILY RE-DEPLOY OR COMPLETE			
		SOCIAL DISTANCE MEASURES EMPLOYEES WITH HEALTH	A DOCUMENTED RISK ASSESSMENT TO IDENTIFY			
		CONDITIONS ARE 'STRICTLY ADVISED' TO WORK FROM	ADDITIONAL STEPS THAT ARE REQUIRED.			
		HOME. EMPLOYEES TO ADVISE THEIR EMPLOYER				

More information on managing risk: [www.hse.gov.uk/simple-health-safety/risk/](http://www.hse.gov.uk/simple-health-safety/risk/)

IF THEY HAVE A GP  
LETTER ADVISING THEM  
TO SELF ISOLATE  
FOR 12 WEEKS.

Published by the Health and Safety Executive 10/19



## Risk assessment template

Company name: **MARLEY PLAINS  
R+SC LTD**

Assessment carried out by: **JOHN SMITH STREET**

(11)

Date of next review: **16/8/20**

Date assessment was carried out: **16/7/20**

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
INCREASED RISK OF LEGIONELLA + OTHER WATER BORNE PATHOGENS AFTER EXTENDED PERIOD SHUT	EMPLOYEES / PUBLIC	EMPLOYEES MAINTAIN AWARENESS OF THE RISK OF INFECTIONS DUE TO WATERBORNE PATHOGENS	CONTINUE TO CLEAN AND TEST ALL TAPS + SHOWERS.	MANAGER	16/7/20	✓
		ALL ROUTINE CONTROL MEASURES + MONITORING (CLEANING + TESTING) IS CONTINUED				
		DURING PERIOD OF LOCKDOWN + AFTERWARDS				

More information on managing risk: [www.hse.gov.uk/simple-health-safety/risk/](http://www.hse.gov.uk/simple-health-safety/risk/)

Published by the Health and Safety Executive 10/19

# Risk assessment template

Company name: MARPERLEY PLAINS  
R+SC LTD

Assessment carried out by: JOHN SMITH
SHEET (12)

Date of next review: 16/8/20

Date assessment was carried out: 16/7/20

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
UNSAFE WORKPLACES	EMPLOYEES	A DEEP CLEAN OF ALL AREAS + SURFACES COMPLETED THROUGHOUT THE PREMISES BEFORE OPENING + AT THE END OF THE DAY IF PRACTICABLE. REGULAR CLEANING CARRIED OUT RECORD + RETAINED.	ENSURE ALL SANITISER + CLEANING MATERIALS ARE STORED IN THE WAY DESCRIBED BY THE MANUFACTURER.	EMPLOYEES / PUBLIC	25/7/20.	
AFTER EXTENDED SHUT DOWN PERIODS	PUBLIC	ENSURE ANY SUBSTANCES USED ON THE PREMISES HAVE A SITE SPECIFIC AND UP TO DATE COSHH ASSESSMENT.		MANAGER	18/7/20.	
		ENTRANCE + EXITS SEPARATED. PEST CONTROL MONITORED.				
		A WORKPLACE INSPECTION HAS BEEN COMPLETED + DOCUMENTED BEFORE OPENING TO THE PUBLIC.				

More information on managing risk: [www.hse.gov.uk/simple-health-safety/risk/](http://www.hse.gov.uk/simple-health-safety/risk/)

Published by the Health and Safety Executive 10/19