

Coronavirus (COV-19) Risk Assessment

Assessor	Ray Hoffman		
Job title	QHSE Manager		
Assessment date	17/03/2020 v1.0		
Review date(s)	18.08.2020 v1.1 (Revision to Service Engineers Site Visits) (Additional cleaning measures for site introduced August 2019) 12.03.2021 v1.1 (Policy reviewed by QHSE, no changes made)		
Business type/location	Manufacture, Service, Installation.		
Business hazards associated with the coronavirus risk	Risks to workers/customers	Proposed control measures	Actions required
Infection Prevention and Staff Safety			
Direct threat to staff health and wellbeing from transmission of the coronavirus while at work	<p>Possible transmission of the virus to staff from other staff/customers</p> <p>People can catch the virus from others who are infected in the following ways:</p> <ul style="list-style-type: none"> • virus moves from person-to-person in droplets from the nose or mouth spread when a person with the virus coughs or exhales • the virus can survive for up to 72 hours out of the body on surfaces which people have coughed on, etc. • people can pick up the virus by breathing in the droplets or by touching contaminated surfaces and then touching their eyes or mouth 	<p>Ensure that the organisation complies with its duty to provide a safe and healthy workplace/working conditions for staff who remain working in the workplace during the coronavirus pandemic</p> <p>Circulate coronavirus policy and safety procedures to all staff and managers; these set out how staff should behave and the precautions they must adopt during the pandemic to keep them safe</p> <p>Managers should pass on and reinforce key Government public health messages to all staff:</p> <p>All staff will be asked to wait in the reception area until their temperature is taken and will only be allowed on site provided their temperature is below 37.8 degrees.</p> <ul style="list-style-type: none"> • cover the mouth and nose with a tissue or sleeve (not hands) when coughing or sneezing (Catch it — Bin it — Kill it) 	No Further action is required at this time, adequate control measures are in place

		<ul style="list-style-type: none"> • put used tissues in the bin straight away • wash hands regularly with soap and water for at least 20 seconds; use hand sanitiser gel if soap and water are not a • avoid close contact with people who are unwell • clean and disinfect frequently touched objects and surfaces • do not touch face, eyes, nose or mouth if hands are not clean <p>Require staff to practice effective social distancing while in and around the workplace and when travelling to and from work by:</p> <ul style="list-style-type: none"> • avoiding non-essential contact with others • keeping a safe distance of at least 2 metres (about 3 steps) from others at all times • avoiding physical contact (e.g. hugs, handshakes, etc.) <p>In all departments, fully implement Public Health England <i>Guidance for Employers and Businesses on Coronavirus</i>, including the following key safety precautions:</p> <ul style="list-style-type: none"> • keep local/departmental risk assessments under review to ensure that a safe place of work is maintained • make any adjustments to the workspace/rotas/work patterns/procedures necessary to facilitate social distancing at work • cancel face-to-face meetings and replace them with video conferencing/ phone conferencing, etc. 	
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Cases of Possible Infection On-site			
<p>People becoming unwell while on-site or a symptomatic person using a site</p>	<p>High risk of transmission</p>	<p>If a member of staff becomes unwell in the workplace with coronavirus symptoms (a new, continuous cough or a high temperature) they should be sent home and advised to follow Government advice to self-isolate</p> <p>All surfaces that a symptomatic person has come into contact with must be cleaned and disinfected, especially objects visibly contaminated with body fluids and all potentially contaminated high-contact areas such as toilets</p>	<p>No Further action is required at this time, adequate control measures are in place</p>

		<p>Public areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids, can be cleaned thoroughly as normal</p> <p>Cleaning staff should use disposable cloths or paper roll and a combined detergent disinfectant solution at a dilution of 1000 parts per million available chlorine</p> <p>Cleaning staff must wear appropriate PPE</p> <p>Waste from cleaning of areas where possible cases have been (including disposable cloths and tissues) should be “double-bagged” and tied off; it should be placed in a secure holding area for 72 hours before being disposed of in general waste</p> <p>The company has introduced new cleaning regime where all high risk areas such as door handles, vending machines microwaves, fridges pallet trucks overhead crane pendants etc. are disinfected twice a day to minimise the risk of infection.</p>	
Higher Risk Areas of the Workplace			
<p>Potential enhanced risk of transmission in areas such as staff toilets and restrooms</p>	<p>Heavily used areas of the workplace are more likely to present an infection transmission risk</p> <p>Essential for staff to wash hands regularly but also that toilets are kept clean and free of coronavirus contamination</p> <p>A number of staff going to the toilet together may compromise their ability to comply with social distancing</p> <p>Increased risk of people coughing and touching door handles, taps and toilet flush handles</p>	<p>Stress the need for staff to follow good hygiene practice at all times while at work (i.e. regular handwashing, using tissues and disposing of them appropriately, etc.)</p> <p>Managers to ensure that adequate hand cleaning resources are provided; all staff toilets to be supplied with adequate supplies of hot water, liquid soap and paper towels</p> <p>Print handwashing instructions/posters and display throughout workplace, especially in toilets</p> <p>Limit numbers of staff who can use toilets at any one time to ensure social distancing</p>	<p>No Further action is required at this time, adequate control measures are in place</p>

		<p>Place 60% alcohol hand gels at convenient places with instructions for use</p> <p>Increase environmental cleaning, especially in and around toilets and restrooms and staff rooms; special attention to be paid to frequently touched surfaces such as door handles, toilet flush handles, light switches, etc.</p> <p>Increase toilets/washrooms inspections to check for cleanliness/adequate stock of soap/toilet paper, etc.</p>	
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Maintaining Essential Services During Movement Restrictions

<p>This organisation performs essential functions within the food supply chain and thus will endeavor to stay open as best it can during the coronavirus pandemic crisis; however, there are a number of hazards to staffing related to the effects of social “lockdown” imposed by the Government in an attempt to suppress the spread of the virus</p>	<p>The country is currently undergoing a period of severe movement restrictions described as a “lockdown”; this involves:</p> <ul style="list-style-type: none"> • people asked to remain in their homes and only leave under certain conditions (e.g. to get food/medicine) • Non-essential travel being banned • Exceptions for essential “key workers” to get to and from work (e.g. NHS staff/police, food business/essential services workers, etc.) • Schools and nurseries being closed causing some staff childcare issues (e.g. where a spouse is also a key worker) • Closure of places where people gather (e.g. pubs, restaurants, cinema, etc.) • Closure of non-essential 	<p>Comply fully with Government guidance on types of organisation that should remain open and those that must close during the pandemic crisis; a business or venue operating in contravention with these measures will be committing an offence</p> <p>Give employees clear guidance on when they should attend work and when they should stay away; reinforce key message when talking to staff and in all communications (e.g. email/text) that staff doing essential jobs can still attend for work provided they are not showing coronavirus symptoms and neither they nor any of their household are “self-isolating” and provided their job cannot be done from home</p> <p>Managers should discuss working arrangements/hours/rotas with all essential staff to ascertain individual difficulties, availability and wishes</p> <p>Support lockdown/social distancing measures by ensuring that all staff who have a role that can be performed from home are facilitated to do so; this may involve the</p>	<p>No Further action is required at this time, adequate control measures are in place</p>
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	<p>shops</p> <p>People can still travel to and from work if they are key workers performing an essential job but only where this absolutely cannot be done from home</p>	<p>provision of suitable IT equipment</p> <p>Enable flexible working arrangements wherever necessary, such as non-essential staff being “furloughed” where they are willing to enter into such an arrangement; this involves the member of staff to be placed on home leave on reduced pay with their job left open, or staff working flexible hours to fit in with their childcare arrangements</p> <p>Essential staff who are needed to come into work should be enabled to do so at quieter times of the day to ensure they are not using public transport at peak times</p> <p>Review police travel advice on a regular basis</p>	
Staffing Levels			
<p>Low staffing due to high rates of staff sickness or staff having to self-isolate themselves at home</p>	<p>Staff may get sick with coronavirus infection</p> <p>People who have symptoms must “self-isolate” at home for 7 days from the start of symptoms to prevent them from passing the infection on and contributing to the overload on the NHS</p> <p>Those who live with others and where one person has symptoms must self-isolate as a household for 14 days from the day when the first person in the house became ill. If anyone else in the household starts displaying symptoms, they need to stay at home for 7 days from when the symptoms appeared, regardless of what day they are on in the original 14-day isolation period.</p>	<p>Staff who are sick or self-isolating should phone immediately and inform their line-manager</p> <p>Make sure that communications go out that no member of staff should come to work if they are self-isolating or if they have symptoms or if they feel unwell</p> <p>Non-essential parts of the organisation can be closed down and staff reallocated to essential functions or asked to comply with the Government’s message to stay at home</p> <p>Consider possible business closures or operational adjustments if staffing reduced to unsafe levels</p>	<p>No Further action is required at this time, adequate control measures are in place</p>

Vulnerable Staff			
Vulnerable staff and staff in high risk categories	<p>Some staff may have pre-existing medical conditions (e.g. chronic conditions such as diabetes or asthma) which render them more vulnerable to the dangers of coronavirus infection</p> <p>Some older staff may also be vulnerable to the effects of the virus</p> <p>Some staff may be in a “high risk” category as defined by the government (e.g. those who have had an organ transplant or those who are taking a medicine which weakens their immune system) and in need of special “shielding” arrangements</p> <p>People with pre-existing conditions and older people (over 70) have been advised by the Government to be particularly stringent in complying with social distancing requirements</p> <p>People in the high-risk category have been told that for their safety they must self-isolate at home for 12 weeks; they must not leave home and are subject to special NHS “shielding” arrangements</p> <p>Pregnant women have also been advised to be extra careful and should be considered vulnerable</p>	<p>Ensure all vulnerable or high-risk staff are adequately protected and supported</p> <p>Managers, human resources and occupational health departments should be aware of staff who fall into vulnerable and high-risk categories so that they can ensure that they are given adequate support to enable them to comply with Government health recommendations</p> <p>No member of staff in a vulnerable or high-risk category should be expected to come to work during the crisis; they should be advised to follow Government social distancing/medical advice and stay at home</p> <p>Where it is possible or appropriate for certain vulnerable or high-risk staff to work from home this may be facilitated</p> <p>Managers should stay in touch with vulnerable or high risk staff by phone to ensure they are well and to prevent them from feeling isolated</p> <p>As they cannot leave their home at all, the organisation should help to provide additional support for any high-risk staff who may need it; this might include providing shopping or medicines where they are unable to gain support from elsewhere</p>	No Further action is required at this time, adequate control measures are in place
Visitors/Contractor			

<p>Visitors to site.</p>	<p>Possible transmission of the virus to staff from other staff/customers</p> <p>People can catch the virus from others who are infected in the following ways:</p> <ul style="list-style-type: none"> • virus moves from person-to-person in droplets from the nose or mouth spread when a person with the virus coughs or exhales • the virus can survive for up to 72 hours out of the body on surfaces which people have coughed on, etc. <p>people can pick up the virus by breathing in the droplets or by touching contaminated surfaces and then touching their eyes or mouth</p>	<p>Visitors to site will be restricted to essential or emergencies services only.</p> <p>Visitors will be asked to complete a Coronavirus questionnaire before attending site.</p> <p>Visitors will be asked to wait in the reception area until their temperature is taken and will only be allowed on site provided their temperature is below 37.8 degrees.</p> <p>Visitor's showing any of the symptom's associated with Coronavirus will not be allowed on site.</p> <p>They will be asked to use the hand sanitiser's located at various location in the office's and shop floor.</p> <p>No shaking of hands is permitted.</p> <p>Visitors will be asked to observe social distancing whilst on site.</p>	<p>No Further action is required at this time, adequate control measures are in place</p>
<p>Customer Safety</p>			
<p>Customers crowding together and not social distancing</p>	<p>A failure of customer social distancing would place customers at risk of increased virus transmission which would increase impact on the NHS</p> <p>A failure to control customer behavior may lead to action by the police who are enforcing social distancing compliance</p>	<p>Limited numbers of customers will be allowed access to facilities to ensure that customers can distance themselves and comply with social distancing requirements</p> <p>Assess risks to customers by reviewing all high-traffic areas and high-traffic points and take steps to ensure that these are adjusted to reduce any crowding</p> <p>Signs should be widely displayed asking customers to comply with social distancing advice</p> <p>Customers queuing outside will be asked to distance themselves as well as those inside</p> <p>Liaise with police in cases of local difficulties, i.e. high volumes of customers/non-compliance</p>	<p>No Further action is required at this time, adequate control measures are in place</p>

Business Continuity			
Crisis management and business continuity hazards caused by the pandemic emergency	The crisis threatens business continuity and ability to deliver essential services to our customers	Establish overall coronavirus risk management team Ask all departments to review and refresh business continuity plans as necessary Devise appropriate business recovery plans and keep under constant review	No Further action is required at this time, adequate control measures are in place
Information			
Hazards caused by lack of information or inaccurate information being circulated	The crisis is not only accompanied by a large amount of official guidance, some of which needs interpretation, but also by misinformation, rumor and “fake news” or “myths”	To ensure the safety and wellbeing of staff and customers: <ul style="list-style-type: none"> business strategies need to be based on accurate information staff must be given consistent and clear messages Coronavirus risk management team to monitor official advice carefully and update all policies and procedures Ensure leadership teams/local managers are briefed and kept up to date Managers to beware of fake news and discourage the circulation of misinformation Keep staff informed	No Further action is required at this time, adequate control measures are in place
Communication			
Threat to effective communications	The crisis threatens communications with clients/customers/suppliers	Revise communications strategies and plans Devise specific plans for how and how often to communicate with clients/customers/suppliers Senior management to review all outward facing communications (e.g. on customer website, etc.) to ensure messages are consistent, clear and reflect the customer	No Further action is required at this time, adequate control measures are in place

		focused and socially aware values of the organisation	
Cyber Security			
Cyber-security risks	<p>Cyber-security threats often accompany a crisis, including computer viruses, phishing and scam emails and coronavirus related “ransomware”</p> <p>With the organisation and individual staff more reliant than ever on digital communications and the internet, and with more staff working from home and using a variety of digital devices, the need to ensure the security and function of our digital systems is more important than ever</p>	<p>Review cyber security and surveillance infrastructure and ensure that all reasonable protection is in place</p> <p>Circulate warnings to staff and managers of any credible cyber threats, especially scam emails and text messages</p> <p>Ensure that staff working from home and using remote-working systems are covered by cyber-risk protections</p> <p>Ensure any homeworking arrangements maintain standards of data protection and IT security</p> <p>Ensure that existing cyber-security systems do not interfere with the availability of critical safety information and updates relating to coronavirus</p> <p>Assess cyber risks to new supply chain connections developed during the crisis</p>	No Further action is required at this time, adequate control measures are in place
Service Engineers			
Site working Installation and servicing of equipment.	<p>Possible transmission of the virus to engineers from other site workers/colleague.</p> <p>People can catch the virus from others who are infected in the following ways:</p> <ul style="list-style-type: none"> virus moves from person-to-person in droplets from the nose or mouth spread when a person with the virus coughs or exhales the virus can survive for up to 72 hours out of the body on surfaces which people have coughed on, 	<p>Due to the nature of the work to be carried out it may not always be possible to maintain social distancing at all times when working.</p> <p>Engineers should wear masks to protect themselves and their colleague.</p> <p>Gloves should be worn if at all possible.</p> <p>Avoid any physical contact i.e. shaking hands.</p> <p>cover the mouth and nose with a tissue or sleeve (not hands) when coughing or</p>	<p>Additional control measures introduced 18.08.2020</p> <p>Service engineers will be required to carry out a COVID-19 site specific risk assessment before starting work.</p> <p>They will raise any concerns that they have with the site contact and inform their line manager at Syspal.</p> <p>Service engineers will not</p>

	<p>etc. people can pick up the virus by breathing in the droplets or by touching contaminated surfaces and then touching their eyes or mouth</p>	<p>sneezing (Catch it — Bin it — Kill it) wash hands regularly with soap and water for at least 20 seconds; use hand sanitiser gel if soap and water are not a avoid close contact with people who are unwell clean and disinfect frequently touched objects and surfaces do not touch face, eyes, nose or mouth if hands are not clean</p>	<p>expose themselves to any unacceptable risk in terms of COVID-19</p> <p>If requested to do so following a site visit, they will quarantine for 14 days as per current government guidelines & get a test if they are displaying any of the symptoms related to the coronavirus. Service engineers will be required to work from home until further notice with meeting taking place by phone, TEAMS or Webex etc.</p> <p>Parts/equipment will be collected by them from a designated area by goods inwards and they are not allowed to visit other departments on site.</p>
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