



<b>COVID RISK ASSESSMENT</b>	<b>RA GEN 037</b>
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<b>Site:</b>	All applicable Howard Tenens sites	<b>SSoW Ref – if applicable</b>
		N/A

<b>Release Date:</b>	17 <sup>th</sup> Nov 2020	<b>Review due:</b>	3mthly or sooner	<b>Version No:</b>	3
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Current Risk Assessment Details			
<b>Updated by:</b>	Chris Coulson – National HSEQ Manager	<b>Date:</b>	9 <sup>th</sup> November 2020
<b>Reviewed by:</b>	Jamie Hartles – CEO (HTLL) Karl Hodgkinson – Managing Director (HTLL) Dan Morris – Deputy Chairman (HT Property) Olly Smith – Divisional Manager & responsible for BCP/DR Samantha Phillips – Head of Resources	<b>Date:</b>	10 <sup>th</sup> – 17 <sup>th</sup> November 2020
<b>Approved by:</b>	Members who attended (or were invited to attend), the National HSE Committee meeting dtd 15 <sup>th</sup> Oct 2020 via Teams	<b>Date:</b>	10 <sup>th</sup> – 17 <sup>th</sup> November 2020

Original Risk Assessment Details			
<b>Created by:</b>	Chris Coulson – National HSEQ Manager	<b>Date:</b>	12 <sup>th</sup> May 2020
<b>Reviewed by:</b>	Jamie Hartles – CEO (HTLL) Karl Hodgkinson – Managing Director (HTLL) Dan Morris – Deputy Chairman Chris Packer – Divisional Manager & responsible for DR/BC Olly Smith – Divisional Manager & responsible for DR/BC Samantha Phillips – Business Resources Manager	<b>Date:</b>	12 <sup>th</sup> - 19 <sup>th</sup> May 2020
<b>Approved by:</b>	Members who attended (or were invited to attend), the National HSE Committee meeting dtd 20 <sup>th</sup> Feb 2020 at Sharpness	<b>Date:</b>	19 <sup>th</sup> – 26 <sup>th</sup> May 2020

Release and Previous Review Dates							
<b>Original Release</b>	27 <sup>th</sup> May 2020	<b>1<sup>st</sup> Review</b>	17 <sup>th</sup> Aug 2020	<b>2<sup>nd</sup> Review</b>		<b>3<sup>rd</sup> Review</b>	

**Note – Updates to this Risk Assessment are highlighted in YELLOW for ease of identification**

## Coronavirus (COVID-19) for Office / Admin / Welfare Environments

COVID-19 is a new infectious disease caused by a newly discovered coronavirus, that can affect the lungs and respiratory system. It has spread to nearly every country in the world since it first emerged in China at the beginning of the year. **Worldwide, more than 55 million people are known to be infected and more than 1.3 million deaths have been recorded - including 52,147 in the UK (as of 17<sup>th</sup> November 2020)**

Most people infected with the COVID-19 virus will experience different symptoms, this can be mild to moderate respiratory illness and they recover without requiring special treatment. However, some people, and those with underlying medical problems like cardiovascular disease, diabetes, chronic respiratory disease, and cancer are more likely to develop serious or severe illness, and it can even prove fatal

Understanding how COVID-19 is spread and how control measures work is key to preventing infection from occurring. There are two main ways in which coronavirus can be spread:

- From contaminated surfaces, i.e. when an individual touches the surface with their hands and then touches their eyes, nose or mouth
- From contaminated respiratory droplets released by individuals who are currently infectious. This mainly happens when someone coughs, sneezes or blows their nose but can also occur during normal respiration. Respiratory droplets are not airborne for long and is the reason for the government's emphasis on social distancing involving people not coming within 2 metres of each other

Currently, there are no specific vaccines or treatments for COVID-19. However, there are many ongoing clinical trials evaluating potential treatments throughout the world

Common symptoms include fever (high temperature – feeling hot to touch on your chest or back), a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours and loss or change to your sense of smell (Anosmia) or taste (**Ageusia**) – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

Other symptoms may include fatigue, muscle pain, diarrhoea, sore throat and abdominal pain. The time from exposure to onset of symptoms is typically around five days but may range from two to fourteen days

By protecting the potential routes of entry into the body by social distancing, good personal hygiene practices and cleaning regimes we can effectively minimise any potential for infection, even when working in close proximity to someone who may be infected

There is growing evidence that wearing a face covering in an enclosed space helps protect individuals and those around them from COVID-19. A face covering can be very simple and may be worn in enclosed spaces where social distancing isn't possible or is hard to achieve. It just needs to cover the mouth and nose. It is not the same as a face mask, such as the surgical masks or respirators used by health and care workers. Similarly, face coverings are not the same as the PPE used to manage risks like dust and spray in an industrial context. Supplies of PPE, including face masks, must continue to be reserved for those who need them to protect against risks in their workplace, such as health and care workers, and those in industrial settings like those exposed to dust hazards. Individuals can choose to wear a face covering however, Howard Tenens will not provide these as new legislation demanding the use of face coverings when using public transport and in the retail sector currently excludes workplace locations such as offices and warehouse facilities

**From 5<sup>th</sup> November 2020, Clinically Extremely Vulnerable individuals should now work from home during the period of national restrictions. If they cannot work from home, they should not attend the workplace during the national restrictions which began on 5<sup>th</sup> November 2020**

This Risk Assessment has been reviewed and updated following the updated Government advice document (Working Safely during COVID-19 in offices and contact centres), dtd **5<sup>th</sup> November 2020** and should be used in conjunction with our other two COVID-19 Risk Assessments - RAGEN038 and RAGEN039.

## 2) Risk Ratings

- **Likelihood of Incidence (A):** To work out the likelihood of the incidence occurring, a numerical value (as below) should be used:

5. **Certainty (likely to occur at any moment).**
4. **Very likely (expect to occur once or twice a month).**
3. **Likely (expect to occur once or twice a year).**
2. **Unlikely to occur (would not normally happen).**
1. **Remote (would not occur).**

This figure will be variable, and the aim is to get it to 1, through existing safety and any additional safety controls.

- **Severity of Incidence (B):** To identify the potential severity involved, a numerical value (as below) should be used:

5. **Fatality.**
4. **RIDDOR Reportable injury (Specified Injury / Disease / Dangerous Occurrence).**
3. **Shielding 12 weeks**
2. **Self-Isolating 7 – 14 days**
1. **No lost time**

The severity of the injury is not likely to change, so to all intent and purposes this will normally be fixed.

- **Calculating the Risk (C).** The Risk Rating is worked out by the Likelihood (A) x Severity (B) = Risk Rating.

Likelihood	Severity				
	1	2	3	4	5
1	1	2	3	4	5
2	2	4	6	8	10
3	3	6	9	12	15
4	4	8	12	16	20
5	5	10	15	20	25

- **Determining Actions.**

Risk Rating	Priority	Controls Required
<=2	V. Low	The overall risk of transmission and further spread of COVID-19 is considered 'Very Low'. Maintain current control measures
3 - 5	Low	The overall risk of transmission and spread of COVID-19 is considered 'Low'. Maintain <b>AND</b> review current control measures
>5 - <=11	Medium	The overall risk of transmission and spread of COVID-19 is considered 'Medium'. Review risk mitigation measures and strengthen where possible
>11 - <20	High	The overall risk of transmission and spread of COVID-19 is considered 'High'. Significant efforts to improve mitigation measures or reduce transmission risk are required
>= 20	V. High	The overall risk of transmission and further spread of COVID-19 is considered Very High. Do not proceed until further control measures have been implemented

### 3) Identifying the Hazards and Assessment of Risk

- **Hazard Identification** = Something with the **Potential** to cause harm or injury.

In the table below, identify the hazards present for the task / activity / process that is being performed, **before any control measures** have been implemented and assess their individual risk using the matrix above.

Hazard(s) & Risk	Likelihood (A)	Severity (B)	Rating (A x B)
Exposure from others due to: <ul style="list-style-type: none"> <li>• Living with someone with a confirmed case of COVID-19</li> <li>• Coming into close contact with a confirmed case of COVID-19</li> <li>• Being advised by the NHS that contact with a diagnosed case has occurred</li> </ul>	5	5	25
Suspected COVID-19 case whilst at work	5	5	25
Higher risk groups (refer to Section 4 below)	5	5	25
Ignoring social distancing measures	5	5	25
Business travel / driving for work purposes	4	5	20
Access / egress to site	5	5	25
Poor / low levels of personal hygiene	5	5	25
Skin conditions (Dermatitis)	5	4	20
Poor levels of housekeeping / cleaning	5	5	25
Inadequate welfare facilities	5	5	25
Increased Mental Health issues (Anxiety / Stress etc)	5	5	25
First Aid and Emergency Response	5	5	25
Visitors and Contractual work	5	5	25
Lack of communications / poor education of staff	5	5	25
Deliveries by unknown persons / 3 <sup>rd</sup> parties	5	5	25
Employee error by failure to report incidents, failure to observe social distancing rules, failure to maintain good hand hygiene standards, failure of own duty of care etc. etc.	5	5	25
Wearing PPE incorrectly / not at all or lack of	5	5	25
Musculoskeletal disorders because of using DSE at home	5	4	20
Poor or inadequate levels of workplace ventilation	5	5	25
Increased noise levels and having to raise voices to be heard	5	5	25
Exposure to workplace hazards because not possible to purchase normal PPE	5	5	25
Conducting Drug and Alcohol testing	5	5	25

### 4) Who is at Risk? – Identify who is at risk from the hazard.

<b>At Risk?</b>	<ul style="list-style-type: none"> <li>• Howard Tenens Employees</li> <li>• Agency Workers</li> <li>• Visitors</li> <li>• Contractors (including cleaners)</li> </ul>
<b>Especially at Risk?</b>	<ul style="list-style-type: none"> <li>• <b>Clinically Vulnerable People (moderate risk)</b> – these are individuals who are: <ul style="list-style-type: none"> <li>• Aged 70 or older (regardless of medical conditions)</li> <li>• Under 70 with an underlying health condition listed below (that is, anyone instructed to get a flu jab as an adult each year on medical grounds):</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>• Chronic (long-term) mild to moderate respiratory diseases, such as asthma, chronic obstructive pulmonary disease (COPD), emphysema or bronchitis</li> <li>• Chronic heart disease, such as heart failure</li> <li>• Chronic kidney disease</li> <li>• Chronic liver disease, such as hepatitis</li> <li>• Chronic neurological conditions, such as Parkinson’s disease, motor-neurone disease, multiple sclerosis (MS), or cerebral palsy</li> <li>• Diabetes</li> <li>• Weakened immune system as the result of conditions such as HIV and AIDS, or medicines such as steroid tablets</li> <li>• Being seriously overweight (a body mass index (BMI) of 40 or above)</li> <li>• Pregnant women</li> <li>• <b>Clinically Extremely Vulnerable People (high risk)</b> – these are individuals who fall into the following groups and will have already received a letter informing them of this or would have been told by their GP:             <ul style="list-style-type: none"> <li>• Solid organ transplant recipients</li> <li>• People with specific cancers:                 <ul style="list-style-type: none"> <li>– People with cancer who are undergoing active chemotherapy</li> <li>– People with lung cancer who are undergoing radical radiotherapy</li> <li>– People with cancers of the blood or bone marrow such as leukaemia, lymphoma or myeloma who are at any stage of treatment</li> <li>– People having immunotherapy or other continuing antibody treatments for cancer</li> <li>– People having other targeted cancer treatments which can affect the immune system, such as protein kinase inhibitors or PARP inhibitors</li> <li>– People who have had bone marrow or stem cell transplants in the last 6 months, or who are still taking immunosuppression drugs</li> </ul> </li> <li>• People with severe respiratory conditions including all cystic fibrosis, severe asthma and severe chronic obstructive pulmonary (COPD)</li> <li>• People with rare diseases that significantly increase the risk of infections (such as SCID, homozygous sickle cell)</li> <li>• People on immunosuppression therapies sufficient to significantly increase risk of infection</li> <li>• <b>Adults with Down’s syndrome</b></li> <li>• <b>Adults on dialysis or with chronic kidney disease (stage 5)</b></li> <li>• Pregnant women with significant heart disease, congenital or acquired</li> <li>• <b>Other people who have also been classed as clinically extremely vulnerable, based on clinical judgement and an assessment of their needs. GPs and hospital clinicians have been provided with guidance to support these decisions</b></li> </ul> </li> <li>• <b>Other High-Risk Groups:</b> <ul style="list-style-type: none"> <li>• <b>Over 60 years of age</b></li> <li>• Individuals from a Black, Asian or Minority Ethnicity (BAME) background</li> <li>• Anyone else who physically comes into contact with someone who is infected with COVID-19 in relation to our business</li> <li>• Anyone who lives with someone who is defined as <b>Clinically Extremely Vulnerable</b></li> </ul> </li> </ul>
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**5) Control Measures** – List existing control measures which are already in place.

<b>Current Controls:</b>	<ul style="list-style-type: none"> <li>• Tenens Health and Safety Policy parts 1, 2 and 3</li> <li>• Specific First Aid Policy (HTHSP008), includes various sections on Mental Health</li> <li>• First Aid Employee Summary Polices (HTHSP008a – h)</li> <li>• 2 x other risk assessments on COVID-19 for Warehouse environments (RAGEN038) and Transport Operations (RAGEN039), include various other current controls and additional controls required and, are to be used in conjunction with this Assessment</li> <li>• Current Government and NHS advice (and regular updates)</li> <li>• Specific VDU Policy (HTHSP006), includes section on ‘Home Working’</li> </ul>
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- Specific Incident Management Plan for Pandemics inc. COVID-19 contains specific guidance
- 'Single Point of Contact' (SPoC), has been nominated to lead on reporting to Public Health England
- Where there is more than one confirmed case of COVID-19 associated with our workplace, contact with the local PHE health protection team will be established by the SPoC
- Home Working permitted to those who can work from home
- Home Working Self-Assessment questionnaire (HTHSF180)
- Home Working, e-learning style PowerPoint training package created and released
- Various local (HT) COVID-19 signage created, provided to all sites, and displayed, including:
  - Hand Washing Instructions
  - Site information for visitors / contractors
  - General site information for employees
- Various HT communications (via email), released on a regular basis
- Several employees have been furloughed
- Various Toolbox Talks regarding COVID-19 which include symptoms, hygiene advice, social distancing measures etc. created and released to the business
- Additional cleaning materials purchased by local sites and used
- Additional cleaning of hard surfaces, workstations, door handles etc. conducted daily
- Bottles of alcohol-based hand sanitisers purchased and distributed across the business
- Online surveys sent to all HT employees for their confidential feedback on how they are feeling and on how we are taking the virus
- Employee Assistance Programme available to all employees and their households and provides confidential counselling if required
- HT are reimbursing employees (upon valid receipt) if they have had a Flu Vaccination in 2020
- Daily COVID-19 site updates on self-isolation cases and returns to work
- Several trained Mental Health First Aiders across the business
- Dedicated email address for individuals to report confidentially any Mental Health concerns they may have at [Occ.health@tenens.com](mailto:Occ.health@tenens.com)
- Various Mental Health information / advice sent to all employees (via email)
- Job / shift rotation to reduce number of persons in one area at any one time
- No pedestrian lifts in HTLL operational areas (at time of writing)
- No showers installed in HTLL operational areas (at time of writing)
- Physical searches of employees are not conducted as standard practice (at time of writing)
- Mental Health information / advice sent to all employees (via email)
- Workers who are unwell with symptoms of COVID-19 are instructed to self-isolate in accordance with Government guidance (between 7 (10 days from 30<sup>th</sup> July 2020) and 14 days)
- It has been agreed by Senior Management / Board level, at the on-set of the pandemic, that temperature monitoring of individuals will not form part of our (HT) risk based approach to controlling the virus, due to the potential for inaccurate readings being taken (it is not an exact science)
- Workers in the **Clinically Extremely Vulnerable** group are instructed to 'shield' themselves in accordance with Government guidelines and national restrictions
- Workers who have identified themselves as being in the **Clinically Vulnerable** group who are at higher risk of severe illness e.g. people with some pre-existing conditions, (see definitions in section 4 above), have been asked to take extra care in observing social distancing and where applicable, are working from home, either in their current role or in an alternative role
- Back to back or side by side working instigated for pack bench areas
- SSoWGEN028 (instant 6 in 1 drug testing) and SSoWGEN029 (Breathalyser) updated to include guidance on conducting these during COVID-19
- FFP2 face masks (PPE) provided for First Aider use and casualties only, if treatment is required and for those employees who have been trained to undertake alcohol breathalyser tests
- Government advice states, in an emergency, e.g. an accident, fire or break-in, people do not have to social distance, if it would be unsafe
- Government guidance (originally dtd 11<sup>th</sup> May 2020 and subsequently updated), continues to state, "where you are already using PPE in your work activity to protect against **non-COVID-19** risks, you should continue to do so"
- Government guidance (originally dtd 11<sup>th</sup> May 2020 and subsequently updated), continues to state, "when managing the risk of COVID-19, additional PPE beyond what you usually wear is

	<p><b>not</b> beneficial. This is because COVID-19 is a different type of risk to the risks you normally face in a workplace, and needs to be managed through social distancing, hygiene and fixed teams or partnering, not through the use of PPE". "Workplaces should not encourage the precautionary use of extra PPE to protect against COVID-19 outside clinical settings or when responding to a suspected or confirmed case of COVID-19". Therefore, the role of face masks (PPE) in providing additional protection is extremely limited and is currently not a requirement within the business at time of writing, this will however, be reviewed if / when Government advice is updated or changes</p> <ul style="list-style-type: none"> <li>• Those returning from affected regions or those concerned that they have come into contact with those displaying symptoms should call 111 (NHS England) for further medical advice, which may include / result in self-containment for a minimum of 14 days. For individuals displaying symptoms, reduce potential spread by leaving the workplace and return home immediately</li> <li>• Individuals are constantly reminded not to touch eyes, mouth or nose with unwashed hands, particularly after coughing or sneezing. Hands should be washed with adequate soap and water for 20 seconds (and dried), or use hand sanitiser if soap and water is not readily available</li> </ul>
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### 6) Additional Control Measures / Actions Required

- In addition to maintaining the above existing control measures (section 5), the following is also required to ensure that the risk is controlled as far as is reasonably practicable.
- Place a tick in column 1 when the below additional controls / actions have been completed. If it is not applicable, note 'N/A' accordingly. The priority column (column 3) assesses how quick the actions that are required should be completed to reduce the risk rating to as low as practically possible.

Tick	Additional controls / actions required	Priority
	Identify any office-based employee who can work from home, and where this is possible, it should be adopted	V. High
	Where office and administration-based staff have identified themselves as ' <b>Clinically Vulnerable</b> ' individuals, ensure they are provided with additional information on observing social distancing guidelines and if practicable, are permitted to work from home	V. High
	If <b>Clinically Vulnerable</b> (but not <b>Extremely Clinically Vulnerable</b> ) individuals cannot work from home, they are to be offered the option of the safest available on-site role, enabling them to social distance (2m or 1m + away from others with risk mitigation). If this is not achievable, they should work from home, in accordance with Government guidance	V. High
	<b>Ensure Clinically Extremely Vulnerable individuals work from home during the period of national restrictions. If they cannot work from home, they should not attend the workplace during the national restrictions which began on 5<sup>th</sup> November 2020</b>	V. High
	<b>Ensure all members of site management teams do not knowingly require or encourage someone who is being required to self-isolate to come to work</b>	V. High
	Where the social distancing guidelines cannot be followed in full, in relation to any activity, consider whether that activity can be redesigned to maintain a 2m distance or 1m with risk mitigations where 2m is not viable. Mitigating actions <b>must</b> include: <ul style="list-style-type: none"> <li>• Increasing the frequency of hand washing and surface cleaning in activity area <b>AND</b></li> <li>• Keeping the activity time involved as short as possible <b>AND</b></li> <li>• Using screens or barriers to separate people from each other <b>AND</b></li> <li>• Using back-to-back or side-to-side working (rather than face-to-face) whenever possible <b>AND</b></li> <li>• 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)</li> </ul>	V. High
	Where social distancing guidelines cannot be followed in full, even though redesigning a particular activity, DM's must consider on whether a certain activity needs to continue for the site (and business) to operate, and if so, take all the mitigating actions possible to reduce the risk of transmission between our staff. DM's are to put in writing what mitigating actions they are introducing and email this confirmation to HTLL Managing Director and the National HSEQ Manager for approval prior to the activity beginning / continuing	V. High

	Develop a process of keeping in touch with off-site workers on their working arrangements including their welfare, mental and physical health and personal security	V. High
	Contact employees (via phone / email etc.), who are self-isolating or have tested positive for COVID-19, on a <b>regular</b> basis during their self-isolation period, to ensure their mental health and wellbeing is not adversely being affected	V. High
	Minimise non-essential business travel, ensure meetings are held via phone, MS Teams, Skype or other remote solutions etc.	V. High
	Ensure adequate supplies of hand / liquid soap is available in <b>all</b> washroom and kitchen areas and re-filled as and when required frequently	V. High
	Ensure extra supplies of soap, hand sanitiser and paper towels have been procured <b>AND</b> that these are securely stored when not in use	V. High
	Ensure a suitable means to dry hands is available (paper towels or hand dryer etc.)	V. High
	Ensure suitable waste disposal receptacles have been provided in <b>all</b> areas, where hand drying using paper towels takes place, these should be open-topped or operated by a foot mechanism	V. High
	Ensure alcohol-based hand gel sanitisers (min 70% alcohol), are located in areas where hand washing facilities are not readily available, <b>throughout the premises</b>	V. High
	Ensure alcohol-based hand gel sanitiser (min 70% alcohol) and dispensers, are located at the main visitor reception area <b>AND</b> where visitors are required to use a writing implement to sign in / out of the premises	V. High
	Ensure an adequate supply of hand emollient creams are purchased and located in <b>all</b> washrooms and kitchen areas For more information, visit <a href="https://www.nhs.uk/conditions/emollients/">https://www.nhs.uk/conditions/emollients/</a>	V. High
	Review and reconfigure shift patterns by staggering start and finish times to reduce the number of workers on site at any one time	V. High
	<p>Review and reconfigure <b>all</b> office layouts so workstations are maintained at 2m (<b>or greater</b>), to comply with social distancing guidelines (2m, or 1m with risk mitigation where 2m is not viable, is acceptable), by adopting the following:</p> <ul style="list-style-type: none"> <li>• Increase gaps between desks to allow people to work further apart, <b>AND / OR</b></li> <li>• Leave every other desk empty (and signing as such), to allow people to work further apart <b>AND</b></li> <li>• Install suitable screen dividers / barriers between workstations <b>AND</b></li> <li>• Arrange workstations so people are working side by side or facing away from each other to separate them further</li> </ul> <p>Only where it is <b>not</b> possible to move workstations further apart, <b>all</b> the following must be adopted:</p> <ul style="list-style-type: none"> <li>• Assign workstations to individuals, if they need to be shared, they should be shared by the smallest possible number of people <b>AND</b></li> <li>• Remove any excess seating <b>AND</b></li> <li>• <b>Wherever possible</b>, remove the use of 'hot desks' <b>AND</b></li> <li>• Provide suitable additional cleaning materials and use between shared users <b>AND</b></li> <li>• <b>Users to clean workstations at the beginning or the end of their working day AND</b></li> <li>• Manage occupancy levels (alternative days in work) <b>AND</b></li> <li>• Use floor tape (or other suitable alternative) to mark areas to comply with social distancing</li> </ul>	V. High
	<p>Review and reconfigure seating and tables inside canteens / rest areas to maintain social distancing and reduce face-to-face interactions by:</p> <ul style="list-style-type: none"> <li>• Remove excess loose seating <b>AND</b></li> <li>• Ensuring tables are set at a minimum of 2 metres apart <b>AND</b></li> <li>• Remove three out of four fixed table seats, so only one is left per table <b>AND</b></li> <li>• Set up seating and tables so persons can sit back to back and diagonally from each other</li> </ul>	V. High
	Where installed, review and reconfigure driver windows / hatches to maintain social distancing measures by:	V. High



	<ul style="list-style-type: none"> <li>Installing Perspex (or similar) panel(s) with a small 'letterbox' opening at the bottom to pass paperwork through. Examples can be found at the following website <a href="https://www.tradeshopdirect.co.uk/social-distancing-screens">https://www.tradeshopdirect.co.uk/social-distancing-screens</a> <b>AND</b></li> <li>Displaying suitable COVID-19 signage on social distancing and hand washing <b>OR</b></li> <li>Place a physical barrier which creates a minimum 2m distance between a driver / admin employee e.g. a fixed desk, where there is no obvious way for 2 people (or more) to physically interact <b>AND</b></li> <li>Displaying suitable COVID-19 signage on social distancing and hand washing</li> </ul>	
	Review and reconfigure (if required), car parking arrangements so social distancing can be maintained <b>AND</b> display adequate social distancing signage as reminders	V. High
	Stagger break times to reduce congestion and personal contact in canteen / welfare areas	V. High
	Increase break regularity to allow individuals to wash their hands more frequently	V. High
	<p>Where there is the potential for more than 1 person to gather inside washrooms, the following should be implemented:</p> <ul style="list-style-type: none"> <li>Place a suitable lock on the inside of the outer washroom door, so only 1 person can use the facility at any one time <b>AND</b></li> <li>Include an "occupied" sign or sliding indicator on the outer door</li> </ul>	V. High
	In larger washroom areas (where more than 1 urinal, hand basins or toilets are located), cordon off every other urinal and hand basin to provide adequate social distancing space between users, by means of suitable tape, blanking board or other suitable equivalent	V. High
	Ensure minimal occupancy of kitchen / coffee areas by displaying social distancing signage on the entrance	V. High
	<p>Ensure an adequate supply of 'in house' cleaning products are available (and used), in particular the following:</p> <ul style="list-style-type: none"> <li>Surface / disinfectant wipes</li> <li>Disposable cloths</li> <li>Sanitising spray (in accordance with our COSHH policy)</li> </ul>	V. High
	<p>Enhance cleaning regimes daily with your cleaning provider for <b>all</b> areas of the site, paying particular attention to:</p> <ul style="list-style-type: none"> <li>Toilet facilities – door handles, taps, locks, light switches, flushing systems and seats</li> <li>Canteen / rest areas – door handles, tables, chairs, hard surfaces, light switches, vending machines</li> <li>Offices – computer keyboards, telephones, desks, light switches, door handles, printers</li> <li>Kitchens – door handles, drawer handles, switches, hard surfaces, taps</li> <li>Communal areas – handrails on staircases, light switches</li> <li>All other common touch points</li> </ul>	V. High
	Disable the use of any keypad entry code systems (eliminating the need for touch), and replace with a swipe card entry if, security is still a requirement. Alternatively, where this is not possible, additional hand sanitiser <b>must</b> be provided in the immediate vicinity and the keypad system cleaned on a frequent basis throughout the day	V. High
	Ensure all trained First Aiders are provided with a copy of HTHSF185 – COVID-19 Guidance for First Aiders	V. High
	Ensure the latest version of HTHSF185 is placed inside each First Aid kit for First Aider reference	High
	Ensure all departments keep temporary records of all their staff shift patterns for a minimum of 21 days, this will assist NHS Test and Trace with requests for that data if needed	High
	Ensure all previously trained persons on SSoWGEN028 are re-trained using version 2 of the same, within the last 2 weeks	High
	Ensure all previously trained persons on SSoWGEN029 are re-trained using version 2 of the same, within the last 2 weeks	High

	Ensure <b>all</b> Home Workers thoroughly complete HTHSF180 – Home Working Self-Assessment paperwork	High
	Ensure <b>all</b> Home Workers, have completed the e-learning style PowerPoint training package and answered all questions on HTHSTRG035 within the last 2 months	High
	<p>Increase ventilation in all office areas where air-con units are <b>not</b> installed by adopting the following:</p> <ul style="list-style-type: none"> <li>• Opening windows <b>AND</b></li> <li>• Purchasing (and using) portable fans, at higher speeds <b>AND</b></li> <li>• Wedge open, <b>all</b> internal non-fire doors, (this also eliminates the use of common touch points) <b>AND</b></li> <li>• Operate any ventilation systems whenever people are in a building</li> </ul>	High
	Install 'Dorgard fire door retainers', on all internal fire doors to eliminate the use of door handles. Further info at <a href="https://www.safelincs.co.uk/dorgard-fire-door-retainers/">https://www.safelincs.co.uk/dorgard-fire-door-retainers/</a>	High
	If 2 separate entrances / exits lead to one area (internally or externally), review current access / egress arrangements and adopt a one-way system for pedestrians wherever practicable	High
	<p>Ensure an adequate supply of the following PPE, for First Aider (and casualty) use:</p> <ul style="list-style-type: none"> <li>• Type FFP2 face masks</li> <li>• Disposable, sterile, nitrile gloves</li> <li>• Disposable Polyethylene / plastic apron</li> <li>• Face visor / shield</li> <li>• Clinical waste bags</li> </ul>	High
	<p>Ensure <b>contaminated</b> waste PPE (disposable gloves, <b>disposable aprons</b>, <b>used</b> face masks etc.), and which also includes, cloths, <b>wipes, mop heads</b>, tissues etc. used for cleaning surfaces <b>in a setting where individual as shown symptoms of or tests positive for COVID-19</b>, are disposed of as follows:</p> <ul style="list-style-type: none"> <li>• Put waste in a plastic rubbish bag and tie when full</li> <li>• The plastic bag should then be placed in a second bin bag and tied</li> <li>• It should be put in a suitable and secure place and marked for safe storage</li> <li>• Waste should be stored safely for <b>at least 72 hours</b>, after which it can be disposed of as general waste (or suitably disposed of as <i>clinical waste</i>)</li> </ul>	High
	In common areas (visitor receptions etc.) ensure controls are in place to enable social distancing whilst waiting to be seen i.e. cordon seats which prevents persons from sitting side by side or within 2m of each other	High
	<b>Work collaboratively with other tenants in multi-tenant sites / buildings to ensure consistency across common / shared areas, e.g. smoking areas / reception / welfare / staircases etc.</b>	High
	<b>Appoint 2 or more 'COVID Marshalls' (depending on the number of persons on site and shift patterns), who will actively monitor compliance with this Risk Assessment</b>	High
	Ensure all appointed 'COVID Marshalls' are provided with a copy of HTHSF198 (COVID Marshall Responsibilities Sign Off), print their name, sign and date it	High
	Ensure all HT employees have been given information on our 'Employee Assistance Programme' and how to access it	Med
	Ensure Toolbox Talks (TBT050, 051, 054, <b>055 &amp; 056</b> ) have been delivered to <b>all</b> employees, including agency staff were applicable, within the last 2 months	Med
	<p>Ensure the following 'local HT' created signs are printed in colour, laminated and displayed in the following areas:</p> <ul style="list-style-type: none"> <li>• 'COVID-19 Just Hands' – in <b>all</b> washroom and kitchen areas</li> <li>• 'COVID-19 Hand Cleaning Instructions' – in <b>all</b> washroom and kitchen areas</li> <li>• 'COVID-19 Site Safety' – in <b>all</b> reception / main visitor areas / meeting rooms</li> <li>• 'COVID-19 No Admittance' – in <b>all</b> reception / main visitor areas</li> <li>• 'COVID-19 No more than 2 persons' – in smoking areas</li> <li>• 'COVID-19 Keep 2m Apart' – in break areas, kitchens, <b>all</b> entrance areas and throughout the site</li> </ul>	Med

	<ul style="list-style-type: none"> <li>• 'COVID-19 General Site Safety' – throughout the site</li> <li>• 'COVID-19 2020 Message' – throughout the site</li> <li>• 'COVID-19 Good Washing Regime' – throughout the site and in <b>all</b> washrooms</li> <li>• 'Staying COVID-19 Secure in 2020 V2' – <b>all</b> noticeboards</li> </ul>	
	Reduce the number of persons attending site inductions / training to a <b>maximum</b> of 6 (depending on social distancing rules), and consider holding outdoors, if safe and practical to do so	Med
	Reduce frequency of site deliveries by ordering larger quantities less often	Med
	Review and reconfigure site delivery and collection drop-off points, considering social distancing requirements i.e. additional signage and floor markings	Med
	Ensure a <b>minimum</b> of 2 x trained Mental Health First Aiders are available on site between the hours of 0800 – 1700hrs, Monday to Friday (once courses become available)	Med
	Ensure the current 'Staying COVID-19 Secure in 2020' poster, has been printed off (in colour), countersigned by the site Senior Manager (DM or equivalent), <b>AND</b> displayed on your H&S Noticeboard, <b>in the main reception area AND in other conspicuous locations around site</b>	Med
	Print off, laminate, display and bring to the attention of all business-critical, non-HT visitors and contractors upon their arrival HTHSF190	Med
	<b>Upon receipt of 'COVID Marshall' high visibility vests (Yellow / Light Blue), ensure your appointed COVID Marshall(s) are provided with them</b>	Med
	<b>Ensure all HT employees have been briefed on Flu Vaccinations and claiming the cost back (upon proof of receipt), in accordance with the email dtd 12<sup>th</sup> October 2020 @ 1731hrs</b>	Med
	<b>Discuss the findings and implementation of all COVID Risk Assessments and cases on your local monthly HSE meetings, as an agenda item using the latest version of HTHSF003 form</b>	Med
	Ensure any new Toolbox Talks on COVID-19 which are released following this RA, are communicated to all employees accordingly	Low
	Ensure your training matrix is updated accordingly on a frequent basis	Low
<b>Tick</b>	<b>Behavioural / Management Checks</b>	<b>Priority</b>
	<b>Ensure a Single Point of Contact has been identified on site to report all self-isolation and confirmed positive cases to the National HSEQ Manager (or his representative), by 1030hrs daily which, also include 'nil' reports</b>	V. High
	<b>Ensure the Single Point of Contact, reports all incidents of anyone who has been contracted by NHS Track and Trace to the National HSEQ Manager (or his representative), as soon as physically possible</b>	V. High
	<b>Ensure any employee (HT or agency), who returns off holiday, from a country on the UK Government quarantine list, does not return to the workplace for a period of 14 days, from date of entry into the UK port (or as advised by the latest Government guidance)</b>	V. High
	Ensure all additional control measures required in RAGEN034 (Stress Management), have been actioned and signed off accordingly	V. High
	<b>Ensure all office / admin-based employees, read through this COVID Risk Assessment, and sign off (section 12), to prove they have done so and their understanding of the subject</b>	V. High
	<b>Ensure all <u>new</u> employees, read through this COVID Risk Assessment, and sign off (section 12), to prove they have done so and their understanding of the subject</b>	V. High
	Ensure any worker who has symptoms of COVID-19 (a high temperature, new and persistent cough or anosmia) however mild, self-isolate for at least 10 days from when the symptoms started. Workers who have tested positive for COVID-19 should self-isolate for at least 10 days starting from the day the test was taken. Where a worker has tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, they should restart the 10-day isolation period from the day the symptoms developed.	V. High

Stop all non-business critical visitors attending site, and where possible carry out meetings using technology instead	V. High
Where non-HT business critical visitors and contractors intend to visit site, ensure the COVID-19 Screening Questionnaire (HTHSF184) has been completed, <b>PRIOR</b> to their visit <b>AND</b> findings acted upon	V. High
Ensure all employee personal details and emergency contact numbers are up to date	V. High
Remind employees daily (pre shift briefs), of the importance of social distancing both in the workplace and outside	V. High
Wherever possible, ensure technology (Teams / Zoom), etc. is used for meetings, instead of face to face, to maintain social distancing	V. High
Where local 'face to face' meetings cannot be avoided and are absolutely necessary, ensure those physically attend meetings maintain social distancing guidelines (2m, or 1m with risk mitigation where 2m is not viable, is acceptable). All the following must be adopted: <ul style="list-style-type: none"> <li>• Avoiding transmission during meetings, for example, avoiding sharing pens, documents and other objects <b>AND</b></li> <li>• Providing hand sanitiser in meeting rooms <b>AND</b></li> <li>• Holding meetings outdoors or in well-ventilated rooms whenever possible <b>AND</b></li> <li>• For areas where regular meetings take place, using floor signage to help people maintain social distancing</li> </ul>	V. High
Monitor smoking areas to ensure a <b>maximum</b> of 2 persons only use at any one time	V. High
Where practicable, consider rotating working days or weeks in office environments to reduce congestion	V. High
Ensure, as far as practicable, where staff are split into teams, that these are fixed (cohorting), so that where contact is unavoidable, this happens between the same individuals	V. High
Ensure computer workstations are assigned to one individual and not shared. Where sharing occurs, keep this to the smallest number of persons possible and label the names of who is permitted to use it	V. High
Upon the return to work of <b>all</b> persons that have either been isolating or furloughed, ensure that Toolbox Talk (TBT050), on Social Distancing is completed	V. High
Ensure anyone returning to the workplace after a period of absence due to COVID-19 (shield, home working, self-isolation etc.), are provided with HTHSF188 – returning to work Q&A	V. High
Ensure anyone returning back to the workplace after a period of absence due to COVID-19, sign HTHSF189 – returning to work confirmation document	V. High
Ensure a phased return to work is adopted (and recorded), for anyone returning to work, after a period of absence of 1 month or longer	V. High
Ensure background noise levels are kept to a minimum to avoid the requirement to raise voices which makes normal conversation difficult i.e. if you must raise your voice to be heard, background noise is far too loud	V. High
Ensure handheld scanners, phones, 2-way radios, electronic devices etc. which are shared, that a suitable cleaning regime is adopted between users	V. High
Ensure RAGEN038 & RAGEN039 have been actioned in full, signed off by all applicable persons and communicated to all applicable employees	High
Ensure installed air-con units are serviced and maintained in accordance with manufacturer's instructions <b>AND</b> increase the frequency of cleaning / filter changing	High
Monitor occupancy levels of work areas to enable social distancing to be achieved <b>and reduce the potential of face to face interaction</b>	High
Monitor the well-being of people who are working from home and helping them stay connected to the rest of the workforce, especially if the majority of their colleagues are on-site	High
Remove <b>excess</b> crockery and cutlery from site and request staff bring in <b>AND</b> use their own	High

	Request staff bring pre-prepared meals and re-fillable drinking vessels from their homes	High
	Request staff to stay on site during break times and not use local shops	High
	Review (and where required increase), current personal storage lockers for workers clothes and bags	High
	Encourage workers to use storage lockers for personal items and bags	High
	<p>Whilst there is currently very little evidence that vaping increases the risk of catching COVID-19, vaping (like smoking), does involve repetitive hand-to-face movements, which provide greater risk of a route of entry into the body for viruses. To reduce the risk of contact with COVID-19, inform smokers and vapors to:</p> <ul style="list-style-type: none"> <li>• Wash their hands more frequently than usual, for 20 seconds, with soap and water (or use hand sanitiser if soap is not available)</li> <li>• Clean their e-cigarette regularly</li> </ul>	High
	<b>Ensure crockery and cutlery are cleaned daily (minimum) using a dishwasher and <u>NOT</u> in sinks</b>	Med
	Ensure Toolbox Talks (TBT032 – Stress Awareness, TBT039 – Personal Hygiene & TBT042 – Mental Health), have been attended by <b>all</b> employees within the last 12 months	Med
	Where Risk Assessment identifies the wearing of protective gloves, as a task requirement, ensure an adequate supply of these are provided	Med
	Review any existing New and Expectant Mother Risk Assessments	Med
	Restrict non-business deliveries to site i.e. personal delivers for workers	Med
	<p>Support any employee if they choose to wear a face covering. This means telling workers:</p> <ul style="list-style-type: none"> <li>• Wash their hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and before and after removing it</li> <li>• When wearing a face covering, to avoid touching their face or face covering, as they could contaminate them with germs from their hands</li> <li>• Changing their face covering if it becomes damp or if they have touched it</li> <li>• Continue to wash their hands regularly</li> <li>• Change and wash their face covering daily</li> <li>• If the material is washable, wash in line with manufacturer's instructions. If it's not washable, dispose of it carefully in their usual waste at their own premises</li> <li>• Practise social distancing wherever possible</li> </ul>	Med
	Encourage employees to walk or cycle to work (if feasible)	Med
	Prior to anyone staying away from their home overnight in hotels etc. ensure any overnight accommodation meets social distancing guidelines and record where they stay	Med
	Remind staff that the wearing of gloves is not a substitute for a good hand washing regime (pre-shift talks and signage)	Low
	Reinforcement of disciplinary procedures for failure to adhere to social distancing measures	Low
	Ensure all completed HTHSF184 forms are stored in accordance with current GDPR rules	Low



**7) Revised Risk Assessment Rating** – Copy the hazard list from section 3 above into the table below.

- Revise the risk rating for each hazard once the above additional controls / actions have been implemented.

Hazard(s) & Risk	Likelihood (A)	Severity (B)	Rating (A x B)
Exposure from others due to: <ul style="list-style-type: none"> <li>• Living with someone with a confirmed case of COVID-19</li> <li>• Coming into close contact with a confirmed case of COVID-19</li> <li>• Being advised by the NHS that contact with a diagnosed case has occurred</li> </ul>	2	5	10
Suspected COVID-19 case whilst at work	2	5	10
Higher risk groups (refer to Section 4 above)	2	5	10
Ignoring social distancing measures	1	5	5
Business travel / driving for work purposes	1	5	5
Access / egress to site	1	5	5
Poor / low levels of personal hygiene	2	5	10
Skin conditions (Dermatitis)	2	4	8
Poor levels of housekeeping / cleaning	1	5	5
Inadequate welfare facilities	1	5	5
Increased Mental Health issues (Anxiety / Stress etc)	2	5	10
First Aid and Emergency Response	1	5	5
Visitors and Contractual work	1	5	5
Lack of communications / poor education of staff	1	5	5
Deliveries by unknown persons / 3 <sup>rd</sup> parties	2	5	10
Employee error by failure to report incidents, failure to observe social distancing rules, failure to maintain good hand hygiene standards, failure of own duty of care etc. etc.	2	5	10
Wearing PPE incorrectly / not at all or lack of	2	5	10
Musculoskeletal disorders because of using DSE at home	2	4	8
Poor or inadequate levels of workplace ventilation	1	5	5
Increased noise levels and having to raise voices to be heard	2	5	10
Exposure to workplace hazards because not possible to purchase normal PPE	1	5	5
Conducting Drug and Alcohol testing	1	5	5



**8) Site Management Review**

*"I confirm that I have reviewed this **updated** risk assessment, made it site specific (where necessary) and fully implemented the additional control measures as detailed in section 6 above"*

<b>Name</b>	insert name	<b>Name</b>	insert name
<b>Appointment</b>	insert appointment	<b>Appointment</b>	insert appointment
<b>Date</b>	insert date	<b>Date</b>	insert date
<b>Signature</b>	insert signature	<b>Signature</b>	insert signature
<b>Name</b>	insert name	<b>Name</b>	insert name
<b>Appointment</b>	insert appointment	<b>Appointment</b>	insert appointment
<b>Date</b>	insert date	<b>Date</b>	insert date
<b>Signature</b>	insert signature	<b>Signature</b>	insert signature

- Comments may be entered in the box below

insert any comments

**9) Confirmation and Review by Divisional Manager**

*"I confirm that the above **updated** additional controls have been actioned and that existing controls will be monitored to ensure they remain current and effective"*

<b>Signature</b>	insert signature	<b>Name</b>	insert name	<b>Date</b>	insert date
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- Comments may be entered in the box below

insert any comments

**10) Review by Representative of Employee Safety (RoES)**

*"I confirm that the above additional controls have been actioned and have discussed the findings of this **updated** Risk Assessment with my site Management team"*

<b>Signature</b>	insert signature	<b>Name</b>	insert name	<b>Date</b>	insert date
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- Comments may be entered in the box below

insert any comments

**11) Summary and Definitions**

<b>Summary</b>	
<p>National and local Health &amp; Safety committees continue to keep under review the measures for Health and Safety at Work and it is considered that these forums work well            Specific Risk Assessments are conducted where required per site</p> <p>This Risk Assessment has been updated following updates to Government guidance <b>dtd 5<sup>th</sup> November 2020</b></p>	
<b>Definitions</b>	
<b>Hazard</b>	Something with the potential to cause harm
<b>Risk</b>	Likelihood that harm may occur from the hazard
<b>Hazard Assessment</b>	This is the risk to persons, property, equipment etc. of hazards that have been identified before any existing controls and additional control measures have been implemented
<b>Existing Control Measures</b>	Existing controls in place to protect against the hazard(s). It is noted that some control measures may apply to several hazards hence control measures are all listed together collectively i.e. information, instruction and training may apply to numerous hazards
<b>Additional Controls / Actions</b>	Column 1 to be ticked by the Departmental / Operations / Warehouse (etc.) Manager once the additional controls / actions required / behavioural checks etc. have been implemented (review of risk assessment may be required)
<b>Revised Risk Rating</b>	Revised risk once additional controls / actions required / behavioural checks have been actioned and implemented. This should be lower than the original risk rating in section 3
<b>Site Management Review</b>	Name, Appointment, Date and Signature of Manager(s) who has been allocated responsibility by the Divisional Manager to ensure additional controls have been actioned and existing controls are maintained, along with any applicable comments
<b>Divisional Manager Responsible</b>	Name, Signature, Date and authority of the Divisional Manager responsible for the site, along with and applicable comments
<b>RoES Review</b>	RoES Review Name, Signature and Date of the Representative of Employee Safety for the depot, along with and applicable comments



**12) Sign off and Acknowledgement – All Management, Admin and Office-Based Employees**

I confirm that I have read and understood the contents in this Risk Assessment (items highlighted in YELLOW), and all previous COVID-19 Risk Assessments. I also confirm that if I fall into any of the 'Especially at Risk' categories highlighted above in section 4, that it has been brought to the attention of my line management team

NOTE - Social distancing, washing your hands regularly for a minimum of 20 seconds, good respiratory hygiene (using and disposing of tissues), cleaning surfaces and keeping indoor spaces well ventilated, are the most important ways to reduce the spread of COVID-19

Anything I did not understand in this Risk Assessment, has been explained to my satisfaction

I agree to follow this Risk Assessment and understand that any control procedures are provided for my safety and the safety of others to prevent the spread of COVID-19 throughout the workplace

Table with 6 columns: Name (Print), Signature, Date, Name (Print), Signature, Date. The table contains multiple empty rows for signature collection.