

RISK ASSESSMENT - TRANSMISSION RISK OF COVID-19

Revision

2

Service Centre/ Site	All sites	Area	AH sites	RA No / Name	RA-AH-CCOVID-19-Genral Assessment	Original Assessment Date	14/05/2020
Department	All	Task Description	Covid-19 General Assessment.		Lead assessor: Assessor(s):	Scott Maddams	Last Assessment Date 14/05/2020

History
 Created - Scott Maddams - 14/05/2020
 Ammendment - Scott Maddams 18/05/2020 - added Anosmia as a symptom.

Description	Potential Hazards Identified	Persons affected	Existing Control Measures	C	L	Risk	Additional Controls (If required or including contingency)	C	L	Risk	Who	When
General personal Hygiene	Transmission risk of Covid-19	Employee Contractor Visitor	<ul style="list-style-type: none"> • Wash hands frequently and thoroughly with soap and water for at least 20 seconds. • Use hand sanitiser frequently and thoroughly, sanitiser wall dispensers are provided around site in key areas, employees provided with personal hand sanitiser. • Avoid touching your face wherever possible. • Respiratory hygiene, covering your mouth and nose with your bent elbow or tissue when you cough or sneeze. Then dispose of the used tissue immediately and wash your hands. • Regular briefing on hygiene. • Posters placed across site. 	5	1	5				0		
General controls	Transmission risk of Covid-19	Employee Contractor Visitor	<ul style="list-style-type: none"> • Social distancing rule of 2 metres across the site, social distancing floor markers placed across the site, posters displayed and tannoy announcements to embed this in all areas. • Screens to be provided where required were appropriate. • Mandatory PPE to be worn where social distancing cannot be maintained and a suitable alternative cannot be achieved i.e. Screens or working back to back, see covid-19 PPE matrix and guidance. • Where social distancing can be achieved colleagues may choose to voluntarily wear their own face coverings. • Avoid face to face work or interaction. 	5	1	5				0		

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General controls		Transmission risk of Covid-19	<p>Employee Contractor Visitor</p>	<ul style="list-style-type: none"> • Employees can only attend work if they are well and neither they nor anyone they cohabit with have come into contact with are showing signs or have tested positive for Covid-19, (symptoms of coronavirus (COVID-19) are recent onset of a new continuous cough or high temperature or a loss of, or change in, normal sense of taste or smell (anosmia)). • Touch points regularly cleaned with a Virucidal cleaner throughout the site. • Enhanced cleaning / sanitising regime in place. • Site Social distancing, Hygiene & PPE Audits are carried out daily. • Only essential visitors and contractors are allowed on site - separate visitor and contractor guidance in place per site. • Take 30 seconds to think. <p>Guidance document on achieving social distancing distributed.</p>	5	1	5		0	
Workforce Management		Transmission risk of Covid-19	<p>Employee Contractor Visitor</p>	<ul style="list-style-type: none"> • Essential employees only onsite - minimum number of people needed on-site to operate safely and effectively • Employees that can work from home should do so; ensuring that we have regular contact to monitor their wellbeing and helping them stay connected to the workforce. • Minimise non-essential travel. • Minimising the number of people travelling together in any one vehicle, using fixed travel partners, opening windows when possible. • Where possible, people are split into fixed teams or shift groups. • Where areas have been identified that people have to directly pass things to each other, for example, paper work, raw materials, the use of transfer zones are established where possible to remove direct contact. • Management supervision to identify any shortfalls to process and action appropriately. • Minimise non-essential travel. • Any travel should be approved by an Exec member. <p>Where employees are required and it is essential to stay away from home then bookings through BSI ensures that the overnight accommodation meets social distancing guidelines.</p>	5	1	5		0	

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People at high risk		Transmission risk of Covid-19	Employee Contractor Visitor	<ul style="list-style-type: none"> • Clinically extremely vulnerable individuals cannot attend the workplace and if possible will be offered the opportunity to work from home. • Clinically vulnerable individuals if possible should work from home, if not alternative work where 2 meters can be maintained may be given, this will be risk assessed on an individual basis. Assurance for expectant or lactating mothers are to social distancing is to be in place. 	5	1	5				0		
People who need self-isolate		Transmission risk of Covid-19	Employee Contractor Visitor	<ul style="list-style-type: none"> • Individuals who are advised to stay at home under existing government guidance do not physically come to work. This includes individuals who have symptoms of COVID-19 as well as those who live in a household with someone who has symptoms. Employees to work from home while self-isolating if appropriate. 	5	1	5				0		
Coming to work and leaving work		Transmission risk of Covid-19	Employee Contractor Visitor	<ul style="list-style-type: none"> • Staggering arrival and departure times where possible. • 2 metre distancing between employees on arrival and departure when entering site at all entry points including reception employee entrances and turnstiles. • Floor distancing markers in place. • Where possible one-way flow at entry and exit points to be established. • Hand sanitiser dispenses provided at entry and exit points. • Personal hand sanitiser. • When entering & exiting site ensure hands are washed or sanitised as per General personal Hygiene. • Touch point regularly sanitised using Virucidal cleaner. Social distancing in car parks, ensuring that when exiting and entering your vehicle that the distancing is respected. 	5	1	5				0		

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Moving around site		Transmission risk of Covid-19	Employee Contractor Visitor	<ul style="list-style-type: none"> • Social Distancing Rule of 2 metres across the site. (signage, and tannoy announcements to reflect this) • Where possible, walkways are barriered with 'two way' directional signage clearly displayed. • Where possible, stairs signal direction or are barriered with designated 'up and down' staircases. • Reduce maximum occupancy for lifts where applicable. 	5	1	5			0			
Workplaces and workstations		Transmission risk of Covid-19	Employee Contractor Visitor	<ul style="list-style-type: none"> • Review of workstation layouts in achieving 2 metre distancing. • Only where it is not possible to move workstations further apart, arranging people to work side-by-side or facing away from each other rather than face-to-face. • Where necessary install screens to separate people from one another. • Where possible consistent pairing if people have to work in close proximity for activities that cannot be redesigned. Clearly marked waste bins and PPE disposal bins are provided throughout the work area. 	5	1	5			0			
Meetings		Transmission risk of Covid-19	Employee Contractor Visitor	<ul style="list-style-type: none"> • Use remote meeting tools wherever possible. • Social distancing & hygiene practices are clearly displayed within the room. • Maximum meeting room capacities are displayed on meeting room doors. • No eating is permitted within the meeting room. • Only confidential and HR meetings are to be conducted in meeting rooms. • Only absolutely necessary participants to attend meetings and the 2m rule must be maintained throughout. • Avoid sharing pens and other objects. • Hold meetings in well-spaced ventilated rooms, windows are opened where possible. • Hand sanitiser is made available. • Close meeting rooms where a 2m distance cannot be achieved. Where possible windows should be opened for ventilation. 	5	1	5			0			

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Common areas – including canteens/smoking areas/toilets, Faith rooms & locker rooms etc		Transmission risk of Covid-19	Employee Contractor Visitor	<ul style="list-style-type: none"> • Staggered break times to reduce pressure on the canteen and welfare areas. • Use of safe outside areas for breaks. • Additional space created by using other parts of the building that have been freed up by remote working. • Non-essential communal areas closed down • Reconfigured seating and tables to maintain spacing and remove face-to-face interactions. • Encourage employees to stay on-site during working hours. Permitted occupancy level is clearly displayed on doorways to common areas and within the area.	5	1	5			0			
Accidents & Emergency situations		Transmission risk of Covid-19	Employee Contractor Visitor	<ul style="list-style-type: none"> • All existing fire evacuation procedures will be maintained in full. • In the event of activation, colleagues will be expected to leave as quickly as possible, social distancing requirements will not be maintained. • No planned evacuations will be carried out during the lockdown and reoccupation phases, future planned evacuations will only be carried with senior leadership agreement. • Appropriate colleagues will be trained to ensure social distancing requirements are met once the evacuation of the building has been achieved. • Fire Evacuation points will clearly display social distancing requirements. • Tannoy announcements and screens will remind colleagues of fire evacuation procedures and social distancing in reoccupation phases. People involved in the provision of assistance to others i.e. first aid pay particular attention to sanitation measures and wear appropriate PPE - gloves, mask and a visor.	5	1	5			0			

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Managing customers visitors and contractors	Transmission risk of Covid-19	Employee Contractor Visitor	<ul style="list-style-type: none"> • Only Business critical visitors are permitted to enter the site • All 'unexpected' visitors are refused entry. • Visitors must provide a completed health declaration form before being permitted access to the building. • Social distancing information is displayed at all gatehouses and site entrances. • Visitor's information leaflet with details on social distancing, health & safety and hygiene policy is provided to all visitors. • Established host responsibilities relating to COVID-19. Visitors and contractors to minimise contact with others.	5	1	5				0			
Cleaning the workplace	Transmission risk of Covid-19	Employee Contractor Visitor	<ul style="list-style-type: none"> • Enhanced cleaning regime in place by an external contract cleaner. Procedures for a deep site clean following a confirmed/suspected case.	5	1	5				0			
First Aid Room	Transmission risk of Covid-19	Employee Contractor Visitor	<ul style="list-style-type: none"> • Social distancing & hygiene practices will be clearly displayed. • PPE and additional cleaning material to be provided as a contingency Permitted occupancy level will be clearly displayed at the entrance to, and within the room.	5	1	5				0			

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Inbound and outbound goods	Transmission risk of Covid-19	Employee Contractor Visitor	<ul style="list-style-type: none"> • Clear directional signage for pick-up and drop-off collection points, & site procedures briefed to external haulage companies. • Minimise unnecessary contact at gatehouse security, yard and warehouse. • Reduced frequency of deliveries, where possible for example by ordering larger quantities less often. • Where possible and safe, having single employees load or unload vehicles. • Where possible, using the same pairs of people for loads where more than one is needed. • Enabling drivers to access welfare facilities when required following site Covid 19 guidance whilst on site. • Encouraging drivers to stay in their vehicles where this does not compromise their safety. • Areas have been identified where people have to directly pass things to each other, for example, paper work, raw materials, and found ways to remove direct contact, such as through the use of transfer zones. • No personal mail or parcels are to be delivered to or from site. • Parcels are collected from postal rooms at permitted times. • Staff must wear appropriate PPE when handling post and parcels. 	5	1	5				0			
Communications	Transmission risk of Covid-19	Employee Contractor Visitor	<ul style="list-style-type: none"> • Regular communication to ensure understanding and requirements through posters, team briefings, worker engagement and regular updates of protocols. • Engagement with employees via team huddles, including through trade unions or employee representative groups to monitor and understand any unforeseen impacts of changes to working environments. • Awareness and focus on the importance of mental health using Lifeworks and Occupational health nurses • Clear briefings to explain guidelines with consideration of groups where English may not be their first language. • The use remote communication tools wherever possible i.e. television screens, emails • Only absolutely necessary participants to attend huddles and the 2m rule must be maintained throughout. • Support though our leading lights 	5	1	5				0			

Refer to RA guidance Tab below for guidance on completing the above

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Delete appropriately to whether you have reviewed or prepared this assessment.				Review annually as standard or as stated or with any significant change or if an incident occurs.		Next review date:	13 August 2020
Responsible Manager:		Reviewed Prepared	Signature:			Date:	
Service centre manager		Reviewed Prepared	Signature:			Date:	
Health and safety Manager	Scott Maddams	Prepared	Signature:	<i>S Maddams</i>		Date:	18/05/2020