


# COVID-19 Secure Risk Assessment – Rev 19/7/2021. V04

Risk Assessment Number: COVID-19	Date of Initial Assessment: 15.05.20	Additional Information Check sheet/Risk assessments required.		
Task / Work Activity / Work Area Assessed:  Working safely during COVID-19.	Initial Assessment carried by:  Bronwyn Bean Grad IOSH	Substances Hazardous to Health: <input type="checkbox"/> Manual Handling: <input type="checkbox"/> Display Screen Equipment: <input type="checkbox"/> New and Expectant Mothers: <input type="checkbox"/> Young Persons: <input type="checkbox"/>		

Worst Case Outcome					Likelihood					Risk Rating Outcome X Likelihood		
10	8	5	3	1	10	8	5	2	1	High	Medium	Low
Fatality	Severe Injury	Lost time Injury	Minor Injury	No Injury	Certain	Very likely	likely	Unlikely	Remote	50-100	20-49	1-19

Persons affected by the Activity	Identified Hazards	Control Measures Already in Place	Outcome	Likelihood	Risk Rating	Is further action required Yes/No
About this COVID-19 risk assessment.		<p>Conveyor Units documented this COVID-19 risk assessment in line with Government guidance at the start of the COVID global pandemic and this risk assessment has been subject to continual review and updates during the last 18 months.</p> <p>This latest review dated 23<sup>rd</sup> July 2021 has been carried out in line with the latest Government roadmap step 4 ,where almost all legal restrictions in the UK have been lifted and Conveyor Units COVID mitigation measures being reviewed and relaxed as deemed necessary.</p>				
Sharing the results of our risk assessment		<p>Conveyor Units will communicate the significant findings of the risk assessment to those who are likely to be affected by the findings and this will include stakeholders, employees, contractors, others.</p> <p>Copies of this risk assessment will be posted on COVID 19 notice boards and visitor reception areas within the business.</p> <p>Additionally, we continue to display the 'staying COVID-19 Secure poster' at the entrance and throughout our premises.</p>				<div style="border: 1px solid black; padding: 5px; background-color: #0056b3; color: white; text-align: center;"> <b>Staying COVID-19 Secure</b>  <small>We confirm we have complied with the government's guidance on managing the risk of COVID-19</small> </div> <div style="background-color: #0056b3; color: white; text-align: center; padding: 5px;"> <b>FIVE STEPS TO SAFER WORKING TOGETHER</b> </div> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> We have carried out a COVID-19 risk assessment and shared the results with the people who work here</li> <li><input checked="" type="checkbox"/> We have cleaning, handwashing and hygiene procedures in line with guidance</li> <li><input checked="" type="checkbox"/> We have taken all reasonable steps to help people work safely from a COVID-19 secure workplace or work from home</li> <li><input checked="" type="checkbox"/> We have taken all reasonable steps to maintain a 2m distance in the workplace</li> <li><input checked="" type="checkbox"/> Where people cannot keep 2m apart we have ensured at least a 1m distance and taken all the mitigating actions possible to manage transmission risk</li> </ul> <div style="font-size: small;">             Signed on behalf of employer: _____              Employer: _____ Date: _____              Who to contact: _____           </div>

Protection of people at work.						
All Staff and Contractors	Office workers – exposure to COVID-19 virus. <ul style="list-style-type: none"><li>▪ Death</li><li>▪ Serious ill health</li></ul> Infecting / transmitting the virus to other employees	<ul style="list-style-type: none"><li>• Employees encouraged to continue to maintain best practice of increased frequency of handwashing. NHS signage is displayed in toilets and around buildings 20 second-hand washing.</li><li>• Cleaning staff will continue to maintain increased cleaning regimes &amp; surface cleaning throughout the company.</li><li>• Employees encouraged to be aware of and maintain social distancing wherever possible however, as at 19/7/2021, this is no longer a legal requirement.</li><li>• Face masks are provided for employees to use at their discretion however as at 19/7/2021, this is no longer a legal requirement.</li><li>• Employees encouraged to respect other people's views on wearing of masks in the workplace – especially when working in work areas of minimal space between employees.</li><li>• Maintain continued use of screens or barriers (where installed).</li><li>• Nitrile gloves provided for employees to use at their discretion.</li><li>• Maintain continued use of Hand sanitizers throughout the company.</li><li>• Employees to continue to receive a toolbox talk that explains the symptoms of the virus.</li><li>• Temperature gun is provided throughout in first aid room located in unit 1 for staff to self-check should they develop any symptoms whilst at work. <b>(You should not come to work if you develop symptoms at home but should follow government guidance). As at 19/7/2021, we no longer carry out daily temperature checks on staff and visitors.</b></li><li>• As at 19/7/2021, Visitors are no longer required to complete COVID questionnaires on arrival. The person being visited will ask the visitor if he/she has recently returned from a high-risk Red or, amber country or been in contact with a confirmed COVID case.</li><li>• Note: There is no requirement to isolate if a person has had both vaccinations after coming from an amber country but they should be asked if they have any proof of both vaccinations. If they have no evidence of this, the host should decline the visit. People coming from a red country legally requires, under Border control a stay at a hotel for 10 days isolation so the visitor would be safe in any event.</li></ul>	10	2	20 Med	No

		<ul style="list-style-type: none"> <li>Any uncertain or concerned response will be immediately communicated to the QHSE Department for guidance and action.</li> </ul>				
<b>Protecting people who are at higher risk.</b> <b>Objective: To protect clinically vulnerable and clinically extremely vulnerable individuals.</b>						
Employees & their families	Protection people who are at higher risk. <ul style="list-style-type: none"> <li>Death</li> <li>Serious ill health</li> <li>Mental health and wellbeing</li> <li>Money worries</li> <li>Loneliness / feeling of isolation</li> <li>Other worries / concerns</li> <li>Depression / anxiety.</li> </ul>	<ul style="list-style-type: none"> <li>Clinically extremely vulnerable individuals (see definition in Appendix) have been strongly advised to work from home.</li> <li>Clinically vulnerable individuals, who are at higher risk of severe illness have been asked to take extra care in observing social distancing and should be helped to work from home, either in their current role or in an alternative role.</li> <li>If clinically vulnerable (but not extremely clinically vulnerable) individuals who cannot work from home, have been offered the option of the safest available on-site roles, enabling them to maintain social distancing.</li> <li>Consideration also given to employees who live with clinically extremely vulnerable individuals.</li> <li>Conveyor Units remain flexible towards home working.</li> <li>Access to counselling service is available FOC for members of the “Employee Assistance Program”</li> </ul>	10	2	20 Med	No
<b>People who need to self-isolate.</b> <b>Objective: To ensure that individuals showing COVID-19 symptoms or who are advised to stay at home do not come to work.</b>						
Employees, contractors	Self- Isolation <ul style="list-style-type: none"> <li>Death</li> <li>Serious ill health</li> </ul> Infecting / transmitting the virus to other employees	Anyone who meets one of the following criteria should not come to work; <ul style="list-style-type: none"> <li>Has a positive Lateral Flow Test (LFT) or Polymerase Chain Reaction test (PCR) result.</li> <li>Has COVID symptoms (high temperature or a new persistent cough high temperature and a loss or change to your sense of smell or taste).</li> <li>Has received ping from the NHS COVID App and told to self-isolate due to being in close contact with someone with COVID.</li> <li>Is living with someone in self-isolation or who has COVID.</li> </ul>	10	2	20 Med	
<b>Common areas.</b> <b>Objective: To maintain social distancing while using common areas.</b>						

Facilities owner, managers, public	<p>Toilet and Welfare Facilities</p> <ul style="list-style-type: none"> <li>Death</li> <li>Serious ill health</li> <li>Infecting / transmitting the virus to other employees/</li> </ul>	<ul style="list-style-type: none"> <li>Continue to restrict the number of people using toilet facilities at any one time- as of 23.07.21 this is no longer a requirement</li> <li>Employees encouraged to continue to maintain best practice of increased frequency of handwashing &amp; Continued provision of, and use of hand sanitisation stations.</li> <li>Display of NHS handwashing signage - Wash hands for 20 secs.</li> <li>Break times staggered to reduce congestion.</li> <li>Seating and tables placement in canteens to encourage to maintain spacing.</li> <li>Cleaning staff will continue to maintain increased cleaning regimes &amp; surface cleaning throughout the company.</li> </ul>	10	2	20 Med	No
<p><b>Accidents, security and other incidents other incidents.</b> <b>Objective: To prioritise safety during incidents.</b></p>						
Facilities owner, managers, public	<p>Fire Evac / Drill procedures</p> <ul style="list-style-type: none"> <li>Defective fire equipment</li> <li>Death</li> <li>Serious ill health</li> </ul> <p>Infecting / transmitting the virus to other employees/</p>	<ul style="list-style-type: none"> <li>Fire risk assessment documented.</li> <li>Fire evacuation drills which were postponed during the pandemic <b><u>to resume as at 19/7/2021.</u></b> (Date to be arranged)</li> </ul>	10	2	20 Med	No
Employee	<p>First aiders exposed to CV19 When providing first aid to co-worker</p> <ul style="list-style-type: none"> <li>Death</li> <li>Serious ill health</li> </ul> <p>Infecting / transmitting the virus to other employees</p>	<ul style="list-style-type: none"> <li>First aiders familiarised with symptoms of COVID-19.</li> <li>First aid equipment checked and additional nitrile gloves and sanitizer to be made available.</li> <li>First aiders to wear facemasks &amp; nitrile gloves when giving first aid treatment to an injured person.</li> <li>People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately before and afterwards, including washing hands.</li> </ul>	10	2	20 Med	No
<p><b>Handling goods, merchandise and other materials, and onsite vehicles.</b> <b>Objective: To reduce transmission through contact with objects that come into the workplace and vehicles at work.</b></p>						
Employees, Contractors	<p>transmission through contact with objects that come into the workplace and vehicles at the worksite</p>	<ul style="list-style-type: none"> <li>Continued regular cleaning procedures for the parts of shared equipment, tools and vehicles.</li> <li>Continued encouragement for increased handwashing for workers handling goods and merchandise and continued</li> </ul>	10	2	20 Med	No

	<ul style="list-style-type: none"> <li>Death</li> <li>Serious ill health</li> <li>Infecting / transmitting the virus to other employees/</li> </ul>	provision of hand sanitiser.				
<b>Inbound and outbound goods.</b> <b>Objective: To maintain safe social distancing and avoid surface transmission when goods enter and leave the site.</b>						
Employees, contractors Visitors	Deliveries to site <ul style="list-style-type: none"> <li>Death</li> <li>Serious ill health</li> </ul> Infecting / transmitting the virus to other employees	<ul style="list-style-type: none"> <li>Drivers encouraged to remain in their vehicles if the load will allow.</li> <li>Loading and unloading in specific areas to control vehicle movements.</li> <li>Delivery drivers should not enter the premises unless absolutely necessary.</li> <li>Unloading personnel encouraged to continue to maintain best practice of increased frequency of handwashing (especially after each delivery).</li> </ul>	10	2	20 Med	No
<b>Definitions.</b>						
Clinically extremely vulnerable	Clinically extremely vulnerable people will have received a letter telling them they are in this group or will have been told by their GP. Guidance on who is in this group can be found here: <a href="https://www.gov.uk/government/publications/guidance-on-shielding-andprotecting-extremely-vulnerable-persons-from-covid-19/guidance-onshielding-and-protecting-extremely-vulnerable-persons-from-covid-19">https://www.gov.uk/government/publications/guidance-on-shielding-andprotecting-extremely-vulnerable-persons-from-covid-19/guidance-onshielding-and-protecting-extremely-vulnerable-persons-from-covid-19</a>					

Further Control Measures		Further Control Measures Follow up		
		Allocated to (Name)	Target date	Date completed
1. Management of Conveyor Units will keep up to date with the government's latest advice post lifting of almost all covid restrictions in the UK on 19/7/2021, and will implement an appropriate strategy to safeguard employees health as and when guidance changes.		Mark Thompson Group QHSE Manager & All Management	On-going.	On-going.
Risk Assessment Reviews				
Suggested Review Date: Bi-Monthly (from May 2021)				
Risk Assessment Reviewed by:	Bill Daniels	Risk Assessment Reviewed by:	Bill Daniels	
Date:	23 <sup>rd</sup> July 2021	Date:	23 <sup>rd</sup> July 2021	
Comments: Review of COVID Risk Assessment & supporting arrangements.		Comments: Review of COVID Risk Assessment & relaxing of arrangements in line with the latest		

		Government roadmap where almost all legal restrictions have been lifted. Due to increased delta variant infection rates, Management of Conveyor Units have opted to apply a more cautious approach to the complete uplifting and removal of COVID controls and will closely monitor infection rates from a national and local basis in forthcoming weeks.	
Next Suggested Review Date:	July 2021	<b>Next Suggested Review Date:</b>	<b>Ongoing in line with Government requirements and legal updates</b>