

## Managing COVID-19 in the Workplace

Prepared by Michael Scullion

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Assessors Name: Stuart Malem (NEBOSH)

Hazard	Activity / task presenting risk	Who could be harmed	Existing control measures in place	Severity	Likelihood	Risk Rating	Residual Risk High Medium Low	Further Action Inc. Daily Site Inspection / Walk Around by Warehouse & Production Managers to check control measures are in place / taking place.
Spread of NCV in the Workplace	Anyone with symptoms of COVID-19	Staff, customers & contractors.	<p>Anyone with symptoms of COVID-19 MUST follow the self-isolation procedure. Anyone who either has a high temperature or a new persistent cough or is within 14 days of the day when the member of their household showed symptoms of Coronavirus (Covid-19) should not attend work / come into the office but must follow the guidance on self-isolation.</p> <p>Anyone who is at increased risk of severe illness from Coronavirus (Covid-19) is strongly advised to work at home &amp; should be particularly stringent about following social distancing measures.</p> <p>Persons defined on medical grounds as being at increased risk: Pregnant Women, Serious Heart Conditions, Lung condition such as Asthma, COPD, Emphysema or Bronchitis. Diabetes, Kidney Disease, Liver Disease.</p> <p>Anyone identified as extremely should have been advised by their health authority &amp; must follow the guidance &amp; must follow the guidance vulnerable people.</p> <p>If a member of staff develops a high temperature or a persistent cough while at work, they should: Ensure that their manager or supervisor is informed, Return home immediately, Avoid touching anything, Cough or sneeze into a tissue &amp; put it in a bin, or if they do not have tissues, cough &amp; sneeze into the crook of their elbow. They must then follow the guidance on self-isolation &amp; not return to work until their period of self-isolation has been completed.</p>	5	1	5	Low	<p>Additional Risk Assessment required for any ECV staff if shielding guidance withdrawn.</p> <p>Refer to COVID19 Emergency Action Plan (Located in the COVID19 Folder within Bamboo.) Antiviral Disinfectant Aerosol Foggers to be used firstly. PPE to be utilised cleaning areas with suspected contamination of COVID 19: Gloves, Glasses &amp; Disposable Apron, Face masks &amp; glasses to avoid splashes &amp; protect eyes, nose &amp; mouth. Cleaning waste &amp; used PPE to be safely segregated for a minimum of 72 hours before planned waste collection by B&amp;M.</p>
	Hand Washing	Staff, customers & contractors	<p>All staff are encouraged to take regular breaks to their wash hands for a minimum of 20 seconds.</p> <p>Adequate supplies of soap &amp; paper towels to be always maintained.</p> <p>Where handwashing facilities are unavailable Hand Sanitiser will be provided.</p> <p>Washing of hands: on arrival &amp; when leaving our premises, after cleaning &amp; or disposing of waste, after using welfare facilities, before handling &amp; eating food.</p>	5	1	5	Low	<p>Managers to monitor &amp; enforce.</p> <p>Added to weekly daily site checks form.</p> <p>Hand sanitisers at points of access / egress &amp; on all desks / workstations.</p> <p>New sink installed in main warehouse entrance.</p>
	Cleaning	Staff, customers & contractors	<p>Regular cleaning across all sites using the appropriate disinfectant, particularly in communal areas &amp; touch points including: -</p> <p>Taps, toilet flush &amp; seats, door handles &amp; push plates, handrails on staircases, telephone equipment, keyboards, printers &amp; other office equipment, canteen equipment &amp; surfaces, equipment controls, shared plant &amp; equipment touch points.</p> <p>Toilets stocked with hand towels, toilet paper, bleach, disinfectant etc. &amp; soap dispensers topped up regularly.</p> <p>Canteen stocked with: Disposable cups &amp; spoons, hand towels, tissues, antibacterial hand sanitiser, soap, disposable disinfectant wipes, Bacoban DL spray, disposable centrefeed roll.</p> <p>Changing Room stocked with hand towels, tissues, antibacterial hand sanitiser, Dirteeze Anti-Viral Surface Disinfectant Wipes or similar product, blue centrefeed roll</p>	5	1	5	Low	<p>Cleaners: Appropriate disinfectant, disposable cloths &amp; mop heads used where possible to reduce transmission. Bacoban long term anti-viral spray onto blue disposable centrefeed roll to avoiding splashes used across all sites which will remain active up to 10 days.</p> <p>Added to weekly / daily site checks form.</p> <p>Added to weekly / daily site checks form.</p> <p>Added to weekly / daily site checks form.</p>
	Use of Welfare Facilities	Staff, customers & contractors	<p>Restricted use of the facilities: Toilet facilities one person only at any one time. Maximum of two staff in the canteen at a time &amp; a distance of 2 metres should be maintained Canteen.</p> <p>Leave toilets, canteen &amp; changing room lights on to provide maximum extraction whilst staff on site.</p> <p>Keep changing room clean &amp; clear of personal items. Do not use the shower.</p>	5	1	5	Low	<p>Sign on door instructing staff to leave lights on &amp; knock &amp; wait before entering.</p> <p>Sign on door instructing staff to leave lights on &amp; knock &amp; wait before entering.</p> <p>Added to weekly / daily site checks form. Sign on cubicle</p>

			<p>Weather permitting use safe outside break areas if available at your place of work.</p> <p>Break times staggered to ensure social distancing is maintained.</p> <p>Recommend employees bring in own their own food, utensils, hot &amp; cold drinks if possible.</p> <p>Tables should be cleaned between each use.</p> <p>Foot pedal bins provided for used hand towels, waste removed when full / end of day, disposed of in the large green waste unit situated next to the main skip in goods inwards car park.</p>					<p>New benches provided.</p> <p>Managers to monitor &amp; enforce.</p> <p>Managers to monitor &amp; enforce with daily walk around inspections.</p> <p>Added to weekly / daily site checks form.</p>
Use of PPE	Staff, customers & contractors	<p>PPE Provided: Heatons Face Covering, Nitrile &amp; Grippaz® 308J Nitrile gloves to remain on during the day &amp; disposed of safely after shift. Access to safety glasses, disposable vinyl gloves &amp; aprons.</p> <p>Face masks now *compulsory on site, due to the increased risk of infection from the new strain of Covid-19 and strict minimum two-metre social distancing guidelines maintained. *Excluding lone working.</p> <p>If it is not possible to undertake a work activity (usually only applicable for furniture fitters during manual handling of large items of furniture) whilst maintaining a two-metre distance, face covering, safety glasses &amp; gloves to be worn. Where possible this will be restricted 15 minutes or as shorter duration as possible.</p> <p>Avoid touching your face or face covering. Change face covering if it becomes damp or if you have touched it.</p> <p>If staff choose to wear their own face covering, they should avoid touching their face or face covering. They should change face covering if it becomes damp or if you have touched it.</p> <p>Good hand hygiene: Wash Hands (Minimum of 20 seconds as per PHE guidance) &amp; dry well with paper towels before putting on &amp; removing a face covering gloves to be worn &amp; hands washed before &amp; after the activity.</p>	5	1	5	Low	<p>Managers to monitor &amp; enforce with daily walk around inspections.</p>	
Travel to work	Staff, customers & contractors	<p>Wherever possible workers should travel to site/offices alone using their own transport.</p> <p>Use other means of transport to avoid public transport (Cycling).</p> <p>The company has sufficient parking facilities to allow for additional vehicles &amp; bicycles.</p> <p>Where possible if a member of staff becomes ill, a member of their household should be contacted to collect the affected person.</p>	5	1	5	Low		
Warehouse Site Access / Egress	Staff, customers & contractors	<p>There will be no non-essential visitors to the office.</p> <p>Phased access into our offices when staff levels increase enough to warrant this measure.</p> <p>Phased access into our Warehouse sites when staff arriving for work to facilitate safe distancing.</p> <p>Heatons Group Ltd will seek to reduce non-essential staff in attendance at the offices &amp; consider holding meetings remotely, via teams &amp; telephone conference wherever possible.</p>	5	1	5	Low	<p>Ample space will be allowed between staff waiting to enter premises.</p> <p>Managers to monitor &amp; enforce.</p>	
Work Planning to avoid close working whilst maintaining a safe & clean working environment.	Staff, customers & contractors	<p><b>Warehouse operatives &amp; drivers</b></p> <p>Where possible tasks must be planned to enable them to be done by one person, or by maintaining the social distancing measures.</p> <p>Workstations positioned to meet social distancing guidance, computers &amp; phones etc. not to be shared.</p> <p>Desk Top products not to be shared &amp; loose stationery locked away out of use.</p> <p>Maximum of three GCV in the warehouse at one any time for loading via the two respective shutters.</p> <p>Layout four van routes on the left-hand side of the warehouse but only two vans to load at a time, this can facilitate the 2m rule.</p>	5	1	5	Low	<p>Avoid face to face set up, work side by side remaining at a minimum of 2 metres apart.</p> <p>Managers to monitor &amp; enforce.</p> <p>Managers to monitor &amp; enforce.</p> <p>Managers to monitor &amp; enforce.</p>	

		<p>Weather permitting one van to be loaded externally in the yard, if not possible it will be loaded later with the auxiliary van.</p> <p>Auxiliary van to be loaded later after the main loading has finished.</p> <p>Reduced access &amp; interaction with drivers delivering to our premises, drivers remain in cab during off-loading &amp; leave pallets outside warehouse shutters.</p> <p><b>Production Areas</b></p> <p>Rooms should be well ventilated / windows opened to allow fresh air circulation.</p> <p>Avoid face to face set up, work side by side remaining at a minimum of 2 metres apart.</p> <p>Staff to remain in work areas (specific rooms) &amp; to operate whenever possible the same EB / HS to minimise risk of spread.</p> <p>Regular cleansing of touch points, workstations (phones, printers, keyboards etc.) machinery touch points, garment frames, work tops, hand tools, alongside normal cleaning regime.</p> <p>Other Work Surfaces: Including tops of primary &amp; secondary storage clear of nonessential equipment to facilitate effective cleaning.</p> <p>Tape Guns, Knives, Scissors &amp; all other hand tools not to be shared.</p> <p>Desktops: Essential equipment only keyboard, mouse, phone, tray, pad &amp; pen, minimum literature to facilitate effective cleaning. This equipment is not to be shared.</p> <p>No sharing of stationery items or desk top equipment all personal items stowed away in primary storage.</p> <p><b>Multi Drop Delivery Drivers &amp; Fitters</b></p> <p>Only one member of staff in a vehicle at any one time.</p> <p>Drivers keep to regular vehicles, trolleys, &amp; equipment as much as possible.</p> <p>Hand Tools not to be shared.</p> <p>GCV are ventilated &amp; cleaned (focusing on touch points) before &amp; after use.</p> <p>Equipment touch points cleaned before &amp; after use.</p> <p>Hand sanitisers, tissues, white waste bags provided in all vehicles.</p> <p>Customer safe / contactless delivery points on delivery notes to facilitate social distancing measures.</p> <p>If driver cannot avoid entering a building, maintain 2 metre rule, keep to a minimum time spent inside &amp; physical contact with individuals &amp; objects (e.g. door handles, handrails etc.) avoid using lifts &amp; congested areas.</p> <p>Drivers to record customers details only on PDA device to avoid close interaction with customers &amp; maintain social distancing.</p> <p>PDA devices to be cleansed at point of initial handling by drivers &amp; before the device is returned to the charging area.</p> <p>All rubbish to be removed from vehicles &amp; disposed of safely in the main skip.</p> <p><b>Furniture Installations</b></p> <p>Delivery &amp; Installation plan completed covering: -</p> <p>Suspected or confirmed cases of COVID19 at customer premises.</p> <p>Customer site COVID procedures.</p> <p>Parking &amp; unloading area. Points of access / egress. Safe transfer of goods into the installation areas.</p> <p>Ventilation of work areas &amp; Air conditioning systems.</p> <p>If it is not possible to undertake a work activity (usually only applicable for furniture fitters during manual handling of large items of furniture) whilst maintaining a two-metre distance, face covering, safety glasses &amp; gloves to be worn. Where possible this will be restricted 15 minutes or as shorter duration as possible.</p> <p>Fitter should work side by side / facing away from each other &amp; limit the activity to shortest duration possible. Enhanced personal cleaning &amp; sanitation, before during &amp; after the activity.</p>	5	1	5	Low	<p>Managers to monitor &amp; enforce.</p> <p>Managers to monitor &amp; enforce with daily walk around inspections.</p> <p>Managers to monitor &amp; enforce with daily walk around inspections.</p> <p>Managers to monitor &amp; enforce with daily walk around inspections.</p> <p>Managers to monitor &amp; enforce with daily walk around inspections.</p> <p>Daily Panodyne COVID-19 SARS-CoV-2 Antigen Rapid Test Kits provided to Production staff, tests completed before start of shift.</p> <p>Managers to monitor &amp; enforce with daily walk around inspections.</p> <p>Managers to monitor &amp; enforce with daily walk around inspections.</p>
		<p><b>Multi Drop Delivery Drivers &amp; Fitters</b></p> <p>Only one member of staff in a vehicle at any one time.</p> <p>Drivers keep to regular vehicles, trolleys, &amp; equipment as much as possible.</p> <p>Hand Tools not to be shared.</p> <p>GCV are ventilated &amp; cleaned (focusing on touch points) before &amp; after use.</p> <p>Equipment touch points cleaned before &amp; after use.</p> <p>Hand sanitisers, tissues, white waste bags provided in all vehicles.</p> <p>Customer safe / contactless delivery points on delivery notes to facilitate social distancing measures.</p> <p>If driver cannot avoid entering a building, maintain 2 metre rule, keep to a minimum time spent inside &amp; physical contact with individuals &amp; objects (e.g. door handles, handrails etc.) avoid using lifts &amp; congested areas.</p> <p>Drivers to record customers details only on PDA device to avoid close interaction with customers &amp; maintain social distancing.</p> <p>PDA devices to be cleansed at point of initial handling by drivers &amp; before the device is returned to the charging area.</p> <p>All rubbish to be removed from vehicles &amp; disposed of safely in the main skip.</p> <p><b>Furniture Installations</b></p> <p>Delivery &amp; Installation plan completed covering: -</p> <p>Suspected or confirmed cases of COVID19 at customer premises.</p> <p>Customer site COVID procedures.</p> <p>Parking &amp; unloading area. Points of access / egress. Safe transfer of goods into the installation areas.</p> <p>Ventilation of work areas &amp; Air conditioning systems.</p> <p>If it is not possible to undertake a work activity (usually only applicable for furniture fitters during manual handling of large items of furniture) whilst maintaining a two-metre distance, face covering, safety glasses &amp; gloves to be worn. Where possible this will be restricted 15 minutes or as shorter duration as possible.</p> <p>Fitter should work side by side / facing away from each other &amp; limit the activity to shortest duration possible. Enhanced personal cleaning &amp; sanitation, before during &amp; after the activity.</p>	5	1	5	Low	<p>Travel to installation location(s) in separate vehicles.</p> <p>Managers to monitor &amp; enforce.</p> <p>Managers to monitor &amp; enforce.</p> <p>Managers to monitor &amp; enforce.</p> <p>Managers to monitor &amp; enforce.</p> <p>Managers to monitor &amp; enforce with daily walk around inspections.</p> <p>Dynamic risk assessment by driver, deliver to safest delivery location at closest point of access/egress.</p> <p>Managers reminded to monitor &amp; enforce.</p> <p>Managers reminded to monitor &amp; enforce with daily walk around inspections.</p> <p>Logistics Manager / Field Sales or Sales Order Processor to complete prior to installation.</p> <p>Work areas unoccupied / minimal occupancy well ventilated before &amp; during installation.</p> <p>Review of measures taken by customer.</p> <p>Segregated from other staff or trades to ensure minimal exposure to COVID 19.</p> <p>Is a "Split" Air Conditioning system in use?</p>

			<p><b>Office Workers</b></p> <p><b>Air Conditioning not to be used until further notice. Windows &amp; Doors opened as much as possible to increase ventilation in all workspaces.</b></p> <p>For those staff working from company premises, minimal occupancy allows for social distancing between desks, workspaces, aisles, meeting rooms etc.</p> <p>Internal doors fitted with magnets or with manual wedges to remain open (until lock down) to reduce contact with touch points.</p> <p>Other Work Surfaces: Including tops of primary &amp; secondary storage clear of nonessential equipment to facilitate effective cleaning.</p> <p>Regular cleansing of touch points, workstations &amp; shared MFP alongside normal cleaning regime.</p> <p>No sharing of stationery items or desk top equipment all personal items stowed away in primary storage.</p> <p>Discouraging nonessential trips within buildings &amp; sites.</p>	5	1	5	Low	<p>Staff emailed also to ensure compliance &amp; remote controls removed.</p> <p>Use of open plan areas with significantly reduced occupation ensuring space &amp; access comply with social distancing. Use of side offices (one person per office)</p> <p>Managers to monitor &amp; enforce with daily walk around inspections.</p> <p>Managers to monitor &amp; enforce with daily walk around inspections.</p> <p>Managers to monitor &amp; enforce with daily walk around inspections.</p> <p>Managers to monitor &amp; enforce.</p> <p>Managers to monitor &amp; enforce.</p>
			<p><b>Sales Force</b></p> <p>Hand sanitisers, tissues, white waste bags provided in all company vehicles.</p> <p>Site visit to be approved by your line manager based upon necessity &amp; measures / checks as detailed below.</p> <p>Suspected or confirmed cases of COVID19 at customer premises.</p> <p>Request customers COVID procedures to establish that arrangements &amp; control measures are in place.</p> <p>Request if possible that the meeting could take place outside.</p> <p>If meeting inside, check if air-conditioning is operational as split unit systems only recirculate air from the same room / area &amp; should be switched off or used only with open windows. Can the area be well ventilated before &amp; during visit?</p> <p>Prepare well to minimise duration of meeting time.</p> <p>Travel to customer premises in your own vehicle &amp; do not share transport.</p> <p>Agree safest arrival time to ensure minimal exposure when entering &amp; leaving premises.</p> <p>Use own pen if you must sign in.</p> <p>Only take into the building what is required, leave personal items locked away in your vehicle.</p> <p>Keep to a minimum physical contact with individuals &amp; objects (e.g. door handles) position hand (hover) just above stair rails &amp; avoid using lifts unless cleaned &amp; ventilated beforehand.</p> <p>Utilise disposable gloves &amp; also good hand hygiene: Cleanse hands on arrival / leaving the customer premises &amp; before handling car keys &amp; mobile phones.</p> <p>Maintain 2 metre social distance &amp; preferably sit side to side, limit the meeting to the shortest duration possible.</p> <p>Cleaning waste used tissues &amp; PPE double bagged &amp; disposed of in the large green waste unit situated next to the skip in goods inwards car park &amp; or safely at customer premises.</p>	5	1	5	Low	<p>Managers to monitor &amp; enforce.</p> <p><b>Email from line manager confirming meeting can proceed before travelling.</b></p> <p>If yes visit may be put on hold, please contact line manager &amp; await further guidance.</p>
First Aid	Staff		<p>The primary responsibility is to preserve life, &amp; first aid should be administered if required &amp; until the emergency services attend.</p> <p>Those holding EFAW certificates please follow the links below to familiarise yourself with COVID19 measures before providing First Aid.</p> <p><a href="https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/">https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/</a></p> <p><a href="https://www.sja.org.uk/get-advice/first-aid-advice/unresponsive-casualty/how-to-do-cpr-on-an-adult/">https://www.sja.org.uk/get-advice/first-aid-advice/unresponsive-casualty/how-to-do-cpr-on-an-adult/</a></p>	5	1	5	Low	<p>Online training course to be arranged for expiring EFAW certificates. Face shields and disposable gloves added to all First Aid kits.</p>

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**Risk matrix**

Likelihood (L)	5	5	10	15	20	25	Likelihood (L) x Severity (S) = Risk rating (RR).
	4	4	8	12	16	20	
	3	3	6	9	12	15	
	2	2	4	6	8	10	
	1	1	2	3	4	5	
	Severity (S)			2	3	4	
<b>High risk: 15-25</b>		High-risk activities should cease immediately. Further effective control measures to mitigate risks must be introduced.					
<b>Medium risk: 8-12</b>		Medium risks should only be tolerated for the short term and only whilst further control measures to mitigate the risks are being planned and introduced.					
<b>Low risk: 1-6</b>		Low risks are largely acceptable. Where it is reasonable to do so, efforts should be made to reduce risks further.					

## Sign Off Sheet – Managing Coronavirus Disease (COVID-19) in the Workplace

I have read and understood the contents of this Risk Assessment. Anything I did not understand has been explained to me to my satisfaction. I agree to follow the Risk Assessment and understand that any instructions are provided for my safety and the safety of others.