Howard Tenens Logistics

Howard Tenens Property

COVID RISK ASSESSMENT	RA GEN 037

Site:	All applicable Howard Tenens sites	SSoW Ref – if applicable
		N/A

Release Date:	6th Dec 2021	Review due:	as required	Version No:	5

Current Risk Assessment Details			
Updated by:	Chris Coulson – National HSEQ Manager	Date:	29th November 2021
Reviewed by:	Jamie Hartles – CEO (HTLL) Karl Hodgkinson – Managing Director (HTLL) Dan Morris – Deputy Chairman (HT Property) Jason Moscrop – Operations Director Matt Davies – Commercial Director Samantha Phillips – Head of Resources	Date:	29th Nov – 6th Dec 2021
Approved by:	Members who attended (or were invited to attend), the National HSE Committee meeting dtd 13th October 2021 via MS Teams and at Andover	Date:	29th Nov – 6th Dec 2021

Original Risk Assessment Details			
Created by:	Chris Coulson – National HSEQ Manager	Date:	12th May 2020
Reviewed by:	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	Date:	12th - 19th May 2020
Approved by:	Members who attended (or were invited to attend), the National HSE Committee meeting dtd 20th Feb 2020 at Sharpness	Date:	19th – 26th May 2020

Release and Previous Review Dates					
Original Release	27th May 2020	1st Review	17th Aug 2020	2nd Review	17th Nov 2020	3rd Review	7th April 2021

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 266 million people have been infected, and more than 5.26 million deaths have been recorded - including over 10.5 million cases and 146,054 deaths in the UK (as of 6th Dec 2021)

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

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 1st April 2021, **Clinically Extremely Vulnerable** individuals, no longer are advised to shield however, everyone in this group are still advised to continue to work from home where possible, but if they cannot work from home, they should now attend the workplace

From 16 August 2021, the Government amended the rules that were in place to ensure that people who are fully vaccinated or are under the age of 18 years, do not need to self-isolate after being in contact with somebody who tests positive for COVID-19. However, from 30th November 2021, individuals who have come into contact with someone who may have been infected with the Omicron variant will need to self-isolate regardless, for 10 days. It is still expected that anyone with COVID-19 symptoms is to self-isolate and take a Polymerase Chain Reaction (PCR) test. The legal requirement to self-isolate for 10 days if an individual tests positive for COVID-19 remains in place in order to prevent those who are infected from mixing in the community and passing on the virus

This Risk Assessment has been reviewed and updated following the updated Government advice document (Working Safely during COVID-19 in office, factories, and laboratories), dtd 3rd December 2021 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.

<table>
<tr><th rowspan="2" colspan="2"></th><th colspan="5">Severity</th></tr>
<tr><th>1</th><th>2</th><th>3</th><th>4</th><th>5</th></tr>
<tr><th rowspan="5">Likelihood</th><th>1</th><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr>
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- **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 **AND** 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 were 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: • Living with someone with a confirmed case of COVID-19 • Coming into close contact with a confirmed case of COVID-19 • Being advised by the NHS that contact with a diagnosed case has occurred	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 / 3rd 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.

At Risk?	• Howard Tenens Employees • Agency Workers • Visitors • Contractors (including cleaners)
Especially at Risk?	• **High Risk Groups:** You're considered at high risk from COVID-19 if: • your doctor or specialist advises you're at high risk due to a condition or treatment • you're having targeted cancer treatments that can affect the immune system (such as protein kinase inhibitors or PARP inhibitors)

- you have blood or bone marrow cancer (such as leukaemia, lymphoma, or myeloma)
- you've had a bone marrow or stem cell transplant in the past 6 months, or are still taking immunosuppressant medicine
- you've been told by a doctor you have a severe lung condition (such as cystic fibrosis, severe asthma, or severe COPD)
- you have a condition that means you have a very high risk of getting infections (such as SCID or sickle cell)
- you're taking medicine that makes you much more likely to get infections (such as high doses of steroids or immunosuppressant medicine)
- you have a serious heart condition and are pregnant
- you have a problem with your spleen, or your spleen has been removed (splenectomy)
- you're an adult with Down's syndrome
- you're an adult who is having dialysis or has severe (stage 5) long-term kidney disease

> NOTE – the above list may not include everyone who is at high risk from COVID-19 and may change as we learn more about the virus

- **Other High-Risk Groups**:
  - over 60 years of age
  - individuals from a Black, Asian or Minority Ethnicity (BAME) background
  - anyone else who physically comes into contact with someone who is infected with COVID-19 in relation to our business
  - anyone who has not been fully vaccinated

5) Control Measures – List existing control measures which are already in place.

Current Controls:	- Tenens Health and Safety Policy parts 1, 2 and 3 - Specific First Aid Policy (HTHSP008), includes various sections on Mental Health - First Aid Employee Summary Polices (HTHSP008a – h) 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 - Current Government and NHS advice (and regular updates) - Specific VDU Policy (HTHSP006), includes section on 'Home Working' - 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 are 5 or more confirmed cases of COVID-19 associated with our workplace within a 14-day period, 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 - Employees have been previously 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 have reimbursed employees (upon valid receipt), if they have had a Flu Vaccination in 2020 and have offered the same again in 2021
- 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 or WeCare@tenens.com
- Various Mental Health information / advice sent to all employees (via email)
- Appointed COVID Marshalls on all sites who have received specific training on their role / responsibilities
- 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 the latest Government guidance and advice
- 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)
- National roll-out of COVID vaccine across the U.K. population, taking into account **Clinically Extremely Vulnerable** persons, as a priority
- Those previously considered as **Clinically Extremely Vulnerable** individuals, are no longer advised to shield but, should continue to follow the same guidance on staying safe and, preventing the spread of COVID-19
- Workers who have identified themselves as being in the **High-Risk** group e.g. people with some pre-existing conditions, (see definitions in section 4 above), are no longer required to shield and are to follow the same advice as everyone else
- 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 11th 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"
- It has been discussed and agreed at senior management / board level that the use of 'Lateral Flow' testing kits will not be used on sites across the business. This will be reviewed on a regular basis
- Government guidance (originally dtd 11th May 2020 and subsequently updated), continues to state, "when managing the risk of COVID-19, additional PPE beyond what you usually wear is **not** 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

- 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 10 days. For individuals displaying symptoms, reduce potential spread by leaving the workplace and return home immediately
- 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

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
	Where office and administration-based staff have identified themselves as being in a **High-Risk** group (section 4 above), ensure they are provided with additional information and advice on: • Getting vaccinated against COVID-19 • Waiting for at least 14 days after you've had your 2nd dose of a COVID-19 vaccine before meeting with people • Meeting people outside if possible • Opening doors and windows to let in fresh air if meeting people inside • Asking friends and family to take a rapid lateral flow test (LTF), before visiting you • Limiting the number of people you meet, and avoiding crowded places • Wearing a face covering when it's hard to stay away from other people – particularly indoors or in crowded places • Washing hands with soap and water or using hand sanitiser regularly throughout the day	V. High
	Individuals who have been working from home for 3 months or greater, can return to work, the following controls must all be implemented: • Invite them back to the workplace (30mins – 1 hour), **prior** to coming back to work full time, for an introduction to the various control measures you have implemented on site • Offer the option of the safest available on-site role which will allow them to maintain social distancing • A full site H&S induction is required, to also include manual handling training etc. • Review (and sign off) the following Toolbox Talks (TBT042, 050, 051, 055, 056, 057 & 061) • Review (and sign off) this COVID Risk Assessment • Advise those individuals that HT will support them if they choose to wear a face covering • Individual to conduct a full VDU Self-Assessment if they use a computer	V. High
	Ensure all members of site management teams do not knowingly require or encourage someone who is being required to self-isolate to come into the workplace	V. High
	Wherever possible and, if the individual is capable of doing so, enable those who are self-isolating to actually work from home	V. High
	Although social distancing guidelines have been removed, it is recommended, in relation to any work activity, that wherever possible, consideration to whether a specific activity can be redesigned to maintain a 2m distance or 1m with risk mitigations where 2m is not viable, should be adopted. Mitigating actions **must** include: • Increasing the frequency of hand washing and surface cleaning in activity area **AND** • Keeping the activity time involved as short as possible **AND** • Using screens or barriers to separate people from each other **AND** • Using back-to-back or side-to-side working (rather than face-to-face) whenever possible **AND** • 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)	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. <mark>Enter details in the box below, what this process entails:</mark> Enter details here	V. High
	<mark>Ensure Line Managers</mark>, contact their employees (via phone / email etc.), who are self-isolating or have tested positive for COVID-19, on a **regular** basis during their self-isolation period, to ensure their mental health and wellbeing is not adversely being affected	V. High
	<mark>Wherever reasonably practicable</mark>, minimise non-essential business travel, by ensuring 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 **all** washroom and kitchen areas and are frequently re-filled, as and when required	V. High
	Ensure extra supplies of soap, hand sanitiser and paper towels have been procured **AND** 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 **all** 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, throughout the premises	V. High
	Ensure alcohol-based hand gel sanitiser (min 70% alcohol) and dispensers, are located at the main visitor reception area **AND** 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 **all** washrooms and kitchen areas. For more information, visit https://www.nhs.uk/conditions/emollients/	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. <mark>Enter details in the box below what the current site shift patterns are to consider this control measure</mark> Enter details here	V. High
	Review and reconfigure **all** office layouts so workstations are maintained at 2m (or greater), to comply with social distancing guidelines (2m, or 1m with risk mitigation where 2m is not viable, is acceptable), by adopting the following: <mark>OPTION A</mark> • Increase gaps between desks to allow people to work further apart, **AND / OR** • Leave every other desk empty (and signing as such), to allow people to work further apart, **AND** • Install suitable screen dividers / barriers between workstations, **AND** • Arrange workstations so people are working side by side or facing away from each other to separate them further <mark>OPTION B</mark> Only where it is **not** possible to move workstations further apart, **all** the following must be adopted:	V. High

	• Assign workstations to individuals, if they need to be shared, they should be shared by the smallest possible number of people, **AND** • Remove any excess seating, **AND** • Wherever possible, remove the use of 'hot desks', **AND** • Provide suitable additional cleaning materials and use between shared users, **AND** • Users to clean workstations at the beginning or the end of their working day, **AND** • Manage occupancy levels (alternative days in work), **AND** • Use floor tape (or other suitable alternative) to mark areas to comply with social distancing Enter either OPTION A or OPTION B in the box below or, enter details of other control measures that have been introduced which, are just as suitable or more effective Enter details here	
	Review and reconfigure seating and tables inside canteens / rest areas to maintain social distancing and reduce face-to-face interactions by: • Remove excess loose seating, **AND** • Ensuring tables are set at a minimum of 2 metres apart, **AND** • Remove three out of four fixed table seats, so only one is left per table, **AND** • Set up seating and tables so persons can sit back-to-back and diagonally from each other	V. High
	Where installed, review and reconfigure driver windows / hatches to maintain social distancing measures by: **OPTION A** • Installing Perspex (or similar clear panel), with a small 'letterbox' opening at the bottom to pass paperwork through. Examples can be found at the following website https://www.tradeshopdirect.co.uk/social-distancing-screens, **AND** • Displaying suitable COVID-19 signage on social distancing and hand washing, **AND** • Proving suitable hand sanitising liquid, **OR** **OPTION B** • 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, **AND** • Displaying suitable COVID-19 signage on social distancing and hand washing, **AND** • Proving suitable hand sanitising liquid Enter either OPTION A or OPTION B in the box below or, enter details of other control measures that have been introduced which, are just as suitable or more effective Enter details here	V. High
	Review and reconfigure (if required), car parking arrangements so social distancing can be maintained **AND,** 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
	Where there is the potential for more than 1 person to gather inside washrooms, the following should be implemented: • Place a suitable lock on the inside of the outer washroom door, so only 1 person can use the facility at any one time, **AND** • Include an "occupied" sign or sliding indicator on the outer door	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 / beverage making areas by displaying social distancing signage on the entrance and the maximum number of persons permitted in that area at any one time. Enter details in the box below, of these areas, and the maximum number of persons permitted in each of them Enter details here	V. High
	Ensure an adequate supply of 'in house' cleaning products are available (and used), in particular the following: • Surface / disinfectant wipes • Disposable cloths • Sanitising spray (in accordance with our COSHH policy)	V. High
	Enhance daily cleaning regimes with your cleaning provider for **all** areas of the site, paying particular attention to: • Toilet facilities – door handles, taps, locks, light switches, flushing systems and seats • Canteen / rest areas – door handles, tables, chairs, hard surfaces, light switches, vending machines • Offices – computer keyboards, telephones, desks, light switches, door handles, printers • Kitchens – door handles, drawer handles, switches, hard surfaces, taps • Communal areas – handrails on staircases, light switches • All other common touch points Enter details in the box below, what this cleaning regime includes and frequency Enter details here	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 <u>must</u> 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
	Carry out Departmental Stress Risk Assessments that are **older than 3 months**, using the latest version, across **all** departments on site, in accordance with the instructions on HTHSF139	V. High
	Forward completed scanned copies of HTHSF139 to the National HSEQ Manager for review	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 have been re-trained using version 2 of the same within the last 3 months	High
	Ensure all previously trained persons on SSoWGEN029 have been re-trained using version 2 of the same within the last 3 months	High

	Ensure **anyone** who works from home, thoroughly completes HTHSF180 – Home Working Self-Assessment paperwork	High
	Ensure **all** Home Workers, have completed the e-learning style PowerPoint training package and answered all questions on HTHSTRG035 within the last 6 months	High
	Increase ventilation in all office areas where air-con units are **not** installed, by adopting the following: • Fully or partially opening windows, air vents and doors to improve natural ventilation, **AND** • Wedge open, **all** internal non-fire doors, (this also eliminates the use of common touch points), **AND** • Where mechanical ventilation is in use, ensure your systems are set to maximise fresh air and minimise air recirculation. Maximising the amount of fresh air, the system draws in or ensuring additional fresh air will help avoid COVID-19 spreading • Operate any mechanical ventilation systems whenever people are in a building In the box below, identify all areas in the workplace that are usually occupied, **but** are poorly ventilated. (Ventilation and air conditioning during the coronavirus (COVID-19) pandemic (hse.gov.uk) Enter details here	High
	If ventilation can't be improved in the above identified poorly ventilated spaces, the following should be adopted: • Restrict time spent in these areas, **AND** • Restrict the number of persons that have access to these spaces, **AND** • Remove the use of desktop or ceiling fans, **OR** • Stop using them altogether Enter details in the box below, what controls have been taken in the above identified poorly ventilated spaces Enter details here	High
	Install 'Dorgard fire door retainers', on all internal fire doors to eliminate the use of door handles. Further info at https://www.safelincs.co.uk/dorgard-fire-door-retainers/	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 Enter details in the box below of all areas where a one-way system can be adopted Enter details here	High
	Ensure an adequate supply of the following PPE, for First Aider (and casualty) use: • Type FFP2 face masks • Disposable, sterile, nitrile gloves • Disposable Polyethylene / plastic apron • Face visor / shield • Clinical waste bags	High
	Ensure contaminated waste PPE (disposable gloves, disposable aprons, used face masks etc.), and which also includes, cloths, wipes, mop heads, tissues etc. used for cleaning surfaces in a setting where individual as shown symptoms of or tests positive for COVID-19, are disposed of as follows:	High

	• Put waste in a plastic rubbish bag and tie when full • The plastic bag should then be placed in a second bin bag and tied • It should be put in a suitable and secure place and marked for safe storage • Waste should be stored safely for **at least 72 hours**, after which it can be disposed of as general waste (or suitably disposed of as *clinical waste*)	
	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 Enter details in the box below, what controls are in place in all common areas Enter details here	High
	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.	High
	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. List the names of the site appointed COVID Marshalls in the box below: Enter names here	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 any newly appointed COVID Marshalls (after 5th February 2021), complete the in-house COVID Marshall training course. Details from National HSEQ Manager	High
	Review internal doors to toilet areas and where required install foot handles (non-contact devices). Available through this website The UK's #1 Hands Free Door Opener	StepNPull® The Foot Handle, or use an alternative provider / similar device	High
	Ensure all HT employees have been given advice on 2021 flu vaccinations, as advertised on HT Hub	High
	Ensure all HT employees have been given information on our 'Employee Assistance Programme' (WeCare), and how to access it	Med
	Ensure Toolbox Talks (TBT050, 051, 054, 055, 056, 057 & 061) have been delivered to **all** employees, including agency staff were applicable, within the last 2 months	Med
	Ensure the following 'local HT' created signs are printed in colour, laminated, and displayed in the following areas: • 'COVID-19 Just Hands' – in **all** washroom and kitchen areas • 'COVID-19 Hand Cleaning Instructions' – in **all** washroom and kitchen areas • 'COVID-19 Site Safety' – in **all** reception / main visitor areas / meeting rooms • 'COVID-19 No Admittance' – in **all** reception / main visitor areas • 'COVID-19 No more than 2 persons' – in smoking areas • 'COVID-19 Keep 2m Apart' – in break areas, kitchens, **all** entrance areas and throughout the site • 'COVID-19 General Site Safety' – throughout the site • 'COVID-19 2020 Message' – throughout the site • 'COVID-19 Good Washing Regime' – throughout the site and in **all** washrooms • 'Staying COVID safe in 2021 – **all** noticeboards	Med
	Reduce the number of persons attending site inductions / training to a **maximum** of 6 (depending on social distancing rules), and consider holding outdoors, if safe and practical to do so	Med

Tick		Priority
	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 **<u>minimum</u>** of 2 x trained Mental Health First Aiders are available on site between the hours of 0800 – 1700hrs, Monday to Friday	Med
	Display Mental Health First Aider signage throughout the workplace using HTHSF174 document, and update on a regular basis	Med
	Ensure the internal 'Staying COVID safe in 2021' poster, has been printed off (in colour), countersigned by the site Senior Manager (DM or equivalent), **AND** displayed on your H&S Noticeboard, in the main reception area **AND** in other conspicuous locations around site	Med
	Print off, laminate, display and bring to the attention of all business-critical, non-HT visitors and contractors upon their arrival HTHSF190	Med
	Ensure all appointed COVID Marshalls have received a specific 'COVID Marshall' high visibility vests (Yellow / Light Blue)	Med
	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	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
Tick	**Behavioural / Management Checks**	**Priority**
	Ensure a Single Point of Contact (SPoC) has been identified on site to report all self-isolation and confirmed positive cases to the National HSEQ Manager (or his representative), by **<u>1100hrs daily</u>** which, also include 'nil' reports. Enter the name and position of the site SPoC in the box below: Enter details here	V. High
	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	V. High
	Ensure any employee (HT or agency), who returns from abroad, from a country on the UK Government quarantine list, does not return to the workplace for a period of 10 days, from date of entry into the UK port (or as advised by the latest Government guidance)	V. High
	Ensure all additional control measures required in RAGEN034 (Stress Management), have been actioned and signed off accordingly	V. High
	Ensure all office / admin-based employees, read through this COVID Risk Assessment – Version 5, and sign off (section 12), to prove they have done so and their understanding of the subject	V. High
	Ensure all **<u>new</u>** employees, read through this COVID Risk Assessment – Version 5, and sign off (section 12), to prove they have done so and their understanding of the subject	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
	Review each individual request from non-business critical visitors who wish to attend site, and wherever possible, carry out meetings using technology instead. All non-business critical visits are to be authorised by the site senior person present only	V. High

	Where non-HT business critical visitors and contractors intend to visit site, ensure the COVID-19 Screening Questionnaire (HTHSF184) has been completed, **PRIOR** to their visit **AND** 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 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: • Avoiding transmission during meetings, for example, avoiding sharing pens, documents and other objects, **AND** • Providing hand sanitiser in meeting rooms, **AND** • Open windows (and doors where possible), for the duration of the meeting, **OR** • Wherever possible, holding meetings outdoors and maintain social distancing • For areas where regular meetings take place, using floor signage to help people maintain social distancing	V. High
	Display the in-house 'COVID-19 meeting room precautions' signage on the exterior of all meetings rooms, indicating maximum numbers of persons permitted in the room Enter details in the box below, of each meeting room on site and total occupancy permitted Enter details here	V. High
	Monitor smoking areas on a regular basis to ensure these are not overcrowded and social distancing is being maintained wherever possible Enter details in the box below, what controls the site has put in place Enter details here	V. High
	Where practicable, consider rotating working days or weeks in office environments to reduce congestion in these areas Explain in the box below, if this control is **not** used and why Enter details here	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 **all** persons that have either been isolating, 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 (home working, self-isolation etc.), are provided with HTHSF188 – returning to work Q&A	V. High
	Ensure anyone returning 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 (e.g. radios / music) 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 where shared handheld scanners, phones, 2-way radios, electronic devices etc. that a suitable cleaning regime is adopted between users Enter details in the box below, what this cleaning regime includes and frequency Enter details here	V. High
	Ensure the latest versions of 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 **AND** increase the frequency of cleaning / filter changing	High
	Monitor occupancy levels of work areas to enable social distancing to be achieved and reduce the potential of face-to-face interaction	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 excess crockery and cutlery from site and, request staff bring in **AND** 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
	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: • Wash their hands more frequently than usual, for 20 seconds, with soap and water (or use hand sanitiser if soap is not available) • Clean their e-cigarette regularly	High
	Ensure crockery and cutlery are cleaned daily (minimum) using a dishwasher and **NOT** in sinks	Med
	Ensure Toolbox Talks (TBT032 – Stress Awareness, TBT039 – Personal Hygiene & TBT042 – Mental Health), have been attended by **all** 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
	Support any employee if they choose to wear a face covering. This means informing workers: • To 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 • When wearing a face covering, to avoid touching their face or face covering, as they could contaminate them with germs from their hands • Changing their face covering if it becomes damp or if they have touched it	Med

	• Continue to wash their hands regularly • Change and wash their 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 their usual waste at their own premises • Practise social distancing wherever possible	
	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
	Remove the older (now obsolete), 'Staying COVID-19 secure in 2020' posters	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: • Living with someone with a confirmed case of COVID-19 • Coming into close contact with a confirmed case of COVID-19 • Being advised by the NHS that contact with a diagnosed case has occurred	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 / 3rd 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"

Name	insert name	Name	insert name
Appointment	insert appointment	**Appointment**	insert appointment
Date	insert date	**Date**	insert date
Signature	insert signature	**Signature**	insert signature
Name	insert name	**Name**	insert name
Appointment	insert appointment	**Appointment**	insert appointment
Date	insert date	**Date**	insert date
Signature	insert signature	**Signature**	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"

Signature	insert signature	**Name**	insert name	**Date**	insert date

- 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"

Signature	insert signature	**Name**	insert name	**Date**	insert date

- Comments may be entered in the box below

insert any comments

Summary
National and local Health & 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
This Risk Assessment has been updated following updates to Government guidance dtd 3rd December 2021

Definitions	
Hazard	Something with the potential to cause harm
Risk	Likelihood that harm may occur from the hazard
Hazard Assessment	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
Existing Control Measures	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
Additional Controls / Actions	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)
Revised Risk Rating	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
Site Management Review	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
Divisional Manager Responsible	Name, Signature, Date and authority of the Divisional Manager responsible for the site, along with any applicable comments
RoES Review	Name, Signature and Date of the Representative of Employee Safety for the depot, along with any 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 version 5 COVID 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

Name (Print)	Signature	Date	Name (Print)	Signature	Date