

# Risk Assessments

No	What are the hazards / tasks / activity?	Who could be harmed and how?	What are the control measures?	Risk Rating	What further measures are required?	Target completion date/ Comments / progress
1.	<p><b>Coronavirus (COVID-19)</b></p> <p><u>Risk to:</u></p> <ul style="list-style-type: none"> <li>▪ Everyone               <ul style="list-style-type: none"> <li>- Employees</li> <li>- Visitors</li> <li>- Third Parties</li> </ul> </li> </ul> <p><u>Risk of death / ill health from:</u></p> <ul style="list-style-type: none"> <li>▪ Coronavirus (COVID-19)</li> <li>▪ Coronaviruses are a family of viruses common across the world in animals and humans; certain types cause illnesses in people.</li> <li>▪ At the current time and based on Governments understanding of what is known of COVID-19 and other similar respiratory viruses, it is likely that older people and those with chronic medical conditions may be vulnerable to severe</li> </ul>	<ul style="list-style-type: none"> <li>▪ Constant monitoring of Government Guidance through all media streams and Government websites.</li> <li>▪ Staying Secure Covid-19 Poster signed, dated and displayed on the premises.</li> <li>▪ A Copy of the business's Covid-19 Risk Assessment is displayed on the website.</li> <li>▪ Staff notify managers of any travel plans for the next 12 weeks.</li> <li>▪ High standards of personal hygiene implemented as per Government guidelines.</li> <li>▪ Staff informed regarding self-isolation and NHS 999 reporting procedures.</li> <li>▪ Staff aware not to report directly to doctors or hospital if feeling unwell.</li> <li>▪ Heavy used areas /multiple users areas cleaned frequently (i.e. door handles, bathroom fixtures and fittings, screens or interfaces etc).</li> <li>▪ Where possible sharing equipment will be avoided. If equipment must be shared, then cleaning before and after each use will take place.</li> <li>▪ Staff aware how to reduce the spread of germs when you cough or sneeze.</li> <li>▪ Staff are reminded to wash their hands for 20 seconds using soap and water when entering and leaving the site and at regular intervals during the day.</li> <li>▪ Staff aware of social distancing measures.</li> <li>▪ Travel arrangements of essential visitors / contractors / lorry drivers / permitted on site clarified, if necessary, access declined.</li> <li>▪ Arrangements are in place for international travelling workers, including travel policy and controls, avoid travel where possible, conducting</li> </ul>	<p><b>High</b></p>	<ul style="list-style-type: none"> <li>▪ Continue to monitor Government guidance and take appropriate action.</li> <li>▪ Continue to schedule essential external appointments only.</li> <li>▪ Review staff health questionnaires to identify staff who may be considered high risk (e.g. staff with relevant pre-existing medical conditions, persons over 60 years of age, new and expectant mothers) and implement alternative working arrangements.</li> <li>▪ Undertake personal risk assessments for high risk staff.</li> <li>▪ Continue to review alternative working methods (i.e. from home / various I.T. media platforms etc).</li> <li>▪ Continue to display hand washing information posters in all welfare facilities.</li> <li>▪ Continue with high standards of personal hygiene.</li> <li>▪ Continue to increase degree and frequency of cleaning for shared equipment.</li> <li>▪ Continue with high standards of housekeeping.</li> <li>▪ Continue to display business information signs on all entrance doors advising third parties that the business is complying with Government Guidance and not to enter premises if have relevant symptoms.</li> <li>▪ Continue regular review of the Business Continuity Plan, including but not limited to:               <ul style="list-style-type: none"> <li>- Ability to continue to operate with 25% fewer staff and/or not being able to</li> </ul> </li> </ul>		

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		<p>disease. As more information emerges, recommendations may change.</p>	<p>travel risk assessments where travel cannot be avoided, keeping track of traveller's location during travel, and robust emergency procedures and support.</p> <ul style="list-style-type: none"> <li>▪ Business Continuity/ emergency plan reviewed every time Government guidelines are updated.</li> <li>▪ Sharing of RPE and PPE not authorised.</li> <li>▪ Additional hand soaps and sanitizers have been placed in all communal areas.</li> <li>▪ Communal areas such as canteens have been re-planned and distancing between tables and people has been increased to around 2m.</li> <li>▪ Cleaning sprays (Care guard +), have been placed throughout both canteens &amp; office for people to clean before and after sittings.</li> <li>▪ Breaks have been staggered to reduced numbers of staff accessing canteen / toilets / smoking area.</li> <li>▪ 3 people maximum within a close proximity such as washing facility (clock room).</li> <li>▪ Where possible people are working from home or working restricted hours / days.</li> <li>▪ All staff are advised to take breaks in their own cars where possible.</li> <li>▪ Travelling to and from work, employees must only travel together if there is no other form of transport available.</li> <li>▪ Where workers have no option but to share transport, the journeys should be shared with the same individuals and with the minimum number of people at any one time. Keeping windows open to aid ventilation and wearing face coverings etc.</li> <li>▪ If workers have no option but to share transport, vehicles will be cleaned regularly using gloves and standard cleaning products, with particular emphasis on handles and other areas where</li> </ul>		<p>continue for operate up to 3 months.</p> <ul style="list-style-type: none"> <li>- Regular review of availability of sufficiently trained and experienced staff to continue to operate safely.</li> <li>- Verify continued availability of critical spares/ safety equipment and personal protective equipment.</li> <li>- Check continued support from critical third-party suppliers and contractors.</li> <li>- Disinfecting and cleaning arrangements.</li> </ul>	

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			<p>passengers may touch surfaces.</p> <ul style="list-style-type: none"> <li>▪ Anyone with any illness or feeling unwell is being sent home for 10 days isolation. Extending to 14 if symptoms are still present. (Extension possible)</li> <li>▪ Any staff living with someone with the symptoms is being isolated from work for 14 days. (Extension possible)</li> <li>▪ Face coverings are to be worn in communal areas or when social distancing measure can't be implemented. (Face coverings allowed to be removed in office bubbles, canteen and smoking areas).</li> <li>▪ Covid-19 posters and reminders prominently displayed throughout the company regarding hygiene, control measures, etc. Posters are displayed in appropriate languages for workforce.</li> <li>▪ Hand sanitizer points provided where hand wash facilities are unavailable e.g. glasshouses.</li> <li>▪ Adequate supplies of soap and fresh water are readily available and kept topped up.</li> <li>▪ Drivers are advised to remain in their vehicles where possible. Where drivers need to leave their vehicle e.g. checking load, hands must be sanitized and face covering worn.</li> <li>▪ The use of digital and remote transfer of material where possible is encouraged rather than a paper format, such as using e-forms, emails and e-banking.</li> <li>▪ The company will put consideration into how someone taken ill would get home.</li> <li>▪ Where public transport is the only option for workers, the company will consider changing and staggering site hours to reduce congestion on public transport.</li> <li>▪ Bins are provided in changing areas and emptied</li> </ul>			

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			<p>at regular intervals.</p> <ul style="list-style-type: none"> <li>▪ No non-essential visitors permitted on any of the sites.</li> <li>▪ One-way systems implemented to aid social distancing. Access / egress managed to reduce congestion in areas such as clocking machine, bicycle racks etc.</li> <li>▪ The company will allow plenty of space between people waiting to enter the buildings at building access and egress points.</li> <li>▪ Where possible, the company will use floor markings, to ensure social distancing is maintained between people when queuing.</li> <li>▪ Site inductions will be held outside where possible and with reduced numbers.</li> <li>▪ The company will remind the workforce of the specific control measures necessary to protect them, their colleagues and families.</li> <li>▪ If work is not able to be done whilst maintaining a two-meter distance, the company will consider whether the activity should continue and, if so, will have assessed the risk using a hierarchy of controls and against sector-specific guidance.</li> <li>▪ Workers who are unwell with symptoms of Coronavirus (Covid-19) should not travel to or attend the workplace. Where possible tasks will be rearranged to enable them to be done by one person, or by maintaining social distancing measures (2 meters). Should not be in the workplace.</li> <li>▪ Where possible, mechanical aids are to be used to reduce worker interface.</li> <li>▪ Where site meetings are essential only absolutely necessary meeting participants should attend. Social distancing measures will be maintained. Rooms should be well ventilated / windows opened to allow fresh air circulation.</li> </ul>			

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			<p>Consider holding meetings in open areas where possible.</p> <ul style="list-style-type: none"> <li>▪ Where the social distancing measures cannot be applied;               <ul style="list-style-type: none"> <li>- The frequency and time workers are within 2 meters of each other will be minimised.</li> <li>- The number of workers involved in these tasks will be minimised.</li> <li>- Workers should work side by side, or facing away from each other, rather than face to face.</li> <li>- The worker capacity of lifts and hoists will be lowered to reduce congestion and contact.</li> <li>- Common touchpoints, doors, buttons, handles, vehicle cabs, tools and equipment will be regularly cleaned.</li> <li>- Ventilation in enclosed spaces should be increased.</li> </ul> </li> <li>▪ Workers will wash their hands before and after using any equipment.</li> <li>▪ Where face to face working is essential to carry out a task when working within 2 meters this will be kept to 15 minutes or less where possible.</li> </ul>			