



Operations Re-start Company Level Risk Assessment

CORONAVIRUS (COVID-19) RISK ASSESSMENT



Purpose

This purpose of this assessment is to ensure that suitable measures are taken to reduce potential exposure to the COVID-19 virus. The control measures will be informed by advice published by the UK Government and Public Health England.

The risk assessment also covers the significant hazards related to the temporary home working operations.

The purpose of the assessment is to identify what needs to be done to control health and safety risks as identified under *Regulation 3 of the Management of Health and Safety at Work Regulations 1999*.

Management actions

This risk assessment should be reviewed by the company management team and treated as a live document. It should be reviewed and revised appropriately whenever there are changes to the business operations. Even if no changes take place it is advisable to review this risk assessment weekly during the COVID-19 pandemic and be informed by the latest guidance.

COVID-19 – RISK ASSESSMENT

Hazards	Who might be harmed and how?	What controls exist already	What further action is necessary?	By Whom	When	Done
<p>Travelling to Work</p> <p>Employees commuting / travelling to and from their place of work.</p>	<p>Staff and others.</p> <p>Exposure to COVID-19 and subsequent ill-health including severe respiratory illness.</p>	<p>Some staff already walk or cycle to work. Others use their own cars without passengers.</p>	<p>Office staff will be told to work from home where possible with arrangements made, and equipment provided, by their supervisor/manager.</p> <p>Advice will be provided to staff that public transport should be avoided where possible – otherwise social distancing should be maintained. Face masks (type II) are recommended (available from Facilities team), along with nitrile disposable gloves.</p> <p>Off-peak travel will also be recommended where possible.</p> <p>Managers will consult with staff to assess the best travel routes/public transport based on local knowledge to avoid large groups.</p> <p>Shared travel will be recommended only for those who co-habit.</p> <p>Staggered starts / finishes will be identified by managers where practical; and implemented.</p> <p>The Company will provide additional parking or facilities, such as bike racks, to help people walk, run, or cycle to work where possible.</p>	<p>Managers/HR</p>	<p>9/07/2020</p>	<p>Yes</p>
<p>Entry to the site</p> <p>Access and egress at the premises.</p>	<p>Staff and others.</p> <p>Virus exposure at common access/egress</p>	<p>Limited attendance where staff can work from home.</p>	<p>Additional access / exit points will be opened up where possible – Facilities will explain which routes are to be used by whom.</p>	<p>Facilities team/Managers</p>	<p>15/07/2020</p>	<p>Yes</p>

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	<p>routes and touch points.</p>	<p>Frequent cleaning programme for common touch points. Deep cleans prior to site start up.</p>	<p>Facilities team will identify where using markings and introducing one-way flow at entry and exit points will assist and implement those measures where possible.</p> <p>Facilities team will review/discuss unintended hazards such as fire doors/doors being wedged open and fire systems such as maglocks being disabled.</p> <p>Notices will be displayed at entrances – stating that if anyone has coronavirus symptoms (a high temperature or a persistent cough) then they are not to enter the site.</p> <p>Social distancing information and training will be provided for all staff, including posters and notices.</p> <p>There will be staggered entry to the site – signs at entrances requesting people stand 2m apart (floor markings may also be used).</p> <p>All staff must wash hands on entry to the site (follow hand washing instruction – posters in the toilet areas) and before leaving the site.</p> <p>Staff must wear a face mask if they are within 2m of each other (also generally available for anyone who prefers to wear a face mask on site, as are disposable nitrile gloves).</p> <p>PPE is available from Facilities team including face masks & disposable gloves + training provided.</p> <p>Notices will be displayed at all points of entry regarding social distancing and hand washing.</p>			

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			<p>Floor tape / notices may be used where necessary to mark out distances at the entrances and around the site including one-way systems if practical.</p> <p>Managers and supervisors to monitor the system.</p>			
Shift patterns and working groups	<p>Staff and others.</p> <p>Exposure to COVID-19 and subsequent ill-health including severe respiratory illness.</p>	<p>Home working wherever possible.</p>	<p>Teams will be fixed where possible so that, where contact is unavoidable, this happens between the same people.</p> <p>Managers will identify areas where people have to directly pass things to each other, for example job information, and find ways to remove direct contact, such as through the use of drop-off points or transfer zones – these will be communicated to all affected persons (and marked out where necessary).</p>	Managers	20/07/2020	Yes
General Site Arrangements Exposure via movement to and from employee work areas.	<p>Staff and others.</p> <p>Exposure to COVID-19 and subsequent ill-health including severe respiratory illness.</p>	<p>Existing cleaning and hygiene equipment and facilities.</p> <p>Staff with any symptoms must self-isolate as per most recent guidelines.</p>	<p>Home working is a priority where this is possible – efforts will be made to accommodate home working where possible, including the provision of necessary equipment.</p> <p>The site will have a thorough clean before re-starting and before activities start for the day, then periodically and after finishing for the day including all “touch points” e.g. light switches, handrails, keyboards, door handles, controls etc. with suitable disinfectant spray / wipes to reduce possible spread – cleaning will be recorded with time and date and signed by designated person/people.</p> <p>All doors will be held open permanently to reduce touch points – unless other safety / security issues such as fire retention or unauthorised access are considered a greater</p>	<p>Facilities Team/Managers/All Employees</p>	17/07/2020	Yes

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			<p>risk. Note that fire doors must not be wedged open/unless held open with a maglock system.</p> <p>Social distancing floor marking / one-way floor marking where possible.</p> <p>All persons accessing the site must follow site rules on social distancing and regular hand washing. Hand sanitisers will also be available along with additional PPE (gloves, face masks). Written rules will be provided as part of site induction or otherwise displayed at the entrance.</p> <p>Staff will be required to self-clean their own desks, IT equipment, keyboard, mouse, hand-held devices etc. Anti-bacterial wipes and facemasks will be provided (optional).</p> <p>Planning will be made for the minimum number of people needed on site to operate safely and effectively. Additional waste facilities will be provided and more frequent rubbish collection.</p> <p>Where possible, paper towels will be provided as an alternative to hand dryers in handwashing facilities.</p> <p>Managers will explore staggered work times/shifts as noted above.</p> <p>Facilities team will confirm an out of hours cleaning programme with contracted cleaners if possible and as applicable.</p>			

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			<p>Managers will ensure that they supervise activities where social distancing is difficult by:</p> <ul style="list-style-type: none"> • Keeping activities as short as possible. • Using screens or barriers to separate people from each other 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). <p>Managers will implement the following measures as applicable:</p> <ul style="list-style-type: none"> • Review layouts, set-ups or processes to allow people to work further apart from each other. • Only where it is not possible to move workstations further apart, arrange people to work side-by-side or facing away from each other, rather than face-to-face. • Only where it is not possible to move workstations further apart, installing screens to separate people from one another e.g. fixed workstations / reception / customer facing work areas. • 			
<p>Visitors and Contractors</p> <p>Physical contact with site visitors and customers.</p>	<p>Visitors, staff and others.</p> <p>Exposure to COVID-19 and subsequent ill-health including severe</p>	<p>Only operationally critical visitors and suppliers to visit site, having agreed to site H&S rules.</p>	<p>All non-essential visits are cancelled with immediate effect. Essential visitors must follow site rules as per staff.</p> <p>Inviting party will be nominated to deal with visitor and contractor arrangements – providing site COVID-19 rules and visit times to reduce risks – plus enforcing hygiene and PPE rules.</p>	<p>Employees/ Facilities Team</p>	<p>17/08/20</p>	<p>Yes</p>

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	respiratory illness.	Contractors are approved before being permitted on site.	<p>Other nearby businesses or residents will be consulted where arrangements impact on them.</p> <p>All document agreements will be made online (e-sign) where possible.</p> <p>Separate access doors will be used where possible.</p> <p>Visits will be planned out of hours or otherwise remotely where possible.</p> <p>The number of visitors at any one time will be limited.</p> <p>Schedules for essential services and contractor visits will be revised to reduce interaction and overlap between people, for example, carrying out services out of normal hours.</p> <p>A record of all visitors will be maintained, where practical.</p> <p>All persons accessing the site must follow site rules on social distancing and regular hand washing. Hand sanitisers are also available, as is additional PPE (gloves, face masks).</p> <p>All doors will be held open permanently to reduce touch points – unless other safety / security issues such as fire retention or unauthorised access are considered a greater risk as noted above.</p>			

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Working shifts or additional visits to site (as applicable)	Staff and others. Exposure to COVID-19 and subsequent ill-health including severe respiratory illness.	Staff shifts / visits to site arranged to reduce amount of people on site at any time. Hygiene facilities, social distancing and PPE as noted above.	Shift times to be staggered where possible to reduce numbers on site at any time. Managers to monitor the system.	Managers	17/07/20	Yes
Handling goods, merchandise, other materials, and onsite vehicles	Staff and others. To reduce transmission through contact with objects that come into the workplace and vehicles at the worksite.	Cleaning and hygiene controls.	Facilities team will develop additional procedures for cleaning shared equipment, tools and vehicles, e.g. pallet trucks, pens, laptops, delivery boxes. Responsibilities will be communicated, and checks made that equipment is being cleaned.	Facilities team/All employees	17/07/2020	Yes
Working away from site and deliveries to and from site	Staff and others. Exposure to COVID-19 and subsequent ill-health including severe respiratory illness.	Experienced staff, hygiene, and welfare facilities. Cleaning programme and equipment.	Where workers are required to stay away from their home, managers will ensure that any overnight accommodation meets social-distancing guidelines. Managers will arrange for the cleaning of shared vehicles between shifts or on handover. Managers will minimise the number of people travelling together in any one vehicle, using fixed travel partners, increasing ventilation when possible and avoiding sitting face-to-face. Arrangements will be communicated.	Managers/Facilities team	17/07/20	Yes

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			<p>Managers will implement procedures to minimise person-to-person contact during deliveries to other sites and maintain consistent pairing where 2-person deliveries are required.</p> <p>For any payments or exchange of documentation, for example, electronic methods and electronically signed and exchanged documents will be used where possible.</p> <p>For goods in and out, managers will:</p> <ul style="list-style-type: none"> • Revise pick-up and drop-off collection points, procedures, signage and markings. • Minimise unnecessary contact at e.g. at reception and stores etc. as applicable. For example, non-contact deliveries will be used where the nature of the product allows for use of electronic pre-booking. • Consider methods to reduce frequency of deliveries, for example by ordering larger quantities less often. • Where possible and safe, having single workers load or unload vehicles. • Where possible, use the same pairs of people for loads where more than one is needed. • Enable drivers to access welfare facilities when required, consistent with other guidance. • Encourage drivers to stay in their vehicles where this does not compromise their safety and existing safe working practice, such as preventing ‘drive-aways’. 			
At risk personnel attending site (underlying	Increased risk of harm from	Government guidance and bulletins through	Identify those at increased risk through confidential conversations with staff / managers. Additional personal	HR/Managers	17/07/20	Yes

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health conditions, pregnant, partner of key frontline worker, other elevated risk issues).	virus/virus spread.	various media including television and radio.	risk assessment. Included in contractor COVID-19 rules / induction or displayed notices.			
Reduced staffing leads to inadequate first aid and fire marshal provision	Increased consequence of harm for employees, contractors and visitors.	Risk assessments and emergency procedures plus training.	Review and revise fire and first aid provision to cover the new situation – communicate any changes to staff and others. Ensure that there is adequate cover – approved persons may have to be nominated for sweeping the building (fire) or phoning for ambulances (first aid) as a temporary measure if there is inadequate cover, although this shortfall should be resolved ASAP.	Facilities team/Managers		
Exposure to virus during first aid treatment	First aider through transfer during close proximity.	First aid training	Instruct staff with the guidance accompanying this assessment.	Facilities team/Managers	17/07/2020	Yes
Employee with mental wellbeing/affected by COVID, anxiety attending work	Increased risk of harm from lack of awareness of hazards/reticence to attend work.	Line management knowledge of teams. Mental Health First Aid training for managers. COVID-19 information, instruction and training.	Communicate consultation protocols with staff – keep regular contact with business updates.	Managers	17/07/2020	Yes
Canteen / rest areas	Staff and others. Exposure to COVID-19 and	Hygiene facilities – hand wash / sanitiser.	Regularity of cleaning increased. Social distancing and hand hygiene rules apply.	Facilities	15/07/20	Yes

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	subsequent ill-health including severe respiratory illness.		<p>All staff advised to bring their own food to remove the need to visit shops during breaks.</p> <p>Staggered breaks to ensure staff can remain 2m apart in the rest area – signs on chairs can be used. Use of own mugs, plates, cups etc.</p> <p>Managers will consider where the following measures can be implemented:</p> <ul style="list-style-type: none"> • Staggering break times to reduce pressure on break rooms or places to eat. • Using safe outside areas for breaks. • Creating additional space by using other parts of the worksite or building that have been freed up by remote working. • Using protective screening for staff in receptions or similar areas. • Providing packaged meals or similar to avoid opening staff canteens, where possible. • Reconfiguring seating and tables to maintain spacing and reduce face-to-face interactions. • Encouraging staff to stay on-site during working hours (bringing in their own food). • The use of social distance marking for other common areas such as toilets, showers, lockers and changing rooms and in any other areas where queues typically form. 			
Meetings	Staff and others.	Hygiene facilities – hand wash / sanitiser.	All close contact meetings cancelled. Briefings may be held ideally one-to-one or for more but only where space is sufficient and at a 2m distance – this may include	Managers	17/07/20	Yes

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	Exposure to COVID-19 and subsequent ill-health including severe respiratory illness.		<p>standing meetings outside if the weather is suitable or in workshop areas.</p> <p>For areas where regular meetings take place floor signage will be used to help people maintain social distancing.</p> <p>Managers will encourage staff to use mobile phones instead of travelling around the workplace to relay messages (internal telephone will be wiped down regularly).</p> <p>Signs will be posted in meeting rooms – “Avoid COVID-19 transmission during meetings, for example, from sharing pens and other objects.”</p> <p>Hand sanitising gel will be provided for meeting rooms.</p>			
Cleaning	Staff and others. Exposure to COVID-19 and subsequent ill-health including severe respiratory illness.	<p>Cleaning equipment and supplies of cleaning substances.</p> <p>PPE as required for COVID-19 and each cleaning substance – refer to the material safety data sheet for each substance e.g. gloves, eye protection.</p>	<p>Additional PPE, including face masks and gloves, available.</p> <p>Ensure staff charged with cleaning duties have been provided with safety information for the cleaning substances – COSHH risk assessments and guidance for safe working and with PPE appropriate for that substance.</p>	Facilities team	17/07/20	Yes

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Hazardous Substances – used for the cleaning process	Exposure to substances can cause harm / ill health depending on the substance used – skin, respiratory, ingestion	COSHH instruction. PPE applicable for each substance – gloves / eye protection and overalls.	Managers to instruct staff regarding the safe removal of PPE and use of designated refuse bins.	Managers	17/07/20	Yes
Home working	Inadequate DSE workstations or working environment.	Consultation with staff regarding home working and DSE work.	Managers must ensure that staff follow the guidance below and report any issues with your working environment to your manager / supervisor (including your DSE workstation) – complete a DSE workstation checklist if you are working at home for prolonged periods. Eye tests can also be arranged.	Managers	27/03/20	Yes
New or Expectant Mothers	Potential for the virus to make worse any issues during pregnancy e.g. tiredness (affects to the unborn babies have not yet been established or confirmed)	Consultation with staff and modifications to work and working environment.	Home-working where possible. Adherence to site rules regarding COVID-19 – communicated. Managers must also carry out a specific risk assessment for each individual new or expectant mum and implement any identified additional controls.	Managers/HR	27/03/2020	Yes
Accidents, security and other incidents	Staff and others if measures taken are not quick enough or sufficient enough	Existing accident and incident procedures	Managers will communicate the message that safety will often override health issues - in an emergency, for example, an accident, fire, or break-in, people do not have to stay 2m apart if it would be unsafe.	Managers	17/07/2020	Yes

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	– range of injuries and illnesses		Hygiene and social distancing measures would then continue including washing hands.			
Changing rooms and showers	Staff and others. Exposure to COVID-19 and subsequent ill-health including severe respiratory illness.	Enhanced cleaning regime.	For shower and changing facilities (as applicable) rules regarding clear use and cleaning guidance will be displayed. Facilities team will ensure that they will be kept clean and clear of personal items and social distancing will be maintained as much as possible.	Facilities	15/07/2020	Yes

Risk Assessment Review Date (Weekly)	Action Taken	Signature
17/07/2020	Relevant actions signed off	AD

COVID-19 – RISK ASSESSMENT
