

Use guidance from World Health Organization and NHS to ensure the risk assessment is following the latest advice

Coronavirus (COVID-19) risk assessment

Assessment date: 21st Apr 2020

Hazard	Control measures	Persons at risk
<p>Exposure from others due to: 1) Living with someone with a confirmed case of COVID-19. Or Symptom's. 2) Have come into close contact (within 2 metres for 15 minutes or more) with a confirmed case of COVID-19. 3) Being advised by a public health agency that contact with a diagnosed case has occurred.</p>	<ul style="list-style-type: none"> ● To follow government action of self-isolation and only to leave your house on the following circumstances: for medical reason; to shop for necessary food supplies; for exercise in line with latest Government guidance; and for essential works including those deemed 'key workers' ● Any existing individual risk assessments (disability, young persons or new / expectant mothers) to be reviewed ● Maintain contact with line management and Human Resources (HR) and to follow company policy / guidance. ● Company to ensure extremely vulnerable persons are shielding themselves and following their specific medical advice issued to them no later than 29/3/2020 – Garador has identified these individuals already. ● Follow good NHS hygiene measures at all times, do not approach delivery staff, allow packages to be left on reception or goods-in area. Monitor site access points to enable social distancing, using TV monitor in main office for reception, and visitors wait behind red pedestrian barriers for Goods-in area. 	Individual workers
<p>Suspected case whilst working on site</p>	<p>If a worker develops a high temperature or a persistent cough or loss of taste or smell, while at work, or been in contact with someone with symptoms they should:</p> <ol style="list-style-type: none"> 1) Notify their supervisor/manager, then return home immediately by most direct route 2) Avoid touching anything 3) Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow. 4) They must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed. 5) Stop work in the Individuals work area and have all work equipment and touch points sanitised by external contractor. 	Individual workers

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Access / egress to site	<ul style="list-style-type: none"> • Stop all non-essential visitors. • All employees & permitted visitors have daily temperature check carried out before entering the building. • Introduce staggered break, start, and finish times to reduce congestion and contact at all times. • Strict one-way, two-metre distance system within building. • Monitor site access points to enable social distancing, using TV monitor in main office for reception, and visitors wait behind red pedestrian barriers for Goods-in area. • Require all workers to wash or clean their hands before entering or leaving the site • Allow plenty of space (two metres) between people waiting to enter site • Regularly clean common contact surfaces • Drivers and visitors must follow company procedures for drop offs. 	Individual workers
Poor hygiene	<ul style="list-style-type: none"> • Wash your hands thoroughly and regularly. Use soap and water for at least 20 seconds. Use alcohol-based hand sanitiser if soap and water is not available and hand washing technique to be adopted as directed by NHS • Avoid touching your face/eyes/nose/mouth with unwashed hands and cover your cough or sneeze with a tissue then throw it in the bin. • Regularly clean the hand washing facilities and check soap and sanitiser levels – carried out daily by Helliars. • Provide suitable and sufficient rubbish bins for hand towels & cleaning materials with regular removal and disposal, supplied & maintained by “Initial” contract • Sites will need extra supplies of soap, hand sanitiser and paper towels and these should be securely stored. • Restrict number of employees using toilet facilities at the same time as per signage at each toilet. • Additional temporary toilets onsite to help reduce the number of employees in close proximity toilets • Forklifts control levers and steering wheels to be sanitised before & after each use. • Multi person use pallet trucks to be sanitised before & after use. 	Individual workers
Canteen - exposure from large numbers of persons	<ul style="list-style-type: none"> • Break times should be staggered to reduce congestion and contact at all times • Hand cleaning facilities or hand sanitiser should be available at the entrance of any room where people eat and should be used by workers when entering and leaving the area • The workforce should be asked to bring pre-prepared meals and refillable drinking bottles from home • Workers should be 2 metres apart from each other whilst eating and avoid all contact. • Tables should be cleaned between each use by the employees using cleaning materials provided. • All rubbish should be put straight in the bin and not left for someone else to clear up • All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs and door handles • Remove vending machines and payment devices. 	Individual workers
Use of Changing facilities,	<ul style="list-style-type: none"> • Introduce staggered start and finish times to reduce congestion and contact at all times • Introduce enhanced cleaning of all facilities throughout the 	Individual workers

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showers and drying rooms	<p>day and at the end of each day</p> <ul style="list-style-type: none"> • Consider increasing the number or size of facilities available on site if possible • Based on the size of each facility, determine how many people can use it at any one time to maintain a distance of two metres • Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal. 	
Fire doors and Fire exit doors	<ul style="list-style-type: none"> • Common use internal fire doors may be pegged open during working day to reduce door handle contact. • Fire exit doors may be open during the working day to increase airflow. • All fire doors to be closed at the end of the working day. • Fire exit doors should be used for direct exit should someone develop symptoms or has been in contact with someone showing symptoms 	Individual workers
Social Distancing	<ul style="list-style-type: none"> • Obey the 2 metre distance rule and one-way rule. • Permit to work to be authorised in the event that the 2m rule cannot be fulfilled. 	Individual workers
Sanitising of work areas	<ul style="list-style-type: none"> • Contract cleaners will clean down all common use areas 2 times per day. Including welfare facilities/canteen/door handles/telephones/desks/keyboards, staircase rails. 	Individual workers
Smoking areas	<ul style="list-style-type: none"> • 1 person per smoking shelter. • E-Cigarettes to be used outside only and away from the designated smoking areas 	Individual workers
Temperature testing	<ul style="list-style-type: none"> • Person carrying out the test to wear PPE 	Individual workers
Working Less than 2 metres apart	<ul style="list-style-type: none"> • Duratech Panes used to separate persons working in less than 2 metres proximity 	Individual workers

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