



**COVID-19 Specific Risk Assessment  
Office, Production Area and Warehouse**



<b>Assessed by</b> 	John Clarke MIIAI AIIRSM Safety Advisor	<b>Reviewed by</b> 	Graham Corps Director	<b>Generic Risk</b>	ROM COV R02-2020	<b>Revision</b>	3	<b>Date</b>	7 August 2020
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Risk Matrix	Negligible (1)	Minor (2)	Moderate (3)	Major (4)	Extreme (5)
<b>Certain (5)</b>	5	10	15	20	25
<b>Likely (4)</b>	4	8	12	16	20
<b>Possible (3)</b>	3	6	9	12	15
<b>Unlikely (2)</b>	2	4	6	8	10
<b>Remote (1)</b>	1	2	3	4	5

Number of persons at risk (anticipated in each category)	
<b>Employee</b>	1 or more
<b>Contractor</b>	Possible
<b>Public</b>	Possible
<b>Visitor</b>	Possible

Hazard / Risk	Employees	Contractor	Visitors	Public	Negligible	Minor	Moderate	Major	Extreme	Certain	Likely	Possible	Unlikely	Remote	Overall
Potential spread of COVID-19 in the workplace	x	x	x	x					5			3			15

#### Notes

**Government guidance states we must think about the risks we face and do everything reasonably practicable to minimise these risks. It is recognised that we cannot completely eliminate the risk of COVID-19.**

See specific site risk assessment in relation to PPE. Unless transmission is high, the role of PPE in providing additional protection is extremely limited. Tool box talks and staff updates will be issued regularly.

Normal cleaning products and soap and water are effective ways of cleaning during this pandemic. Remember to keep washing hands – especially before smoking and eating!

It is mandatory to follow these new control measures in relation to COVID19 – there are no exceptions. Failure to follow the measure will result in removal from our site.

If you have any concerns relating to the content of this risk assessment, speak to your line manager.

If you have any concerns relating to the cleanliness of any welfare area, speak to your line manager immediately.

**Actions within this risk assessment are based on government guidelines.**

Hazard / Risk	Mitigating Notes	Further Actions
Returning to work		<p>Guidelines will be issued explaining the measures that have been put in place for a safe return to work</p> <p>Tool box talks to be given to all staff returning to work – overall guidance and job specific</p>
Travelling to work by public transport	<p>Avoid using public transport wherever possible</p> <p>If public transport is being used please try to travel avoiding busy times</p>	<p>Follow guidelines set by local transport company, including the instruction to wear face coverings on all public transport with effect from 15 June 2020, unless exempt</p>
Travelling to work by car	<p>Car sharing outside of your household group</p>	<p>Try to share transport with the same people each time and keep to small groups of people</p>
Arrival at work	<p>Car parking is available within car park</p> <p>Be aware of your start time rota</p>	<p>Additional car parking is available at the warehouse</p> <p>Staggered start times to be introduced</p> <p>Hand sanitiser is available and must be used at site entrance / exit points – must not be removed</p>
If you become unwell or experience symptoms of Covid-19 at work or at home	<p>Isolate yourself - keep two metres away from others</p>	<p>Wash your hands / use sanitiser</p> <p>Inform your line manager immediately</p> <p>Arrangements will be reviewed for how you get home (public transport should be avoided where possible)</p> <p>Use the <a href="#">NHS 111 website</a> 'check if I have Coronavirus Symptoms'</p>

Hazard / Risk	Mitigating Notes	Further Actions
<p>If you become unwell or experience symptoms of Covid-19 at work or at home</p> <p>(continued...)</p>	<p>Self isolate for 10 days if you live alone – anyone you live with must self isolate for 14 days</p>	<p>The emergency services 999 or 111 must be contacted immediately for anyone experiencing significant / critical symptoms</p> <p>Regular updates will be given to staff with company and government developments</p> <p>Posters and notices issued by .GOV and PHE will be prominently displayed throughout the sites</p>
<p>First aid</p>	<p>Additional PPE is available for first aiders administering first aid during this pandemic</p> <p>(RPE-face mask, disposable gloves, and eye protection)</p>	<p>Additional PPE is located in the office</p> <p>Mouth to mouth <b>must not</b> be used during CPR during this pandemic</p>
<p>Site access</p>	<p>Visitors will not be allowed unless essential</p> <p>Visitor guidelines are available in reception</p>	<p>Maintain a social distance if queueing to gain entry</p> <p>Register your attendance when arriving and/or leaving site</p> <p>Wash your hands immediately when you arrive on site and prior to leaving</p> <p>Sanitiser will be made available at entrance / exit points</p>

Hazard / Risk	Mitigating Notes	Further Actions
Site access (continued...)		<p>Confirm that you have travelled to site alone by means of your own transport and that you do not meet the below criteria.</p> <p>You should not come to site, if you</p> <ul style="list-style-type: none"> <li>• Have a high temperature, loss of taste or smell or a new persistent cough - follow the guidance on self-isolation</li> <li>• Are a vulnerable person (by virtue of age, underlying health condition, clinical condition or are pregnant)</li> <li>• Are living with someone in self-isolation or a vulnerable person</li> </ul>
Offices	<p>Maintain social distancing and avoid face to face working</p> <p>Avoid unnecessary meetings</p> <p>Speak to co-workers from own desk and via telephone, not face to face</p>	<p>Desk spaces will help maintain social distancing</p> <p>Do not share work equipment such as telephones and do not share hard copy files</p> <p>Do not “hotdesk”</p> <p>Use hand sanitiser before starting work.</p> <p>Use stairways and passages individually, do not pass each other in corridors, where possible</p>

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Welfare - cleaning	<p>There will be significantly enhanced cleaning regime during this pandemic carried out by Minster Cleaning</p> <p>The maximum number of persons permitted in the main canteen area to achieve social distancing between persons is 12</p> <p>Clean welfare areas before eating or drinking and immediately after</p>	<p>All touch point areas including door handles, desks, keypads, telephones will be sprayed daily with Steri 7 which is a long term surface cleanser</p> <p>Notices have been displayed to confirm the maximum number permitted in main canteen area; all staff must ensure procedures are followed</p> <p>Cleaning rota to be put in place to ensure tables and worktops in the canteens have an additional wipe down each day</p> <p>Staff instructed to use their own crockery/cutlery</p>
Welfare – toilet facilities	<p>A maximum number of <b>1 person</b> is allowed in each toilet facility for the gents and the disabled toilet.</p> <p>Maximum number of 2 people allowed in the ladies’ toilet in the office area.</p> <p>Ensure good hygiene</p>	<p>Procedure is in place for using toilet facilities – whiteboard to record who is ‘next in line’</p> <p>Instructions issued to Minster Cleaning to pay extra attention in all toilet facilities</p> <p>Always wash your hands before leaving – posters are displayed in all toilets showing the correct method for hand washing</p> <p>Dispose of paper towels in the bin provided and do not leave any personal items in the washroom</p>
Welfare – changing rooms	<p>Paint sprayer allocated changing room to remove dirty and paint stained clothes</p>	<p>Only 1 person uses this changing room facility – guidelines and cleaning materials will be issued</p> <p>Guidelines will include instructions to clean down changing area each day and to empty rubbish bins daily</p>

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<p>Welfare – canteen and eating areas</p>	<p>Maintain a safe social distance in all eating areas</p> <p>Microwaves and kettles must be sanitised before each use, they may not be available, be prepared</p> <p>Avoid using local shops and takeaways, where possible</p> <p>All meals should be pre-prepared and stored in cool bags (in lockers if available)</p> <p>Watercoolers situated around the site will remain available to all staff</p> <p>Breaktimes will be staggered to reduce congestion and to maintain social distancing</p> <p>Please clean your eating area before you leave, placing rubbish in the provided bins</p>	<p>Tables will be moved to ensure social distancing is maintain – spare chairs will be removed</p> <p>Access is no longer permitted to the hot water boiler, dish washer, kettles, toasters, microwaves and fridges</p> <p>Staff have been advised local shops can be used but try to use those within walking distance</p> <p>Staff encouraged to bring their own pre-packed lunches</p> <p>Personal water bottles can be refilled using the watercoolers situated around the site</p> <p>Line managers to produce a revised break and lunch rota to reduce congestion and also cleaning rota to ensure additional cleaning takes place each break</p> <p>All rubbish to be placed in the bins provided – no crockery/cutlery to be left in the canteen area – must be taken home to wash</p> <p>Instructions issued to Minster Cleaning to pay extra attention in all canteen facilities and to use Steri 7 (long term surface cleanser) on all touch point areas including tables, chairs and door handles</p> <p>Wash hands before and after using the facilities</p>

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Welfare – hygiene	<p>Staff who have been issued with PPE will be instructed to continue to wear and use correctly</p> <p>Unless transmission is high, the role of PPE in providing additional protection is extremely limited</p> <p>Work clothes need to be clean and changed regularly</p> <p>All staff encouraged to regular wash hands and use the hand sanitiser provided</p>	<p>Re-usable PPE must be not be shared between persons, eg hard hats</p> <p>If PPE is required, items will be supplied free of charge and must be worn as instructed and must fit correctly</p> <p>Disposable PPE must be disposed immediately after use, using the nearest rubbish bin, followed by hand washing</p> <p>Staff will be advised to change out of their work clothes when they return home</p> <p>Staff will be encouraged to launder and change clothes regularly</p> <p>Work tools must not be shared unless they have been thoroughly cleaned after each use</p> <p>Hand washing facilities are available to all staff and hand sanitiser will be available throughout the site</p>
Social Distancing	<p>It is important that everyone stays social distanced from one another</p> <p>Social distancing can be achieved during works by planning and logistics arrangements</p>	<p>Work activities have been planned to manage the risk of COVID-19</p> <p>Additional control measures are in place for works within 2m - these are detailed within the RAMS. Where two person lifts are required on products less than 2m in length, employees should use pallet trucks in the first instance; if not possible, face coverings can be worn by employees. The lifting task will be a very short duration.</p>





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<p>Company Vehicle Users  (continued...)</p>	<p>Company Vans – it is likely that two occupants will be required on installation visits</p>	<p>At the end of each working day, or at each change of occupant, the driver area (all controls, steering wheel, glove box and door handles, seat belt connectors) is to be thoroughly cleaned using antibacterial/antiviral wipes by the driver leaving the vehicle</p> <p>Fixed teams of installers will operate, face coverings will be provided, and the central seat will remain unoccupied</p> <p>Regular cleaning as detailed above on company cars will be performed, especially upon change of driver</p> <p>Vehicles should be driven with windows partially open where practical to increase circulation of fresh air</p>
<p>On site deliveries</p>	<p>Delivery drop off instructions are posted on the main entrance and goods in gate</p>	<p>All deliveries drivers must report to goods in / reception and they will be reminded of delivery protocols</p> <p>Drivers to unload in designated area where hand sanitisers are available</p> <p>Delivery notes should be left with goods at delivery area</p> <p>Drivers to return to their vehicle before employee checks and accept delivery</p>

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On site collections from warehouse	Collection instructions are posted on the main entrance and goods in gate	<p>Collection must first report to goods out and they will be reminded of collection protocols</p> <p>Driver to remain in vehicle until employee places goods for collection in designated collection zone (where possible); hand sanitiser will be available</p> <p>Only when employee has retreated should goods be loaded onto vehicle - issues and shortages must be reported to driver</p> <p>Majority of collections are loaded by Rompa warehouse staff using FLT; paperwork should be left with goods at collection area</p> <p>Once driver has returned to their vehicle employee will direct to exit</p>
On site collections from reception	Collection instructions are e-mailed to all customers	<p>Customer is given dedicated collection time</p> <p>Customer will call reception on arrival in car park.</p> <p>Sales team will place product in the boot of the vehicle and take a photo in situ (to be used as a collection note)</p> <p>Customer will close their own boot and leave car park</p>
Off site deliveries	Employees should adhere to delivery site instructions	<p>Face mask, goggles and gloves should be worn</p> <p>Delivery notes should be left with the delivery</p>

<b>Hazard / Risk</b>	<b>Mitigating Notes</b>	<b>Further Actions</b>
Visitors	Visitors to site by exception and by appointment (eg machine servicing)	Visitors must report to main entrance  Signage directing to hand sanitisers and to check if visitor symptomatic  Reception staff to check above before allowing access