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When determining controls, or considering changes to existing controls, considerations shall be given to reducing the risks according to the following hierarchy:

- A) Elimination, B) Substitution, C) Engineering controls, D) Signage/warnings and/ or administrative controls, E) Personal protective equipment

ALUK shall document and keep the results of identification of hazards, risk assessments and determined controls up-to-date. ALUK shall ensure that the OH&S risks and determined controls are taken into account when establishing, implementing and maintaining its OH&S management system. The significance of health & safety implications will be determined against the 'probability' versus 'severity' matrix below and recorded in this document which will be subject to regular review and update.

Likelihood	Severity				
	Trivial	Minor Injury	Over 3 Day Injury	Major Injury	Incapacity or Death
Highly Unlikely	1	2	3	4	5
Unlikely	2	4	6	8	10
Possible	3	6	9	12	15
Probable	4	8	12	16	20
Certain	5	10	15	20	25

From this risk assessment a record of those health & safety issues that have significant risk that the company can influence will be recorded in the Non Conformance, Preventative & Opportunity Action Plan log within the Occupational Health & Safety Management System as prescribed herein. Consideration will be given within the assessment of risk of the personnel at risk and the environment within which the risk resides.

Risk Rating (R)	1 – 3 = Acceptable	4 – 6 = Monitor/Improve <12 mths	8 – 12 = Action/Improve <6 mths	15 = Urgent Action/Improve <3 mth	16 – 25 = Improve Immediately / <1 mth
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Young Person's - References to Young Person's will be made throughout this assessment and has been included to ensure considerations have been made with respect to their age, inexperience, lack of awareness, maturity and any other factors which may be different to an older or more experienced employee. This will also make sure we have complied with Regulation 19 of the Management of Health & Safety at Work Regulations.

Agency Workers – References to Agency Workers will be made throughout this assessment and has been included to ensure the health, safety and welfare of Agency workers has been considered with respect to their lack of experience and knowledge of the processes and any exposure to chemical, biological and physical agents, Work equipment intended for their use; and The organisation of processes and activities intended for them to undertake.

Measures to manage risks may not be extraordinary to those that are already in place. However, there may be instances where additional measures are necessary, e.g. close supervision. In certain circumstances, Young persons or Agency workers will be prohibited from undertaking particular activities because significant risks are identified that cannot be avoided. Such risks can include: Work beyond their physical or psychological capabilities, Work in which there is a risk to their health from exposure to extreme cold or heat, noise or vibration, Work involving harmful exposure to radiation, Exposure to substances chronically harmful to human health, e.g. toxic carcinogenic, skin or respiratory sensitising, or have effects likely to be passed on genetically, Accidents which are unlikely to be recognised because of a lack of experience, training or sufficient attention to safety.

Date	Revision	Change Description	Author
15/05/2020	01	First Issue	Toby Ambler, Richard Ashe & Noel Harris

TRAINING RECORD

NAME	POSITION	Risk Assessment										SIGNATURE	
		COVID-19 WORKING SAFELY IN OR FROM A VEHICLE											
Date:													

WHO		Employees, Agency Workers, & Contractors,									
HAZARDS	HOW	EXITING CONTROLS	Risk Level			FURTHER ACTIONS / CONSIDERATIONS	Residual Risk			WHEN	
			LIKELIHOOD	SEVERITY	RISK		LIKELIHOOD	SEVERITY	RISK		WHO
COVID-19 WORKING SAFELY IN OR FROM A VEHICLE RISK ASSESSMENT											
1. Workforce consultation	Failure to consult with the workforce may lead to a misunderstanding on the management of the COVID-19 risks associated within their workplace. This could lead to the transmission of the COVID-19 virus.	<ol style="list-style-type: none"> AluK Health & Safety committee AluK COVID-19 H&S representative AluK employees – involvement with assessing COVID-19 workplace risks and the development and review of COVID-19 policies AluK iComms Information, training, instruction, and supervision 	3	3	9	<ol style="list-style-type: none"> Due to the period of furlough a COVID H&S representative has been selected from staff returning from furlough <p>This is considered to be as low as reasonably practicable.</p>	2	3	6	TA	30/06/20
1.1 Management of risk	AluK have a duty to reduce workplace risk to the lowest reasonably practicable level. Failure to work with employees, contractors sharing the workplace could expose persons to the COVID-19 virus	<ol style="list-style-type: none"> Vulnerable and extremely vulnerable members of staff work from home or are staying at home (shielding) Increased frequency of handwashing and surface cleaning of high traffic areas through information, training, instruction, and supervision. Increased frequency of handwashing and surface cleaning by having nominated sanitation cleaning teams. AluK encourages working from home as a first option. AluK make every reasonable effort to comply with the social distancing guidelines set out by the UK Gov. Currently 2 m. If social distancing guidelines cannot be followed in full AluK will consider whether that activity needs to continue for the business to operate and will take all mitigating actions possible to 	3	3	9	<p>AluK have carried out a site COVID-19 risk assessment, have cleaning, handwashing and hygiene procedures in line with guidance.</p> <p>AluK have taken all reasonable steps to help people work from home and have taken all reasonable steps to maintain a 2m distance in the workplace and where people cannot be 2m apart, we have done everything practical to manage transmission risk.</p> <p>This is considered to be as low as reasonably practicable.</p>	3	3	9	na	na

		<p>reduce the risk of transmission between our staff.</p> <ol style="list-style-type: none"> 7. Keeping the activity time involved as short as possible 8. Use of barriers and screens to separate employees from each other 9. Use of one-way routes to separate employees from each other 10. Use of back to back and side by side working whenever possible 11. Reducing the number of people each member of staff has contact with. 12. Aluk shield vulnerable employees from carrying out the work. 13. Should face to face working be carried out for a sustained period an assessment is carried out to establish if the task can safely go ahead. 									
1.2 Sharing the results of the Risk Assessment	Failure to share the results of the Risk Assessment may increase the transmission of COVID-19 if the employee is unaware of the hazards and associated risks.	<ol style="list-style-type: none"> 1. Risk Assessments are read and acknowledged by employees 	3	3	9	<ol style="list-style-type: none"> 1. Aluk to publish results of the risk assessment on their website 2. Aluk to communicate the results of the Risk Assessment via iComms 3. Aluk to display "Staying COVID-19 secure 2020" poster <p>This is considered to be as low as reasonably practicable.</p>	3	3	9	TA	30/06/20
2. Who should go to work	Failure to plan for the minimum number of workers needed on the premises and deployed in the field may result in increased transmission of COVID-19.	<ol style="list-style-type: none"> 1. Aluk employees work from home where possible 2. Aluk plan for the minimum number of workers needed on the premises and deployed in the field to operate safely and effectively. 3. Aluk provide equipment for employees to work from home safely and effectively. 	3	3	9	<ol style="list-style-type: none"> 1. Monitoring the well-being of employees who are working from home and helping them stay connected to the rest of the workforce, especially if the majority of their colleagues are on-site. 2. Keeping in touch with off-site staff on their working arrangements including their 	3	3	9	TA	30/06/20

						welfare, mental and physical health and personal security.					
2.1 Protecting people who are at higher risk	Failure to protect clinically vulnerable and clinically extremely vulnerable employees may expose these employees to the transmission of COVID-19	<ol style="list-style-type: none"> Clinically vulnerable and clinically extremely vulnerable employees are shielded by staying at home AluK pay particular attention to those members of staff that live with clinically extremely vulnerable individuals Occupational Health support is provided to the employees 	3	3	9	<ol style="list-style-type: none"> Promote support surrounding mental health and wellbeing. <p>This is considered to be as low as reasonably practicable.</p>	3	3	9	TA	30/06/20
2.2 People who need to self-isolate	Failure to prevent clinically vulnerable and clinically extremely vulnerable employees from staying at home could increase the risk of transmitting COVID-19	<ol style="list-style-type: none"> Clinically vulnerable and clinically extremely vulnerable employees are enabled to work from home COVID-19 self-declaration form is required to be completed by all persons entering site 	3	3	9	The current controls are considered to be as low as reasonably practicable.	3	3	9	na	na
2.3 Equality in the workplace	Failure to take into account the needs of different employees may result in the transmission of COVID-19	<ol style="list-style-type: none"> AluK understand and take into account the particular circumstances of those with different protected characteristics. AluK involve and communicate appropriately with employees whose protected characteristics might either expose them to a different degree of 	1	3	3	The current controls are considered to be as low as reasonably practicable.	1	3	3	na	na
3. Social distancing at work	Failure to following social distancing guidelines may result in the transmission of COVID-19	<ol style="list-style-type: none"> AluK do not operate driver sharing Should the driver be unable to follow the social distancing guidelines AluK ensure: <ol style="list-style-type: none"> That increased frequency of hand washing and surface cleaning is carried out. That the activity time involved is kept as short as possible That screens or barriers are used to separate people from each other That back-to-back or side-to-side working (rather than face 	3	3	9	The current controls are considered to be as low as reasonably practicable.	3	3	9	na	na

		to-face) is carried out whenever possible									
3.1 Coming to work and leaving work	Failure to following social distancing guidelines may result in the transmission of COVID-19	<ol style="list-style-type: none"> 1. Policy, induction and procedures 2. Information, training, instruction and supervision 3. Handwashing upon arrival 4. Staggered arrival and departure times 5. Sufficient parking facilities 6. No car sharing unless with family members 	3	3	9	The current controls are considered to be as low as reasonably practicable.	3	3	9	na	na
3.2 Moving around buildings, worksites and destinations	Failure to following social distancing guidelines may result in the transmission of COVID-19	<ol style="list-style-type: none"> 1. One-person delivery 2. Scheduled times for the collection of goods to avoid over-crowding 3. Picking goods ahead of collection and loading on to vehicles without interacting with the driver. 	3	3	9	The current controls are considered to be as low as reasonably practicable.	3	3	9	na	na
3.3 Social distancing in vehicles	Failure to following social distancing guidelines may result in the transmission of COVID-19	<ol style="list-style-type: none"> 1. Vehicles not shared 2. No multiple occupancy of vehicles 3. Single person refuelling 4. Physical screening in the form of cab windows 5. Cabs well ventilated 	3	3	9	<ol style="list-style-type: none"> 1. Regular cleaning of vehicles 2. Social distancing signage within cabs <p>This is considered to be as low as reasonably practicable</p>	3	3	9	TA	30/06/20
3.4 Carrying out deliveries or collections	Failure to following social distancing guidelines may result in the transmission of COVID-19	<ol style="list-style-type: none"> 1. Delivery scheduling 2. Single workers load and unload where possible 3. Minimise unnecessary contact 4. Drivers have access to welfare facilities when required and consistent with other guidance. 5. Drivers encouraged to stay in their vehicles where this does not compromise their safety and existing safe working practice. 	3	3	9	The current controls are considered to be as low as reasonably practicable.	3	3	9	na	na
3.5 Accidents, security and other incidents	Failure to following social distancing guidelines during an incident may result in the transmission of COVID-19	<ol style="list-style-type: none"> 1. Information, training, instruction and supervision 2. Specific COVID-19 First Aid response pack 3. COVID-19 First Aid pack 4. Sanitation measures available 	3	3	9	The current controls are considered to be as low as reasonably practicable.	3	3	9	na	na

4.1 Managing customers, visitors and contractors – Managing contact	Failure to minimise the contact risk from people in vehicles may result in the transmission of COVID-19	<ol style="list-style-type: none"> 1. Revising schedules reducing interaction and overlap between people 2. Avoiding physical contact when handing goods over 3. A record of all visitors are maintained 	3	3	9	The current controls are considered to be as low as reasonably practicable.	3	3	9	na	na
4.2 Providing and explaining available guidance	Failure to understand what is required to maintain safety may result in the transmission of COVID-19	<ol style="list-style-type: none"> 1. Information, training, instruction and supervision 2. Briefing of drivers 	3	3	9	<ol style="list-style-type: none"> 1. In vehicle guides <p>This is considered to be as low as reasonably practicable.</p>	3	3	9	TA	30/06/20
5.1 Cleaning the workplace – Keeping the workplace clean	Failure to keep the workplace clean will result in the transmission of COVID-19	<ol style="list-style-type: none"> 1. Frequent cleaning of work areas and equipment between uses 2. Frequent cleaning of objects and surfaces- door handles vehicle keys 3. Cab cleaning 	3	3	9	<ol style="list-style-type: none"> 1. Hand sanitisers in vehicle cabs <p>This is considered to be as low as reasonably practicable.</p>	3	3	9	TA	30/06/20
5.2 Hygiene – handwashing, sanitisation facilities and toilets	Failure to maintain hygiene will result in the transmission of COVID-19	<ol style="list-style-type: none"> 1. Information, training, instruction and supervision 2. Signs and posters 3. Drivers have access to washing facilities 4. Hand sanitiser provided 5. Frequent rubbish collections 	3	3	9	The current controls are considered to be as low as reasonably practicable.	3	3	9	na	na
5.3 Changing rooms and shower	Failure to minimise the risk of transmission in changing rooms and showers will result in the transmission of COVID-19	<ol style="list-style-type: none"> 1. Enhanced cleaning of all facilities regularly during the day. 	3	3	9	The current controls are considered to be as low as reasonably practicable.	3	3	9	na	na
6. Personal Protective Equipment and face coverings	Additional PPE beyond what AluK provide is not beneficial. This is because COVID-19 is a different type of risk to the risks AluK normally face in the workplace, and needs to be managed through social distancing, hygiene and fixed teams or partnering, not through the use of PPE.	<ol style="list-style-type: none"> 1. Information, training, instruction and supervision 2. Social distancing measures in place 3. Face visors 4. Filtering face pieces 5. Safety glasses 	3	3	9	The current controls are considered to be as low as reasonably practicable.	3	3	9	na	na
6.1 Face coverings	Face coverings can provide a false sense of security to the user and increase the likelihood of contamination	<ol style="list-style-type: none"> 1. Information, training, instruction and supervision 2. Minimising time spent in contact with staff 3. Fixed teams 4. Partnering for close-up work 	3	3	9	The current controls are considered to be as low as reasonably practicable.	3	3	9	na	na

	when the user touches the front of the face piece	5. Increasing hand and surface washing.								
7.1 Workforce management – shift patterns and working groups	Failure to organise shift patterns may lead to exposure and transmission of the COVID-19 virus	1. Staff are spilt into teams and shifts 2. Single driver occupancy	3	3	9	1. Identify areas where drivers are passed information 2. Investigate transfer zones This is considered to be as low as reasonably practicable.	3	3	9	TA 30/06/20
7.2.1 Work related travel - Accommodation	Failure to keep drivers safe overnight may result in the transmission of the COVID-19 virus	1. Ensuring that overnight accommodation meets social distancing guidelines 2. Recording where the driver stays	3	3	9	The current controls are considered to be as low as reasonably practicable.	3	3	9	na na
7.2.2 Work related travel – Deliveries to other site	Failure to maintain social distancing and hygiene practices whilst delivering to customer's premises may result in the transmission of the COVID-19 virus	1. Information, training, instruction and supervision 2. Minimising contact	3	3	9	1. Investigate electronic methods for documentation This is considered to be as low as reasonably practicable.	3	3	9	TA 30/06/20
7.3.1 Communications and training – Returning to Work	Failure to carry out communications and training may result in Aluk employees failing to understand social distancing and hygiene practices required to prevent the transmission of COVID-19	1. Information, training, information and supervision 2. Employee return to work inductions 3. Posters 4. Signage 5. Procedures 6. Work instructions 7. iComms 8. Newsletters	3	3	9	The current controls are considered to be as low as reasonably practicable.	3	3	9	na na
7.3.2 Communications and training – Ongoing communications and signage	Failure to inform Aluk employees about safety measure being implemented or updated could affect their mental health and well being and may lead to transmission of COVID-19	1. Information, training, information and supervision 2. Employee engagement 3. Training materials 4. Posters 5. Signage 6. Procedures 7. Work instructions 8. iComms 9. Newsletters	3	3	9	1. Develop further procedures for arrival at work This is considered to be as low as reasonably practicable.	3	3	9	TA 30/06/20
8. Inbound and outbound goods	Failure to maintain social distancing and avoiding surface transmission when goods enter and leave the site may lead to transmission of COVID-19	1. Designated pick up and drop off collection areas 2. Signage 3. Markings 4. Electronic means of communication 5. Single workers load and unload vehicles	3	3	9	The current controls are considered to be as low as reasonably practicable.	3	3	9	na na

		6. Paired workers 7. Access to welfare facilities 8. Drivers to remain in their vehicles								
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