

RISK ASSESSMENT - TRANSMISSION RISK OF COVID-19

Revision

1

Site	All sites	Area	AH sites	RA No / Name	RA-AH-COVID-19-National Lockdown General Risk Assessment	Original Assessment Date	12/01/2021
Department	All	Task Description	Covid-19 National Lockdown General Risk Assessment.		Lead assessor: Assessor(s):	Ann Jones	
History	Created - 12/01/2021 - Ann Jones to reflect the National Lockdown and new Control Measures. From the original General Workplace Risk Assessment.						

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		

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General controls		Transmission risk of Covid-19	Employee Contractor Visitor	<ul style="list-style-type: none"> • Face Coverings are Mandatory across all areas apart from colleagues are at their desk or when eating lunch where the social distancing rule must be observed in both cases. (Visors are no longer an acceptable form of PPE on their own) • Colleagues may choose to wear their own face coverings. • Social distancing across the site in line with Government guidance with close contact controlled, ensuring there is never more than 15 minutes cumulative close contact across a colleagues entire shift, each site to ensure there are site specific controls in place to ensure this is adhered to with additional control measures in place where applicable. • Social distancing floor markers placed across the site, posters displayed and tannoy announcements to embed this in all areas. • Additional cleaning stations throughout the site which will allow colleagues to clean down equipment prior to use in particular areas such as, epod & PDA cradles, pallet truck areas, etc. 	5	1	5				0		
General controls		Transmission risk of Covid-20	Employee Contractor Visitor	<ul style="list-style-type: none"> •Where the social distancing guidelines cannot be followed in full in relation to a particular activity, you should consider whether that activity needs to continue for the business to operate, and, if so, take all the mitigating actions possible to reduce the risk of transmission between colleagues. Mitigating action include: <ul style="list-style-type: none"> • Further increasing the frequency of hand washing and surface cleaning • Keeping the activity time involved 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. • Avoid face to face work or interaction. • Reduce the headcount working in the area to allow social distancing to be achieved. • Reduce the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others). 	5	1	5				0		

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General controls		Transmission risk of Covid-19	Employee Contractor Visitor	<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. • Steps are taken to avoid people having to unduly raise their voices to each other. This includes, refraining from playing music or broadcasts that may encourage shouting, including if played at a volume that makes normal conversation difficult. This has the potential for increased risk of transmission, particularly from aerosol transmission. • Only business critical visitors and contractors are allowed on site - Approval for <u>ALL</u> visitors/contractors to a site must be given by the Operations Director. • Take 30 seconds to think. Guidance document on achieving social distancing distributed. • Site must follow all instructions from authorities in the event of new local restrictions, and ensure these are escalated to the EHS team. 	5	1	5	0		

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Workforce Management		Transmission risk of Covid-19	Employee Contractor Visitor	<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 for business purpose, 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. • Non-essential travel Prohibited • Any travel should be approved by an Exec member. • No overnight stays allowed. 	5	1	5			0		
People at high risk		Transmission risk of Covid-19	Employee Contractor Visitor	<ul style="list-style-type: none"> Clinically extremely vulnerable individuals (shielders) must self isolate & cannot attend the workplace. • Pregnant employees over 28 weeks pregnant, or pregnant employees with underlying health/medical conditions must self isolate and cannot attend the workplace • All face covering exempt employees MUST have a individual welfare discussion with reasonable adjustments exhausted. 	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		

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Coming to work and leaving work		Transmission risk of Covid-19	Employee Contractor Visitor	<ul style="list-style-type: none"> • Car Sharing for work is permitted if the journey is undertaken for an exempt reason: <i>You can only leave home for work purposes where it is unreasonable for you to do your job from home. (seperate car share guidance to be followed)</i> • Staggering arrival and departure times where possible. • Social 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 dispensers 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 vehicles that social distancing is respected. 	5	1	5		0	
Moving around site		Transmission risk of Covid-19	Employee Contractor Visitor	<ul style="list-style-type: none"> • Social Distancing Rule in line with government guidance is in place 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	

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Workplaces and workstations		Transmission risk of Covid-19	Employee Contractor Visitor	<ul style="list-style-type: none"> • Review of workstation layouts in achieving social distancing in line with government guidance, the room occupancy based on social distancing rule to be displayed on any office doors. • 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 and are not exceeded. • 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 the social distancing rule must be maintained throughout, with a maximum number of 4 attendees • 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 an acceptable social distance in line with government guidance 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 based on the social distancing rule is clearly displayed on doorways to common areas and within the area and is not exceeded. • Personal water bottles other than, clean, reusable, wide neck drinking bottles cannot be filled at communal water drinkers/fountains these must be filled using a disposable vessel (ie paper cup), ensuring the fountain nozzle and handle is sanitised after use. 	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. (sites to ensure a 6 monthly evacuation briefing is carried out and understood in place of a planned evacuation) • 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	

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Covid-19 outbreak in the workplace		Transmission risk of Covid-19	Employee Contractor Visitor	<ul style="list-style-type: none"> • Sites are required to email ColleagueHealth@alliance-healthcare.co.uk this will trigger the escalation process at a senior level who will inform the relevant local public health teams. 	5	1	5			0
Managing customers visitors and contractors		Transmission risk of Covid-19	Employee Contractor Visitor	<ul style="list-style-type: none"> • Only Business critical visitors/contractors are permitted to enter the site and <u>must</u> be approved by the Operations Director • All 'unexpected' visitors are refused entry. • Visitors must provide a completed health declaration form or complete an online form by scanning the QR Code 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. • Additional cleaning stations throughout the site to allow for additional cleaning of equipment by colleagues. 	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 in line with social distancing rule will be clearly displayed at the entrance to, and within the room, the occupancy levels must not be exceeded. 	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. <p>Staff must wear appropriate PPE when handling post and parcels.</p>	5	1	5	0		

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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. • Review of posters on display, (poster amnesty) only displaying relevant posters on walls which allows the Covid message to be in clear view and not lost within other messages on the wall. • 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 social distancing rule must be maintained throughout. • Support through our leading lights & Covid Champs 			5	1	5				0	

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

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:	21 February 2021
Service Centre/CDC Manager		Reviewed Prepared	Signature:			Date:	
Health and safety Manager	A.Jones	Prepared	Signature:		<i>A. Jones</i>	Date:	14/01/2021