Eminox Ltd	Health & Safety Risk Assessment

TASK:	COVID -19 Risk Assessment - Step 4 (Response: Autumn & Winter Plan)	Date:	15.09.2021	RA Ref No:	RA /CV 001-1v24

Name/Position of Assessor(s)	**Michael Pearson GHSM** **Graeme Loxley HSEO**
Area/Cell Applicable	ALL
Allocated Site Number(s)	Eminox Ltd
Type of Assessment	Working safely during COVID-19
Hierarchy of Controls – Can the task be **E**liminated, **A**utomated and/or **M**echanical **A**ided	

Significant Risks:
COVID-19 Infection & Transmission
Associated Risk Assessments:
Task specific assessments will be assessed using COVID-19 hierarchy of control – ventilation, social contact, hygiene, avoiding activity if possible, minimising time of activity, working back-to-back if possible, avoiding face to face activity, introducing screens etc if deemed necessary.

Note:
Risks Assessments compiled with considerations for the working safely in line with the Government's Spring Roadmap, Step 4.
Consideration has also been given to the SMTT Industry guidance, in the compilation of this assessment.
This guidance should be updated in line with Government guidance:
https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19

Individuals at risk:	Operators:	☒	Maintenance:	☒	Contractors:	☒	Others:	☒

PPE (Personal Protective Equipment) available

Safety Glasses	Safety Goggles	Ear Protection	Safety Boots	Face Mask	Respirator	Safety Gloves	Overall	Welding Helmet	Head Protection
☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

Hazard	Uncontrolled			Hazardous Condition	Severity	Control Measures	Controlled		
	S	L	R				S	L	R
1.1 Managing Risk To reduce risk to the lowest reasonably practicable level by taking preventative measures, in order of priority This document includes the requirements of the Governments 'Spring Roadmap 2021'.	4	4	16	• Failure to reduce risk to the lowest reasonably practicable level by taking preventative measures. • Failure to communicate controls to employees and other interested parties	• Reduction in the effectiveness of intended controls • Conflict amongst Management / employees and interested parties due to failure to clarify requirements • The risk of potential infection and transmission increased	• Monitoring the local infection levels, with an action point of 400 per 100,000 infection rate of the population, with regards to individuals and groups working from home if possible if this rate of infection threshold is breached. • Minimising social contact where practicable • Providing adequate ventilation. • Ensuring that workers and customers who feel unwell stay at home and do not attend work	4	2	8

					- Promote and encourage regular handwashing and surface cleaning - Home Workers to be supported with MHFA /EAP / wellbeing/ lone worker and DSE considerations. - Further mitigating actions taken where reducing social contact is not possible, and the tasks are deemed necessary through process specific risk assessments. - Considerations given as to whether people doing the work are especially vulnerable to COVID-19, with mitigating actions to safeguard where necessary. **Mitigating actions include:** 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. Reducing the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others). **Discouraging shouting:** Ensuring that steps are taken to avoid people needing to unduly raise their voices to each other.		
1.2 Sharing the results of the risk assessment Share the results of the assessment with the workforce. Post copy onto website	4	4	16	- Failure to communicate controls to employees and other interested parties - Failure to update requirements in line with latest Government guidelines	- Reduction in the effectiveness of intended controls - Conflict amongst Management / employees and interested parties due to failure to clarify requirements - The risk of potential infection and transmission increased	- All controls and risk assessments communicated to employees. Feedback taken, with any concerns addressed and communicated back. - All guidance is updated on a regular basis, in line with government /h guidelines and regulation - Share the results of the assessment with the workforce and visitors to demonstrate that we have properly assessed the risk, and taken appropriate measures to mitigate this	4	2	8

				Hazards	Potential Consequences	Control Measures			
						• Post a copy to company website.			
2. Who should go to work Employers should ensure workplaces are safe	4	4	16	• Failure to manage the maximum number of staff that can be safely accommodated onsite, increasing the risk of infection • Wellbeing and mental health negatively affected of homeworkers returning to site • Failure to consider local infection rates which could introduce virus through returning workers.	• Increase in the chance of infection and spreading of the infection • Risk of potential closure of the workplace. • Negative impact on the mental wellbeing of individuals returning to the workplace • Physical impact on individuals through lack of considerations and actions with regards to DSE requirements	• Although there is no requirement for people to work from home, any return to the workplace will consider the suitable and sufficient considerations of ventilation / reduced social contact, hygiene, and the prevalence of the virus in the local community. • The decision to return to the workplace must be made in meaningful consultation with workers (including through trade unions or employee representative groups where they exist). A meaningful consultation means engaging in an open conversation about returning to the workplace before any decision to return has been made • Considerations as to the maximum number of people who can be safely accommodated on site. • Planning for a phased return to work for people safely and effectively. • Monitoring the wellbeing of people who are working from home and helping them stay connected to the rest of the workforce, especially if their colleagues are returning to site on-site. • Providing equipment for people to continue to work at home safely and effectively where deemed necessary. • Support available from company EAP system communicated • Ensuring MHFA contacts are communicated	4	2	8
2.1 Protecting people who are at higher risk To support clinically extremely vulnerable individuals.	4	4	16	• Individuals identified as clinically vulnerable, and clinically extremely vulnerable in the workplace or working from home • Poor mental health • Non vaccinated individuals contracting the Covid-19 virus see Appendix 10}	• Increased possibility of contracting COVID-19 • Increased risk in the severity of the infection • Potential for long term negative effects on physical and mental wellbeing associated with poor mental health.	• Vulnerable Persons - As for any workplace risk we take into account specific duties to those with protected characteristics, including, for example, expectant mothers who are, as always, entitled to suspension on full pay if suitable roles cannot be found. • support for workers around mental health and wellbeing. • We will support these	4	2	8

					workers on an individual basis by discussing with them their individual needs and supporting them in taking any additional precautions advised by their clinicians. • The Public Health England report 'Disparities in the risk and outcomes of COVID-19' shows that some groups of people may be at more risk of being infected and/or an adverse outcome if infected. The higher-risk groups include ▪ Older males▪ People who have a high body mass index (BMI) ▪ have health conditions such as diabetes ▪ are from some Black, Asian or minority ethnicity (BAME) backgrounds This will be a consideration of any specific risk assessment. • Particular attention will also be paid to people who live with clinically extremely vulnerable individuals.			
2.2 **People who need to self – isolate** To make sure individuals who are advised to stay at home, under current government guidance, do not physically come to work. This includes individuals who have symptoms of COVID-19 as well as those (not fully vaccinated individuals) who live in a household with someone who has symptoms and those who are advised to self-isolate. Testing for coronavirus (COVID-19) - NHS (www.nhs.uk)	4	4	16	• People with COVID-19 infection in the workplace.	• Potential to infect multiple persons in the workplace	• Information communicated on the requirements for self-isolating, in line with current government legislation for both individuals and those who live in a household displaying symptoms of COVID-19 • Provisions made for workers to work from home, if possible whilst self-isolating. • Employees are advised of the provision of statutory sick pay due to COVID-19	4	2	8
2.3 **Ventilation** To use ventilation to mitigate the transmission risk of COVID-19	4	4	16	• Increased risk of spreading the virus in enclosed spaces {offices / meeting rooms} due to poor ventilation. • If ventilation is found not to be adequate,	• Large numbers infected with COVID-19	• Identify areas of the workplace that are usually occupied, and poorly ventilated • prioritise these areas for improvement to reduce the risk of aerosol transmission	4	2	8

							Introduce CO2 monitoring to assist in identifying and controlling high CO2 levels in meeting rooms, where expected levels of CO2 are of concern. Informing and encouraging individuals in attendance of meetings to monitor and take appropriate actions when detected CO2 levels are of concern {**see Appendix}**			
Also see link in Appendix 9.				then rooms /areas should **not** be used, until improvements to ventilation have been introduced.							

Additional control measures listed:

- Take appropriate action where CO2 levels are consistently higher than 1500ppm
- Where possible, consider ways to maintain and increase the supply of fresh air, for example, by opening windows and doors (unless fire doors).
- Balancing ventilation with keeping warm - Providing adequate ventilation does not mean you have to make the workplace feel cold.
- Opening windows and doors partially can provide acceptable ventilation while keeping the workplace comfortable. Opening higher-level windows will probably create fewer draughts.
- You can only use fan convector heaters if the area is **well ventilated**
- Also consider if you can improve the circulation of outside air and prevent pockets of stagnant air in occupied spaces. You can do this by using ceiling fans or desk fans for example, **provided good ventilation is maintained.**
- The risk of transmission through the use of ceiling and desk fans is extremely low providing there is good ventilation in the area it is being used, **preferably provided by fresh air.**
- Purging (airing rooms)- Airing rooms as frequently as you can improves ventilation. Open all the doors and windows fully to maximize the ventilation in a room. It may be better to do this when the room is unoccupied.

2.4	4	4	16	• Discrimination in applying COVID-19 guidance in the	• Potential to adversely affect individuals and groups mental wellbeing	• Requirements ensuring everyone in the workplace are treated equally are	4	2	8

Equality in the workplace To make sure that nobody is discriminated against.				workplace to individuals or groups. Negative impacts on disabled workers or new or expectant mothers etc.	• Legal actions under equalities /H&S regulations etc.	captured and considered in all COVID-19 considerations under current H&S legislation – Example –risk assessments for new and expectant mothers and relevant equalities legislation. • Making reasonable adjustments to avoid disabled workers being put at a disadvantage and assessing the health and safety risks for new or expectant mothers. • Making sure that the steps we take do not have an unjustifiable negative impact on some groups compared to others, for example those with caring responsibilities or those with religious commitments.			
3. Reducing contact for workers Reducing the risk of spreading COVID-19 by reducing the number of people workers come into contact with.	4	4	16	• Failure to control social contact in the workplace. Increasing the risk of COVID-19 infection across the workforce • Non vaccinated individuals contracting the Covid-19 virus see Appendix 10} • Individuals not informing the company of a positive test •	• Individuals and groups contracting COVID-19	• Mitigating this risk by reducing the number of people your workers come into contact with -. Hierarchy of control considerations if reducing social contact is not possible, including – Keeping activity as short as possible – Reducing the number of people involved {fixed teams} – Options of back-to-back, or side to side rather than face to face. - Screens or barriers between individuals. • Frequent hand washing, and surface cleaning communicated to all. • Sanitiser wipes available at commonly used stations, desks & printers etc.	4	2	8
3.1 Coming to work and leaving work Steps that will usually be needed	4	4	16	• Failure to control social contact of workers entering and leaving workplace, increasing the risk of COVID-19 infection across the workforce • Non vaccinated individuals contracting the Covid-19 virus see Appendix 10} • Individuals not informing the company of a positive test •	• Individuals and groups contracting COVID-19	• Shift times staggered, where possible, to avoid congestion at shift end/start times • Using markings and introducing one-way flow at entry and exit points. • Hand sanitiser stations in place at entry and exit points. • Signage displayed reminding people of the requirements for social distancing the washing of hands and good ventilation. • Advice issued to workers regarding considerations for shared vehicles. **Car Sharing -Ventilation** • If they must share a car, they should try to share with the same people each time.	4	2	8

				Hazard	Who affected	Control measures			
						• Wear a face covering if they can. • sitting side-by-side, not face-to-face • To improve ventilation, windows can also be opened (partially if it's cold). Heating should also be left on to keep the vehicle warm. • Switch ventilation systems on while people are in the vehicle and set to drawing fresh air in, and not recirculating air. • During breaks whilst driving, leave the doors open, if possible, to ventilate the vehicle.			
3.2 Moving around building and worksites Reduce social contact wherever possible	4	4	16	• Not maintaining social distancing, wherever possible, whilst traveling through/ operating in the workplace • Non vaccinated individuals contracting the Covid-19 virus see Appendix 10} • Individuals not informing the company of a positive test	• Individuals and groups contracting COVID-19	• Office staff continue to work from home where possible. • Reducing movement by discouraging non-essential trips within buildings, for example, restricting access to some areas, encouraging use of telephones and cleaning them between use. • Number of persons in office areas restricted to facilitate social distancing • Fixed teams to reduce unnecessary movement and communal use of equipment. • Posters /signs displayed reference ventilation, social distancing and hygiene requirements	4	2	8
3.3 Workplaces and Workstations Reduce Social contact wherever possible	4	4	16	• Workstations and processes not reducing social contact to a minimum • Non vaccinated individuals contracting the Covid-19 virus see Appendix 10}	• Individuals and groups contracting COVID-19	• Workstations / desks positioned to reduce social contact • Managing occupancy levels to reduce social contact • Fixed teams in place to reduce movement in the workplace • Avoiding use of shared / hot desks and equipment	4	2	8
3.4 Meetings Reduce transmission due to face-to-face meetings	4	4	16	• Face to face contact of individuals increasing the risk of contracting and spreading the COVID-19 virus. • Non vaccinated individuals contracting the Covid-19 virus see Appendix 10}	• Individuals and groups contracting COVID-19	• Meetings that are attended in person, should look to minimise social contact, relevant to the size of the room • Consideration can be given to increasing the number of attendees in meetings where: - Everyone attending the meeting has taken a negative LFD test in the 48 hours prior to the meeting. Consideration should also be given to any persons in the meeting, who may be uncomfortable with the increased social contact,	4	2	8

	S	L	R	Hazardous Condition	Severity	Control Measures	S	L	R
						offering them the opportunity to join via 'Teams' for example. • Confirm and maintain adequate ventilation, with the aid of CO_2 monitors, in all meeting rooms {see point 2.3} • Hand sanitiser available in meeting room • Consideration given to holding meetings Via Teams or outdoors if possible			
3.5 Common Areas Reduce Social contact whilst using common areas	4	4	16	• People coming together, sharing facilities and spaces in common areas • Non vaccinated individuals contracting the Covid-19 virus see Appendix 10}	• Individuals and groups contracting COVID-19	• Restriction on the number of persons who can occupy kitchens/rest rooms to reduce social contact • Restriction on the number of persons who can use washroom facilities in place and communicated. • Avoid sharing of cutlery or crockery • Wash and dry own cutlery and crockery using disposable towels or place in dishwasher if available • Avoid sharing of food • Signage in place to communicate and promote reducing social contact and hygiene requirements • Take breaks outside if possible	4	2	8
3.6 Accidents, security, and other incidents Prioritise safety during incidents	4	4	16	• Close personal contact of individuals and groups in an emergency • Non vaccinated individuals contracting the Covid-19 virus see Appendix 10}	• Individuals and groups contracting COVID-19	• First Aid guidance specific to Covid -19 considerations communicated to first aiders • Information on sanitation measures for first aiders and fire marshals communicated to the response teams • The safety consideration that in an emergency, the social contact guidance is not applicable if it would be unsafe for individuals and groups to maintain this • See Appendix reference guidance on resuscitation	4	3	12

4.

Managing customers, visitors, and contractors

To minimise the number of unnecessary visits to factories plants and warehouses.

Hazard	S	L	R	Hazardous Condition	Severity	Control Measures	S	L	R
4.1 Reducing the risk - visitors and contractors	4	4	16	• Asymptomatic visitors / contractors introducing the virus to the company • Non vaccinated individuals contracting the Covid-19 virus see	• Individuals and groups contracting COVID-19	• Confirmation of a negative Lateral Flow Device within the last 48 hours {required where the national rate of infection is below 80 per 100,000 for a period of three weeks. • Encourage the use of	4	2	8

				Hazard	Who is at risk	Control measures			
To minimise the number of unnecessary visits to site				Appendix 10}		Microsoft Teams etc., where possible to reduce site visits. • Establishing host responsibilities related to COVID-19. Provide any necessary training for people who act as hosts for visitors. • Pre book visits/ appointments where possible to control numbers onsite • Reception doors to be always 'controlled' to prevent unauthorized entry • Maintaining a record of all visitors. • Encouraging visitors to use hand sanitiser or handwashing facilities as they enter the premises.			
4.2 Providing and explaining available guidance To make sure people understand what they need to do to maintain safety	4	4	16	• People entering site unaware of the requirements for reduced social contact, hygiene and adequate ventilation requirements	• Individuals and groups contracting COVID-19	• Restricted area for delivery drivers with designated waiting, 'drop off point'. • Control access into the business premises. • Hygiene facilities available for delivery drivers on request • Reduced social contact and hygiene information communicated • Employees trained to receive and instruct delivery drivers on the social contact /Hygiene/ventilation and site access restrictions.	4	2	8
5. Cleaning the workplace									
5.1 Before reopening (Office staff returning) To make sure that any site that has been closed or partially operated is clean and ready to restart	4	3	12	• Ventilation or air conditioning systems recirculating air in the building • Legionella risk	• Individuals and groups contracting COVID-19	• Check service and maintenance of ventilation systems is up to date. • Keep the building as well ventilated as possible with windows and doors open were possible. • Ascertain CO_2 base levels in room to decide if further action is necessary. {see section 2.3} • Ensuring all Legionella checks are undertaken and up to date	4	2	8
5.2 Keeping the workplace clean To keep the workplace clean and prevent transmission by touching contaminated surfaces	4	4	16	• Virus spread through contaminated surfaces / workspaces	• Individuals and groups contracting COVID-19	• Cleaners instructed to pay particular attention to areas / items with most frequent use – desk surfaces / door handles / handrails etc. • Operational and office tasks limited to specific persons or teams to reduce the risk of spreading /catching the virus. • Promote and communicate	4	2	8

					cleaning of printers and shared tools and the washing /sanitisation of hands before and after use • Clearing workspaces and remove waste and belongings from the work area at the end of a shift. • See **Appendix section** for specific guidance on cleaning after a known /suspected case of Covid-19 in the workplace • Providing extra non recycling bins for workers and visitors to dispose of single use face coverings and PPE. You should refer to guidance for information on how to dispose of personal or business waste, including face coverings and PPE			
5.3 Hygiene- handwashing, sanitation facilities and toilets. To help everyone to maintain good hygiene through the working day	4	4	16	• Transmission of virus through lack of sanitation	• Individuals and groups contracting COVID-19	• Signs /posters informing individuals of the need to wash hands frequently and effectively. • Information provided regarding avoiding touching your face and the need to sneeze/cough into a tissue and dispose of safely • Regular communication on the latest guidance and encouraging feedback • Restrictions in place regarding the number of persons permitted into toilets and changing rooms to facilitate social distancing • Requirement to keep areas clean and to dispose of any rubbish correctly communicated • Keeping the facilities well ventilated. For example, by ensuring any mechanical ventilation work effectively and opening windows and vents where possible.	4	2	8
5.4 Changing rooms and showers To minimise the risk of transmission in changing rooms and showers	4	3	12	• Transmission of virus through contact in changing rooms	• Individuals and groups contracting COVID-19	• Restrictions in place on the number of individuals permitted into bathrooms /toilets. • All rubbish disposed of correctly • Facilities regularly cleaned. • Where shower and changing facilities are required, setting clear use and cleaning guidance for showers, lockers and changing rooms to ensure they are kept clean and clear of personal items and that social contact is reduced, as much as is	4	2	8

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								• possible. • Keep the facilities well ventilated. For example, by ensuring any mechanical ventilation works effectively and opening windows and vents where possible.		
5.5 Handling goods, merchandise and other materials, and onsite vehicles To reduce transmission through contact with objects that come into the workplace and vehicles at the worksite	4	3	12	• To reduce transmission of virus through contact with objects that come into the workplace and vehicles.	• Individuals and groups contracting COVID-19	• Wash hands thoroughly after receiving letters / parcels. • Dispose of any packaging • All company vehicles to be sanitized before and after use. • Use disposable gloves for fuel purchases • Preference is for vehicles not to be shared. • Follow guidance in 7.2.2 below if vehicles are shared	4	2	8
6. PPE and face coverings	4	4	16	• Transmission of the virus	• Individuals and groups contracting COVID-19	• The COVID-19 risk in the workplace is managed through social distancing, hygiene and fixed teams or partnering, not through PPE. • The role of PPE in providing additional protection is extremely limited in an office/ manufacturing environment.	4	3	12

6.1 Face coverings	4	4	16	• There is growing evidence that wearing a face covering in an enclosed space helps protect individuals and those around them from COVID-19.
				• People are also encouraged to wear face coverings in enclosed public spaces where there are people they do not normally meet, especially important in enclosed and crowded spaces.
				• Face coverings are not a replacement for the other ways of managing risk, including minimising time spent in contact, using fixed teams and partnering for close-up work, and increasing hand and surface washing. **These other measures remain the best ways of managing risk in the workplace and government would therefore not expect to see employers relying on face coverings as risk management for the purpose of their health and safety assessments**
				• Although we do not include face coverings in our hierarchy of controls, we recognize and support the fact that individuals may choose to wear one.
				• **The following advice on wearing face coverings should be made available to all employees**
				  - Wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after removing it.
				  - When wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands.
				  - Change your face covering if it becomes damp or if you've touched it.
				  - Continue to wash your hands regularly.
				  - Change and wash your face covering daily.
				  - If the material is washable, wash in line with manufacturer's instructions. If it's not washable, dispose of it carefully in your usual waste.
				  - Reduce social contact wherever possible.
							4	3	12

7.Workforce management									

| 7.1 Outbreaks in the workplace

provide guidance if there is a COVID-19 outbreak in your workplace.	4	4	16	• Confirmed case/s of Covid -19 in the workplace • Disposal of waste from a confirmed Covid-19 case	• Potential for virus to spread to other workers.	• An outbreak in the workplace will result in the activation of the company COVID -19 emergency response plan. • A single point of contact (**SPOC**) nominated within the business for communications to /from the Government, HSE & NHS etc. • If we become aware of **any positive cases of COVID-19** in the workplace, our identified SPOC will inform the Local Authority public health team of the situation and number of persons involved**.** • We will immediately identify any close workplace contacts and ask them to self-isolate. We will **not** wait for NHS Test and Trace. As taking prompt action will help reduce the risk of a widespread workplace outbreak. • If the local PHE health protection team declare an outbreak. We will submit the following: • Details of symptomatic staff • Assist in identifying any close contacts • To facilitate this, we will keep a temporary record of staff / visitors and shift patterns for 21 days and assist PHE / NHS Test and Trace with requests for that data. • **Disposal of waste from a confirmed Covid-19 case** • Personal waste from individuals with symptoms of COVID-19 and waste from cleaning of areas where they have been (including PPE, disposable cloths and used tissues): • Should be put in a plastic rubbish bag and tied when full • The plastic bag should then be placed in a second bin bag and tied • This should be put in a suitable and secure place and marked for storage until the individual's test results are known • If the individual tests negative, this can be disposed of immediately with	4	2	8

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						the normal waste. • If COVID-19 is confirmed this waste should be stored for at least 72 hours before disposal with normal waste.			
7.1.1 Shift patterns and working groups Change the way work is organised to create distinct groups and reduce the number of contacts each worker has	4	4	16	• Virus spread more easily through multiple points of contact throughout the company • Non vaccinated individuals contracting the Covid-19 virus see Appendix 10}	• Individuals and groups contracting COVID-19	• As far as possible, where workers are split into teams or shift groups, fixing these teams or shift groups so that where contact is unavoidable, this happens between the same people. • Identifying areas where people have to directly pass things to each other, for example, job information, spare parts, samples, raw materials, and find ways to remove direct contact, such as through the use of drop-off points or transfer zones.	4	2	8
7.2 Work related travel									
7.2.1 Cars, accommodation, and visits To keep people safe when they travel between locations	4	4	16	• Transmission of virus through shared travel • Non vaccinated individuals contracting the Covid-19 virus see Appendix 10}	• Individuals and groups contracting COVID-19	• Remote meetings Microsoft Teams etc. are the preferred option before travel is considered • Evidence of a negative lateral flow test for all visits to group sites • Everyone sharing a vehicle to provide evidence of a negative lateral flow test. • Minimizing the number of people travelling together in any one vehicle, using fixed travel partners, increasing ventilation when possible and avoiding face to face contact. • switch ventilation systems on while people are in the vehicle. Make sure you set to drawing fresh air in, not recirculating air • To improve ventilation, windows can also be opened (partially if it's cold). Heating can be left on to keep the vehicle warm • Cleaning shared vehicles between shifts or on handover, using standard cleaning products - make sure you clean door handles and other areas that people may touch	4	2	8

							• Ensuring that social interaction outside the purpose of the visit is kept to a minimum. • Ensuring that the company / destination of any visit can provide evidence that they are operating within a COVID-19 safe policy and procedures • Person to person contact minimized during any site visit. • Persons visiting customer / supplier sites consistent to same persons. • Where workers are required to stay away from their home, centrally log the stay and making sure any overnight accommodation is operating with COVID-19 arrangements to keep people safe – Hygiene /ventilation and social contact considerations.			
7.2.2 Travelling to and from work: To keep people safe when they travel between locations	4	4	16	• Transmission of virus through sharing vehicles to and from work • Non vaccinated individuals contracting the Covid-19 virus see Appendix 10}	• Individuals and groups contracting COVID-19	• Walking or cycling to work where possible. • If you are car sharing - Switch ventilation systems on while people are in the vehicle. Make sure you set to drawing fresh air in, not recirculating air • To improve ventilation, windows can also be opened (partially if it's cold). Heating can be left on to keep the vehicle warm • travelling side by side or behind other people, rather than facing them, where seating arrangements allow • facing away from each other • considering seating arrangements to maximise distance between people in the vehicle • asking the driver and passengers to wear a face covering	4	2	8
7.3 Communications and training										
7.3.1 Returning to work	4	4	16	• Workers unaware of safety procedures unwittingly not adhering to COVID-19 safe working requirements	• Individuals and groups contracting COVID-19	• All employees returning to site are taken through a briefing on the site requirements and expectations with regards to social distancing, hygiene	4	2	8

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To make sure all workers understand COVID -19 related safety procedures						• and cleaning procedures and protocols relevant to COVID-19 controls in the business • Regular communications are undertaken through Toolbox talks, encouraging feedback and suggestions from employees • Any employee who intends to return to work after a period of self-isolation, must first contact the HR department to confirm they are fit to return and have followed government legislation with regards to self-isolation.			
7.3.2 Ongoing communications and signage Making sure all workers are kept up to date with how safety measures are being implemented or updated	4	4	16	• Workers unaware of safety procedures unwittingly not adhering to COVID-19 safe working requirements	• Individuals and groups contracting COVID-19	• Regular updates on changes to government /HSE guidance communicated • Regular contact maintained with all homeworkers. • Ongoing reminders of requirements displayed through notices / power point presentations and Toolbox communications encouraging feedback from all employees • Mental wellbeing considerations taken into account with communications regarding the EAP and MHFA resource available to all employees. • Posters and signage periodical updated to refresh the ventilation, social contact and hygiene message • Communicating requirements to interested parties who attend site	4	2	8
Returning to work - Long Covid-19	4	4	16	• Individuals suffering with long term effects of Covid-19	• Long term significant impact on both physical and mental health.	• **Long Covid** – Individuals suffering with long term effects of Covid-19 should speak to their HR department regarding any concerns they may have with regards to their fitness and wellbeing. • Individuals recovering from covid-19 infection should speak to their GP about local care pathways for support and assessment of any long-term symptoms or health problems. • where changes to physical or mental wellbeing are reported, risk assessments should be undertaken to identify if any adjustments to	4	3	12

					work practice or environment are necessary. • Persistent health problems reported, but not exclusive to following COVID-19 infection include: • respiratory symptoms and conditions such as chronic cough, shortness of breath, lung inflammation and fibrosis, and pulmonary vascular disease • cardiovascular symptoms and disease such as chest tightness, acute myocarditis, and heart failure • protracted loss or change of smell and taste • mental health problems including depression, anxiety, and cognitive difficulties • inflammatory disorders such as myalgia, multisystem inflammatory syndrome, Guillain-Barre syndrome, or neuralgic amyotrophy • gastrointestinal disturbance with diarrhoea • continuing headaches • fatigue, weakness, and sleeplessness • liver and kidney dysfunction • clotting disorders and thrombosis • lymphadenopathy • skin rashes			
8 Inbound and outbound goods To reduce social contact to the lowest level possible, and avoid surface transmission when goods enter or leave site	4	4	16	• Transmission of virus through delivery and collections of goods	• Individuals and groups contracting COVID-19	• Reception doors to be 'controlled' to prevent unauthorized entry • Sign to instruct any delivery persons on where to drop • Drivers instructed to remain in cabs until notified to unload • Restricted area for delivery drivers with designated 'drop off point' to restrict access into the business premises. • Employees trained to receive and instruct delivery drivers on the social contact /Hygiene and site access restrictions • Hygiene facilities available for delivery drivers on request	4	2	8
9 Tests and Vaccinations									

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	L	S	R	Hazards	Who is affected	Controls	L	S	R
9.1 Accessing Testing It is important that we continue to put measures in place to reduce the risk of COVID-19 transmission. • received a recent negative test result • had the vaccine (either 1 or 2 doses) • natural immunity (based on proof of a positive PCR within the past 180 days)	4	4	**16**	• Uncontrolled outbreak in the workplace • Individuals not maintaining social distancing in the workplace	• Individuals and groups contracting COVID-19	• Testing area made available for the LFD testing of visitors, where required. For testing to be carried out in a safe manner, considering the following: -frequent cleaning -good hygiene -adequate ventilation -disposal of used test kits • Employees who do not have symptoms of COVID-19 can access testing free of charge at home or at a test site. • Employees with symptoms can access a free NHS PCR test	4	2	**8**
9.2 Track & Trace - Isolation for fully vaccinated /individuals under 18 years and six months/ persons exempt from vaccination	3	3	**9**	From the 16th August individuals will not need to self-isolate if contacted by track and trace as a close contact of a positive case if: • they are fully vaccinated • they are below the age of 18 years • they have taken part in or are currently part of an approved COVID-19 vaccine trial • they are not able to get vaccinated for medical reasons	• Increased potential for unidentified positive cases in the workplace.	• Workstations / desks positioned to reduce social contact • Managing occupancy levels to reduce social contact • Fixed teams in place to reduce movement in the workplace • Avoiding use of shared / hot desks and equipment • good hygiene • adequate ventilation	3	2	**6**
10. Psychosocial Impacts - covid-19	4	4	**16**	• Lack of phycological support and communications for individuals and groups in the workplace, who may feel anxious regarding the withdrawal of the Test & Trace /other Covid -19 regulations and returning to the	The following groups should be considered: • Individuals who have a lower tolerance of risk as a consequence of Covid-19 • Have been identified as part of a 'vulnerable group' • Have family members who have been identified as 'vulnerable' • Persons who may not have been vaccinated	• Ensure phycological support and assurance is available through both management and support systems – mental health first / occupational health and EAP support. • Workstations / desks positioned to reduce social contact • Managing occupancy levels to reduce social contact • Fixed teams in place to reduce movement in the	3	2	**6**

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	L	C	R	Hazard	Risk	Control Measures	L	C	R
				workplace	• Groups and individuals who maybe more 'risk averse' than pre Covid.	workplace • Avoiding use of shared / hot desks and equipment • good hygiene • adequate ventilation			
11. Autumn and Winter Plan 2021: Plan B	4	4	16	• Failure To respond to the Governments 'Plan B'- identified actions- Home Working in the case of a resurgence in the Covid-19 virus.	• Introduction of the virus into the company sites, without suitable control measures/considerations in place. i.e., Home Working	• The business will use the following metrics to control and manage any local / national resurgence of the virus: 1. Monitor the infection rates locally and nationally, responding according with regards to Home Working measures 2. Follow the Governments guidance with regards to Home Working as part of 'Plan B' of the Autumn and Winter response.	3	2	6

ASSESSMENT RATING

ASSESSMENT RATING			
Risk Rating without additional control measures	(L) 1-6	(M) 7-10	(H) 11-20
Risk Rating After Additional Control Measures Implemented	(L) 1-6	(M) 7-10	(H) 11-20

Key :	Colour Code
L = Likelihood	**High Risk**
C = Consequence	**Medium Risk**
R = Risk	**Low Risk**

HSE Risk Rating Calculations Matrix

Likelihood ➡ Consequence ⬇	Likely (5)	Probable (4)	Possible (3)	Unlikely (2)	Very Unlikely (1)
Fatality (4)	20	16	12	8	4
Major Injury (3)	15	12	9	6	3
Minor Injury (2)	10	8	6	4	2
No Injury (1)	5	4	3	2	1

HSE Management Authorisation	Name: Michael Pearson	Signature: M. Pearson	Date: 16/09/2021
HSE Management Review	Name	Signature	Date
Comments:			

Appendix

1.	Guidance on cleaning after a known or suspected case of COVID -19	https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings
2.	Clinically Extremely Vulnerable

People who may be at more risk of being infected and/or an adverse outcome if infected. | Guidance on who is in this group can be found here: https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19 COVID-19: review of disparities in risks and outcomes - GOV.UK (www.gov.uk) |
3.	NHS test and trace: workplace guidance	https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance
4.	Maintaining records of staff, customers and visitors to support NHS Test and Trace	https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace
5.	Reporting an outbreak in the workplace	Find your local council - GOV.UK (www.gov.uk)
6.	Link to local asymptomatic test site information	Tests for Gainsborough Subsidiaries: Community help and volunteering – Covid-19 testing - Lincolnshire County Council Tests for Bradford: Coronavirus testing in Bradford District	Bradford Council Tests for Reading: Coronavirus (Covid-19) - Reading Borough Council Tests for Slough: Mass rapid testing – Slough Borough Council
7.	Ventilation	HSE: Ventilation and air conditioning during the coronavirus (COVID-19) pandemic: Ventilation and air conditioning during the coronavirus (COVID-19) pandemic (hse.gov.uk)
8.	First Aid	Resuscitation Council UK Resuscitation Council UK Statement on COVID-19 in relation to CPR and resuscitation in first aid and community settings	Resuscitation Council UK
9.	Vaccination	Public Health England – Employers Tool Kit Employer Toolkit - Coronavirus Resource centre (phe.gov.uk)

Document Revisions

Date	Issue Number	Update	Section
22 May 2020	1	First Publication	
14 June 2020	2	Updated guidance on the need to self-isolate if advised by the government's Test and Trace service	2.2 People who need to self-isolate
14 June 2020	2	Guidance on Test and Trace for workers and the need to keep a record of staff shift patterns	7.1 Shift Patterns and Outbreaks
24 June 2020	3	Updated guidance on social distancing to reflect 2m, or 1m with risk mitigation where 2m is not viable is acceptable.	1.1 Managing Risk Throughout
3 July 2020	4	Updated to include link to DHSC guidance on Test and Trace	7.1 Shift Patterns and Outbreaks
3 July 2020	4	Updated to discourage shouting/loud music	1.1. Managing Risk

3 July 2020	4	Updated to include guidance in the event of a local lockdown	1. Thinking about risk
3 July 2020	4	Update to the COVID-19 secure poster to reflect 2m, or 1m with risk mitigation where 2m is not viable is acceptable	1.2 Sharing the results of your risk assessment Webpage
23 July 2020	5	Include guidance in the event of a COVID-19 outbreak in the workplace as section 7.1.2	7.1 Shift Patterns and Outbreaks
23 July 2020	5	Updated guidance on working from home	2. Who should go to work Staying COVID-19 Secure in 2020 Poster
23 July 2020	5	Updated guidance on ventilation and mitigating against the transmission of COVID-19	2.3 Ventilation
23 July 2020	5	Include guidance on disposing of personal or business waste, including face coverings and PPE	5.2 Keeping your workplace clean
11 August 2020	5	Updated guidance on face coverings and where to wear them.	6.1 Face Coverings
11 August 2020	6	Updated guidance on the use of public transport for work related travel	7.2 Work-related travel
11 August 2020	6	Updated guidance on workforce consultation in advance of returning to work	2. Who should go to work
11 August 2020	6	Guidance on those at higher risk of COVID-19	2.1 Protecting people who are at higher risk
10 September 2020	7	Updated guidance on face coverings and where to wear them	6.1 Face Coverings
10 September 2020	7	Updated guidance to mandate the collection of Test and Trace data	7.1 Shift patterns and outbreaks
01 October 2020	8	Updated guidance on working from home	2. Who should go to work
01 October 2020	8	Guidance for workers travelling to and from work	3.1 Coming to work and leaving work
01 October 2020	8	Updated guidance on business obligations to support staff self-isolating.	2.2 People who need to self-isolate
05 November 2020	9	Updated to reflect new national guidance.	1.1 From November 4th 2020 People should stay at home where possible and should only travel to work if they cannot work from home
05 November 2020	9	Updated guidance on car sharing for travel to and from work	7.2.2 Car Sharing
05 November 2020	9	clinically extremely vulnerable individuals not attending work for this period of restrictions	2.1 Protecting people who are at higher risk

05 November 2020	9	Self-Isolation	7.3.1 Legal requirement to self-isolate
07 December 2020	10	Managing Risk -Working from home updated in line with Tier system	1.1 Date change to recognise introduction of Tier system
07 December 2020	10	Protecting the extremely vulnerable within the Tier system.	2.1 Protecting people who are at higher risk
07 December 2020	10	Updated to capture effective ventilation during winter months and the use of ceiling /desk fans.	2.3 Ventilation
07 December 2020	10	Updated to capture Car sharing and effective ventilation in vehicles.	3.1 Coming to work and leaving work – Car Sharing
07 December 2020	10	Link updated to capture groups of people who are more at risk.	Appendix 3
04 January 2021	11	Update to capture introduction of Tier 4 – Extremely Venerable people should not attend work.	2.1 Protecting people who are at higher risk
04 January 2021	11	Date change to confirm Tier 4 working from home requirement {as per T3}.	1.1 Managing Risk
11 January 2021	12	Update to capture lock down requirement – working from home.	1.1 Managing Risk
11 January 2021	12	Update to include T4 and lockdown requirement regarding extremely vulnerable persons required to work from home or furlough	2.1 Protecting people who are at higher risk
26 January 2021	13	Update of information concerning contact with the Local Health Protection Team.	7.1.2 Outbreak in the workplace
14 February 2021	14	Update of information concerning contact with the Local Health Protection Team.	7.1.2 Outbreak in the workplace
14 February 2021	14	Addition of new section regarding Tests and Vaccinations	9.Tests and Vaccinations
14 February 2021	14	Link to 'Action Cards' reference LHPT's	Appendix 7
14 February 2021	14	Link to local asymptomatic test sites	Appendix 8
17 February 2021	14	Reference to revised guidance with regards to Extremely vulnerable persons	2.1 Protecting people who are at higher risk
24 February 2021	15	Returning to work - Persons referencing Long Covid-19	7.3.1 Returning to work
12 March 2021	16	Ventilation in shared vehicles	7.2.2 Work related travel
12 March 2021	16	Ventilation in workplaces	2.3 Ventilation

06 April 2021	17	End of shielding advice	2.1 Protecting people who are at higher risk
23 July 2021	18	Full rewrite in line with Government Stage 4 Roadmap	Full Rewrite
28 July 2021	19	Metric applied to the requirement for visitor testing	4.1 Reducing the risk - visitors and contractors
02 August 2021	20	Disposal of waste from a confirmed Covid-19 case	7.1 Outbreaks in the workplace
02 August 2021	20	Option for LFD testing prior to meetings to offer greater flexibility	3.4 Meetings
06 August 2021	21	Requirement for LFD negative tests for persons car sharing on business activities.	7.2.1 Cars, accommodation, and visits
16 August 2021	22	Removal of the requirement to self -isolate	9.2 Track & Trace -Isolation
18 August 2021	23	Psychosocial Impacts - covid-19	10 Psychosocial Impacts – covid-19
16 September 2021	24	Covid-19 Response: Autumn & Winter - Plan B	11. Autumn and Winter Plan 2021: Plan B