










<b>Risk assessment name</b>	Covid Secure Risk Assessment - Office Spaces	<b>Assessment type</b>	 General
<b>Assessor name</b>	wayne allen	<b>Affected site(s)</b>	Galaxy Insulation and Dry Lining Limited (LS15 0BF)
<b>Assessment date</b>	16/06/2020	<b>Review period</b>	Custom
<b>Approved by</b>	wayne allen	<b>Review date</b>	31/12/2020
<b>Approved date</b>	16/06/2020	<b>Reference</b>	GAL874542







### Description


It should be noted that wherever possible people should still be encouraged to work from home.

This risk assessment sets out the controls that will be in place for the workplace and work activities in order to reduce the risk of the transmission of the Covid-19 virus and demonstrate that the organisation is Covid-Secure.






Hazard	Who could be harmed and how?	Existing controls
 <p>1. Cleaning To Reduce Transmission Of Covid-19 - Risk of exposure to Covid-19 whilst cleaning work areas.</p>	<p>All staff</p> <p>Cleaners</p> <p>How? Cleaning areas where Covid-19 may be present may lead to exposure to the virus. However the cleaning of all areas correctly will reduce the risk of transmission overall.</p>	<div data-bbox="675 286 775 394">  </div> <p><b>Appropriate Disinfectant Products Used In Line With COSHH Assessment.</b></p> <p>Appropriate disinfectant to be used in line with the COSHH assessment - this will be communicated to staff.</p> <p>The product will be used in line with instructions for use and dilution rates and appropriate PPE provided and worn where indicated.</p> <p>Disposable cloths will be used where possible to reduce transmission.</p> <div data-bbox="675 712 775 819">  </div> <p><b>Cleaning Of Premises Before Work Commences</b></p> <p>Assessment of cleaning requirements will be carried out prior to premises opening and appropriate cleaning will take place.</p> <div data-bbox="675 1137 775 1245">  </div> <p><b>Correct Guidance On Cleaning Will Be Followed For Cleaning Areas Of Higher Risk</b></p> <p>Based on current Government Guidance for Non-clinical Settings.  <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></p> <p>This includes the use of additional PPE (gloves, aprons, eye protection, mask) and items double-bagged and labelled - stored securely for 72 hours before disposal.</p> <div data-bbox="675 1585 775 1693">  </div> <p><b>Increased Cleaning Frequency Of Cleaning Throughout Premises</b></p> <p>Increased cleaning regime in place throughout premises.</p> <p>Particular focus on commonly touched areas, equipment, surfaces and common shared areas.</p> <div data-bbox="1086 1585 1187 1693">  </div> <p><b>Workspaces Will Be Cleared Of Waste Frequently</b></p> <p>Personal items removed at end of shift and increased waste collection in place.</p>






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 <p>2. Hygiene Control Poor hand hygiene and respiratory hygiene control may lead to an increase in surface contamination.</p>	<p>All staff, Contractors, Members of the public</p> <p>Visitors</p> <p>How? Increased risk of surfaces becoming contaminated with pathogens including Covid-19 leading to spread of infection.</p>	<div data-bbox="660 286 762 385">  </div> <p><b>Employees Advised To Wash Clothing After Work</b> Unless assessment of other risks deems necessary-employees will change clothing at home not at work in changing rooms and will be advised to launder clothes as soon as possible in the event of any contamination of clothing.</p> <div data-bbox="660 519 762 618">  </div> <p><b>Increased Hand Washing Facilities Provided</b> Increased hand washing facilities provided throughout the workplace including at entrances, exits, different parts of the building and common areas.</p> <p>Where this is not possible sanitiser will be provided.</p> <div data-bbox="660 779 762 878">  </div> <p><b>Increased Waste Management</b> Additional waste facilities will be available throughout the site with more frequent collection where appropriate.</p> <div data-bbox="660 1102 762 1200">  </div> <p><b>Signs And Posters In Use To Remind To Practice Good Hygiene</b> Relevant posters and signs displayed to remind employees of the need to wash hands for at least 20 minutes on a frequent basis.</p> <p>Also signs to remind employees to practice good respiratory hygiene - catching of coughing and sneezes and correct disposal of tissues followed by hand washing.</p> <div data-bbox="660 1460 762 1559">  </div> <p><b>Use Of Face Coverings</b> If employees choose to wear face coverings then they will be supported in the workplace.</p> <p>Face coverings are not classed as PPE. Advice will be given to employees on the correct use.</p> <ul style="list-style-type: none"> <li>• Wash your hands thoroughly with soap and water for 20seconds or use hand sanitiser before putting a face-covering on, and after removing it.</li> <li>• When wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands.</li> <li>• Change your face covering if it becomes damp or if you've touched it.</li> <li>• Continue to wash your hands regularly.</li> <li>• Change and wash your face covering daily.</li> <li>• If the material is washable, wash in line with manufacturer's instructions.</li> <li>• If it's not washable, dispose of it carefully in your usual waste.</li> </ul>

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 <p>3. Attendance And Movement Of People In The Workplace -The attendance of people in the workplace where working from home is not possible will increase the number of people in the premises which may increase the risk of Covid-19 transmission.</p>	<p>All staff, Contractors, Members of the public</p> <p>Visitors</p> <p>How? Where more than 1 person attends work not from the same household increases the risk of transmission of the Covid-19 virus.</p>	<div data-bbox="671 286 770 394"> </div> <p><b>Controlled Movement Of People Throughout Workplace</b></p> <p>Use of one way systems, separate entrances and exits to reduce the number of people at cross over areas and pinch points.</p> <p>Monitoring and regulation of higher traffic areas such as corridors, entrances and stairwells.</p> <p>Use of signs and markings to indicate the direction of movement and 2m distances in place where appropriate.</p> <div data-bbox="671 741 770 848"> </div> <p><b>Emergency Plans Updated And Communicated</b></p> <p>People do not have to adhere to the 2m social distancing where there is an emergency such as fire, an accident or a security threat or break in and the risk to safety is imminent.</p> <p>Those assisting others in emergencies should ensure they carry out stringent hygiene control afterwards including thorough handwashing.</p> <div data-bbox="671 1066 770 1173"> </div> <p><b>Employee Will Work From Home Wherever Possible</b></p> <p>Only business-critical roles will be permitted into the workplace where remote working is not possible for operational reasons or home circumstances.</p> <div data-bbox="671 1487 770 1594"> </div> <p><b>Information, Instruction and Training Provided To Employees</b></p> <p>Employees consulted on risks and controls in the work place.</p> <p>Staff communicated with on a regular basis on changes to hazards and controls.</p> <p>Employees receive training through the use of training courses, posters, signs, announcements and briefings.</p> <div data-bbox="671 1877 770 1984"> </div> <p><b>Minimal Employees To Attend The Workplace</b></p> <p>Work organised so that minimal people are required to attend the workplace - where it allows work to be carried out safely whilst supporting social distancing.</p> <p>Where possible this will be limited to the same people to prevent mixing of groups.</p>











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		<div data-bbox="660 248 762 349">  </div> <div data-bbox="791 241 1050 309"> <b>Pro-active Monitoring In Place</b> </div> <div data-bbox="791 315 1050 568"> <p>Pro-active monitoring in place to ensure that staff are adhering to controls and that control measures are adequate and effective.</p> </div> <div data-bbox="1074 248 1176 349">  </div> <div data-bbox="1204 241 1426 340"> <b>Remote Workers Adequately Supported</b> </div> <div data-bbox="1204 347 1458 472"> <p>Adequate work equipment will be provided to remote workers.</p> </div> <div data-bbox="1204 506 1458 763"> <p>Regular contact will be made with remote workers to arrangements are adequate to support their physical and mental wellbeing.</p> </div> <div data-bbox="660 797 762 898">  </div> <div data-bbox="791 790 1391 824"> <b>Restrict Movement Of People Throughout Site</b> </div> <div data-bbox="791 831 1426 956"> <p>Employees discouraged from carrying out non-essential trips within the premises- use of phones, emails or radios to communicate with others elsewhere.</p> </div> <div data-bbox="791 990 1449 1057"> <p>Drop off and collection areas designated for exchanging of documents, materials or equipment.</p> </div> <div data-bbox="791 1090 1426 1155"> <p>Job rotation reduced to prevent moving between locations where at all possible.</p> </div> <div data-bbox="660 1189 762 1290">  </div> <div data-bbox="791 1182 1038 1335"> <b>Signage And Floor Markings In Place To Remind Employees Of The Controls</b> </div> <div data-bbox="791 1346 1050 1697"> <p>Posters and signs to be used to remind employees of the requirement to adhere to social distancing, to wash hands frequently and to practice good respiratory hygiene (coughs and sneezes).</p> </div> <div data-bbox="660 1731 762 1832">  </div> <div data-bbox="791 1724 1120 1758"> <b>Staggered Work Patterns</b> </div> <div data-bbox="791 1765 1449 1897"> <p>Working patterns organised to reduce the number of persons on-site at any one time and also staggered to reduce the number of people arriving and leaving to prevent cross over.</p> </div> <div data-bbox="791 1928 1394 1993"> <p>Cohorts or Teams to be fixed where possible to prevent mixing of different people on shifts.</p> </div>

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		<div data-bbox="675 255 775 360">  </div> <div data-bbox="804 248 1458 282"> <p><b>Use Of Outside Spaces For Breaks Where Possible</b></p> </div> <div data-bbox="804 291 1466 387"> <p>Safe outside places will be available for breaks- with social distancing in place through layout and use of signs and markings.</p> </div> <div data-bbox="804 421 1406 483"> <p>Monitoring of these spaces to be carried out to ensure adherence to social distancing.</p> </div> <div data-bbox="675 517 775 622">  </div> <div data-bbox="804 510 1458 544"> <p><b>Ventilation On Site Increased As Much As Possible.</b></p> </div> <div data-bbox="804 553 1466 616"> <p>Windows and doors opened as much as possible to increase ventilation in all workspace.</p> </div> <div data-bbox="804 649 1398 710"> <p>Use of extraction fans may be used to increase ventilation.</p> </div> <div data-bbox="804 743 1378 806"> <p>Adjustments to be made to ensure adequate ventilation remains in place.</p> </div> <div data-bbox="804 840 1278 873"> <p>Fire doors will not be propped open.</p> </div> <div data-bbox="804 904 1422 967"> <p>Guidance on use of Shared Air Condition will be taken with a competent engineer.</p> </div> <div data-bbox="675 1001 775 1106">  </div> <div data-bbox="804 994 1187 1028"> <p><b>Vulnerable Persons Protected</b></p> </div> <div data-bbox="804 1037 1390 1099"> <p>Further assessment of the specific risks will be carried out on a case by case basis.</p> </div> <div data-bbox="804 1133 1458 1196"> <p>Those classed as clinically extremely vulnerable are advised not to work outside of the home .</p> </div> <div data-bbox="804 1229 1466 1323"> <p>Those classed as clinically vulnerable are advised to work 2m away from other persons where they cannot work from home.</p> </div>

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		<div data-bbox="667 255 756 344"></div> <p><b>Working Away From Home Strictly Assessed And Controlled</b></p> <p>Where it cannot be avoided and working away from home must be carried out it will be ensured that accommodation will meet Government Guidelines and be recorded centrally along with the assessment of any additional risks and controls required.</p> <div data-bbox="660 546 762 645"></div> <p><b>Workstations Will Be Organised To Support Social Distancing</b></p> <p>Workstations will be arranged so that social distancing can be adhered to.</p> <p>Markers or floor plans to demonstrate social distancing.</p> <p>Desks will be spaced out to maintain distance between people.</p> <p>Hot-desking will be prevented where at all possible- if this is not possible thorough cleaning will take place before and after use of all equipment.</p> <p>Where possible use of own peripherals such as mouse and keyboards and headsets will be in place.</p> <p>Where social distancing cannot be maintained further controls will be in place:</p> <p>Desks to allow people to work side by side or facing away from each other.</p> <p>Use of screens to separate people.</p> <p>Increased cleaning of areas.</p>
<div data-bbox="150 1525 316 1666"></div> <p>4. Social Distancing Guidelines Cannot Be Met -Activities, where social distancing cannot be followed in full, may lead to increased risk of the transmission of the virus due to being in</p>	<p>All staff</p> <p>How? Being in close proximity may lead to increased risk of the spread of the Covid-19 virus.</p>	<div data-bbox="660 1541 762 1639"></div> <p><b>1.Increased Cleaning Carried Out</b></p> <p>Increased cleaning of surfaces where people are operating within the 2m social distancing to be carried out.</p> <div data-bbox="1075 1541 1177 1639"></div> <p><b>2.Increased Handwashing Carried Out</b></p> <p>Provisions will be made in order for people to be able to wash their hands more frequently- including before and immediately after carrying out tasks where social distancing has not been maintained.</p>









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<p>close proximity. This includes entrances, exits and common areas as well as work activities.</p>		<div>  <div> <p><b>3.Time Spent Within 2m To Be Kept To A Minimum</b></p> <p>The time where persons are within 2m will be kept to as short a time as practicable possible.</p> </div> </div> <div>  <div> <p><b>4.Physical Barriers or Screens In Use</b></p> <p>To screen people from each other physical barriers or screens will be used and cleaned frequently.</p> </div> </div> <div>  <div> <p><b>5.Employees To Avoid Face To Face Work Where Possible</b></p> <p>Where possible employees will work side by side or back to back to avoid working face to face.</p> </div> </div> <div>  <div> <p><b>6. Teams / Partners / Cohorts Will Be Kept Fixed Where Possible</b></p> <p>To reduce the number of different people working within the 2m fixed teams and partners will be place where at all possible to reduce the level of possible transmission</p> </div> </div> <div>  <div> <p><b>7.Work Activity Will Not Go Ahead</b></p> <p>Where social distancing cannot be maintained and cannot be limited to a small group of fixed people then the activity will be assessed to decide if it can go ahead safely.</p> </div> </div> <div>  <div> <p><b>RPE - Disposable Respirator FFP 1/2/3</b></p> <p>Protects against fine dust, mists &amp; fumes; FFP1 up to 4x TLV, FFP2 up to 12x TLV &amp; FFP3 up to 50x TLV</p> </div> </div>
 <p>5.Individuals Displaying Symptoms - Coronavirus reportedly spread through exposure or contact to cough droplets. People at work developing</p>	<p>All staff, Contractors</p> <p>Visitors</p> <p>How? An individual could develop symptoms of high/raised temperature or new/continuous cough whilst at work.</p>	<div>  <div> <p><b>Cases Recorded and Investigated.</b></p> <p>Records maintained of those who are isolating or who develop symptoms at work.</p> <p>Investigations carried out if the transmission could be work-related in the event it needs to be reported under RIDDOR.</p> <p>Appropriate risk assessments and work activities reviewed to ensure there are effective controls or if any changes are required.</p> </div> </div>















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on-set of symptoms within the workplace.		<div data-bbox="662 253 762 353"> </div> <div data-bbox="794 246 1453 309"> <p><b>Employee Not To Return To Work And Should Self-Isolate</b></p> </div> <div data-bbox="794 320 1453 448"> <p>For those displaying symptoms of a high or raised temperature or new/persistent cough, isolation should be exercised immediately, ensuring Line Management are informed.</p> </div> <div data-bbox="794 477 1453 577"> <p>Should individuals live with those displaying symptoms, they should isolate for 14 days. If by themselves, 7 days.</p> </div> <div data-bbox="662 607 762 707"> </div> <div data-bbox="794 600 1267 636"> <p><b>Employee To Go Home Immediately</b></p> </div> <div data-bbox="794 645 1453 707"> <p>The employee will be sent home directly from work and maintain social distancing to do so.</p> </div> <div data-bbox="794 739 1453 902"> <p>If they require someone from their household to come and pick them up - they will wait in an isolated room away from anyone else until they are collected. This area will require thorough cleaning afterwards in accordance with the guidance.</p> </div> <div data-bbox="794 931 1453 994"> <p>They should then self-isolate in accordance with guidelines.</p> </div> <div data-bbox="662 1025 762 1126"> </div> <div data-bbox="794 1019 1340 1081"> <p><b>Good Hand Washing/Hygiene Procedures Observed</b></p> </div> <div data-bbox="794 1093 1453 1193"> <p>Staff should be carrying out regular hand washing for at least 20 seconds using soap and water or use of a sanitiser if this is not available.</p> </div> <div data-bbox="794 1223 1453 1285"> <p>Following cleaning an area after a symptomatic person the hands should be thoroughly cleaned.</p> </div> <div data-bbox="662 1317 762 1417"> </div> <div data-bbox="794 1310 1326 1373"> <p><b>Waste Disposed Of With Care With Local Guidelines.</b></p> </div> <div data-bbox="794 1384 1453 1581"> <p>Any waste from areas where symptomatic people have worked- including the PPE and cleaning items that have been used will be double-bagged and labelled and disposed of 72 hours with normal collection arrangements - or if test results come back negative where applicable.</p> </div> <div data-bbox="794 1610 1453 1673"> <p>If unable to store the waste then arrangements for clinical waste collection will be made.</p> </div>

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		<div data-bbox="678 257 778 360"></div> <p><b>Will Follow Government Advice On Testing</b>  <a href="https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested">https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</a></p> <div data-bbox="678 421 778 524"></div> <p><b>Work Area Cleaned Thoroughly Using Disinfectant Following Guidelines.</b>  <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></p> <p>If dealing with bodily fluids or suspected Covid-19 person then extra precautions will be needed which will include protection for eyes, nose and mouth in addition to the gloves and aprons.</p> <p>For disposal these should be then double-bagged and labelled and stored safely and securely for 72 hours before disposal by normal means of collection.</p> <p>Staff will be trained in the effective use of PPE to ensure it offers the correct level of protection.</p>
<div data-bbox="165 1111 328 1256"></div> <p>Coming To Work And Leaving Work - Sharing of a vehicle to, from work or use of public transport may lead to an inability to maintain social distancing.</p>	<p>All staff, Members of the public</p> <p>How? Exposure to the virus due to inability to maintain social distancing leading to potentially contracting the virus.</p>	<div data-bbox="678 1128 778 1232"></div> <p><b>Safer Travel Supported</b>  Car sharing with people from different households will be discouraged.</p> <p>Alternatives such as walking and cycling will be supported with increased facilities.</p> <p>Use of Public Transport will be discouraged.</p> <div data-bbox="678 1420 778 1523"></div> <p><b>Shifts Staggered</b>  Where at all possible shifts will be staggered to allow employees to travel outside of rush hours as well as avoiding cross overs of shifts.</p> <div data-bbox="1086 1420 1187 1523"></div> <p><b>Work From Home Where At All Possible.</b>  Employees will work from home where possible to prevent the need to travel and enter the workplace.</p>
<div data-bbox="165 1789 328 1935"></div> <p>Common Areas (Including Kitchen and Welfare Facilities)</p>	<p>All staff, Contractors</p> <p>Visitors</p> <p>How? Common areas may restrict distancing of 2+ metres at any one time.</p>	

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<p>- Due to areas being frequently utilised by all staff, the potential for infection is increased. This includes stairwells, waiting areas, seating areas as well as toilets, changing room and kitchen areas.</p>	<p>Due to heavy foot fall, surfaces may be touched more frequently and individuals may cross paths more often.</p>	<div data-bbox="662 248 762 353">  </div> <div data-bbox="794 241 1029 369"> <p><b>Access To Toilets / Showers/ Changing Rooms Controlled</b></p> <p>Restrictions on the number of people using facilities at any one time to allow for social distancing.</p> <p>Use of markings and posters to indicate the social distancing requirements.</p> </div> <div data-bbox="1077 248 1177 353">  </div> <div data-bbox="1209 241 1460 369"> <p><b>Break Times Staggered And Employees Remain On Site</b></p> <p>Employees to remain on site where possible during breaks.</p> <p>Break times to be staggered to prevent the gathering of people.</p> </div> <div data-bbox="662 801 762 907">  </div> <div data-bbox="794 795 1029 1064"> <p><b>Canteen Facilities Restricted</b></p> <p>Canteen and kitchen access restricted to limit number of people permitted at any one time.</p> <p>Employees encouraged to bring in own food to avoid the need to use facilities.</p> </div> <div data-bbox="662 1288 762 1393">  </div> <div data-bbox="794 1281 1460 1601"> <p><b>Increased Frequency Of Cleaning Of Toilets / Changing Rooms and Kitchens.</b></p> <p>Increased cleaning of the welfare facilities will be carried out on site- especially portaloos are if in use.</p> <p>Increased frequency of cleaning of kitchen facilities to be carried out.</p> <p>Employees to clean kitchen items before and after use.</p> </div> <div data-bbox="662 1639 762 1744">  </div> <div data-bbox="794 1632 1045 1960"> <p><b>Numbers Of People In Common Areas Managed.</b></p> <p>Individuals using common areas will be kept to a minimum at all times and social distancing will be strictly adhered to.</p> </div> <div data-bbox="1077 1639 1177 1744">  </div> <div data-bbox="1209 1632 1460 2027"> <p><b>Pro-active Monitoring In Place</b></p> <p>Common areas, including toilets and access and egress routes are monitored frequently, ensuring individuals are exercising social distancing.</p> </div>














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		<div data-bbox="675 264 778 365">  </div> <p><b>Regular Cleaning Of Common Area And Touch Points.</b></p> <p>Common areas where people pass through are to be cleaned frequently but specific attention to be paid to areas where people spend more time or common touchpoints.</p> <p>These will be cleaned more intensely/frequently.</p> <p>The appropriate disinfectant will be used in line with the COSHH Assessment and the correct PPE worn which will be disposed of correctly.</p> <p>Disposable cloths will be used where possible to reduce transmission.</p> <div data-bbox="675 779 778 880">  </div> <p><b>Restricted Use Of Lifts</b></p> <p>Stairs will be used rather than lifts to prevent people from being in close proximity.</p> <p>Lifts will be available for those with disabilities.</p> <p>If the lift is to remain in use then the occupancy will be limited to be able to comply with social distancing.</p> <p>Touchpoints will be cleaned frequently.</p>
<div data-bbox="167 1205 327 1344">  </div> <p>Managing Customers, Visitors and Contractors Coming To Site.</p> <p>-</p> <p>Tradespeople, couriers, deliveries, contractors and other visitors such as customers attending site for work purposes.</p>	<p>All staff, Contractors</p> <p>Visitors</p> <p>How? Transmission of Covid-19 between visitors to site and employees.</p>	<div data-bbox="675 1227 778 1328">  </div> <p><b>Access To Welfare Facilities Controlled</b></p> <p>Access to welfare facilities is strictly controlled with increased cleaning carried out and use monitored.</p> <div data-bbox="675 1552 778 1653">  </div> <p><b>All Visitors To Site To Be Pre-Arranged And Times Staggered</b></p> <p>Non-essential visitors/contractors /customers to be requested or permitted on site.</p> <p>No unauthorised visitors to be permitted on site- they will be turned away until correct arrangements made.</p> <p>Visitors to be allocated specific time slots and staggered to reduce the number of people on site.</p>

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		<div data-bbox="662 253 762 353">  </div> <div data-bbox="794 241 997 369"> <p><b>Documentation Issued Electronically Where Possible</b></p> </div> <div data-bbox="794 380 1045 667"> <p>To reduce the need to exchange paperwork and other documents, the information will be exchanged electronically instead where at all possible.</p> </div> <div data-bbox="1077 253 1177 353">  </div> <div data-bbox="1209 241 1444 403"> <p><b>Good Hand Washing/Hygiene Procedures Observed By Employees</b></p> </div> <div data-bbox="1209 414 1460 734"> <p>Employees to wash hands for 20 seconds with soap and water regularly and have access to sanitiser where this is not possible- before and after any interaction with others.</p> </div> <div data-bbox="662 768 762 869">  </div> <div data-bbox="794 757 1045 884"> <p><b>Increased Cleaning Regime In Place For Touch Points And Interfaces.</b></p> </div> <div data-bbox="794 896 1045 1249"> <p>Increased cleaning of areas where there are interactions with others not from the workplace will be carried out. This includes waiting areas, handles, handrails, counter tops.</p> </div> <div data-bbox="1077 768 1177 869">  </div> <div data-bbox="1209 757 1444 851"> <p><b>Information Communicated To Visitors</b></p> </div> <div data-bbox="1209 862 1460 1059"> <p>Prior communication issued to expected visitors to site through phone, email or website.</p> </div> <div data-bbox="1209 1086 1460 1249"> <p>Information signs displayed at visitor arrival areas to make procedures clear.</p> </div> <div data-bbox="662 1283 762 1384">  </div> <div data-bbox="794 1272 997 1310"> <p><b>Managed Entry</b></p> </div> <div data-bbox="794 1317 1436 1411"> <p>The number of people permitted inside the premises will be restricted to allow effective social distancing.</p> </div> <div data-bbox="794 1444 1468 1512"> <p>There will be the use of effective queue management outside the premises where necessary,</p> </div> <div data-bbox="794 1568 1468 1668"> <p>The entrance/ exit points for contractors/ visitors etc will be away from employee areas where possible to minimise contact with other people.</p> </div> <div data-bbox="662 1702 762 1803">  </div> <div data-bbox="794 1691 1045 1758"> <p><b>Protective Interface Established</b></p> </div> <div data-bbox="794 1769 1045 2056"> <p>Use of markings, signage and potential use of screens (existing or temporary plexi-glass) to provide a barrier between a visitor to site and employee.</p> </div> <div data-bbox="1077 1702 1177 1803">  </div> <div data-bbox="1209 1691 1420 1792"> <p><b>Remote Communication Encouraged</b></p> </div> <div data-bbox="1209 1803 1460 2056"> <p>Where possible remote communication with visitors, customers and contractors will be used rather than attendance on site.</p> </div>

Hazard	Who could be harmed and how?	Existing controls
		<div data-bbox="675 259 778 360"> </div> <p><b>Revised Pick Up and Drop Off Procedures</b>  Designated areas for non-contact deliveries will be in place with clear instructions for couriers.</p> <p>Revised delivery / collection methods to reduce the number of visitors to the site such as bulk drop-offs and pick-ups to reduce frequency of visitors.</p> <p>Limited people to carry out the collection of deliveries.</p> <div data-bbox="675 618 778 719"> </div> <p><b>Sanitiser Available At Visitor Interfaces.</b>  Sanitiser available at locations where contractors / visitors will present to employees.</p> <div data-bbox="675 909 778 1010"> </div> <p><b>Supervision On Site</b>  Where contractor tasks are required to be supervised- social distancing will be maintained. The host person on site will be aware of their responsibilities to support social distancing and informing the contractor of their requirements.</p> <div data-bbox="675 1133 778 1234"> </div> <p><b>Visitor Records Maintained</b>  Records of those who have attended site to be maintained where possible.</p> <p>If requiring people to sign in - pens will not be provided to reduce the need to share equipment.</p> <p>Touchscreen sign-in systems will be disabled where possible - if not possible then cleaning and sanitising product will be located adjacent to the device.</p> <div data-bbox="675 1559 778 1659"> </div> <p><b>Waiting Area For Visitors / Contractors Well Managed</b>  Any waiting area for people on site will allow for adequate social distancing in the seating arrangements.</p> <p>Use of signs and markers and announcements to remind any visitors of the requirements.</p> <p>Entry to waiting area restricted if the number of people will restrict the ability to socially distance.</p> <p>People may be turned away until a more suitable time is available where social distancing can be managed.</p>



Hazard	Who could be harmed and how?	Existing controls
 <p>Meetings People coming together in close proximity to attend meetings.</p>	<p>All staff, Contractors</p> <p>Visitors</p> <p>How? Increased risk of transmission of Covid 19</p>	<div data-bbox="662 280 766 392">  </div> <p><b>Meetings Carried Out Remotely Where Possible</b></p> <p>Where possible meetings will be carried out remotely to avoid the need for people to come together.</p> <div data-bbox="1077 280 1181 392">  </div> <p><b>Meetings To Be Held In Well Ventilated Locations</b></p> <p>Meeting to be held outside where possible. If not then meetings will be held in well-ventilated rooms where windows or doors can be open or use of extractor fans to support ventilation.</p> <div data-bbox="662 828 766 940">  </div> <p><b>No Sharing Of Equipment Permitted</b></p> <p>No items are to be shared at any time during the meetings such as pens, computers etc.</p> <div data-bbox="1077 828 1181 940">  </div> <p><b>Sanitiser To Be Provided</b></p> <p>As well as handwashing before and after the meeting, hand sanitiser will be provided for use for meeting participants.</p> <div data-bbox="662 1187 766 1299">  </div> <p><b>Social Distancing To Be Maintained</b></p> <p>All participants to be reminded prior to meeting of the need to adhere to social distancing at all times.</p> <p>Desks and chairs will be arranged to support social distancing or meeting will be held stood up.</p> <p>Signs and markings to be used in regular meeting spaces to indicate 2m distances.</p>

Hazard	Who could be harmed and how?	Existing controls
 <p>Shared Workspaces With Other Organisations Sharing of premises with other employers, organisations or contractors.</p>	<p>All staff, Contractors, Members of the public</p> <p>Visitors</p> <p>How? The activities of other people in the premises may lead to variations in the level of controls in place which may increase the risk of transmission of the Covid-19 Virus.</p>	<div>  <p><b>Communication and Cooperation With Others Occupying Premises (Including Landlords)</b></p> <p>There will be effective communication between any other employers, organisations or contractors in shared premises to ensure there is cooperation on the controls in place to reduce transmission.</p> </div> <div>  <p><b>Increased Cleaning Arrangements In Place</b></p> <p>A coordinated approach to increased frequency of cleaning of surfaces in common and shared areas such as stairwells, toilets, kitchen facilities.</p> </div> <div>  <p><b>Increased Hand Washing</b></p> <p>Supporting of increased handwashing through the provision of facilities such as additional wash stations or provision of sanitiser where this is not available.</p> </div> <div>  <p><b>Staggered Break Times With Other Organisations In Premises</b></p> <p>To reduce the number of people from differing organisations accessing canteen or welfare facilities or using stairwells and corridors at the same time.</p> </div>

## Further control measures

None required

## Operating procedures

In the context of COVID-19 this means working through these steps in order:

In every workplace, increasing the frequency of handwashing and surface cleaning.

Businesses and workplaces should make every reasonable effort to enable working from home as a first option.

Where working from home is not possible, workplaces should make every reasonable effort to comply with the social distancing guidelines set out by the government (keeping people 2m apart wherever possible).

Where the social distancing guidelines cannot be followed in full, in relation to a particular activity, businesses should consider whether that activity needs to continue for the business to operate and if so, take all the mitigating actions possible to reduce the risk of transmission between their staff.

Further mitigating actions include:

- Increasing the frequency of hand washing and surface cleaning.
- Keeping the activity time involved as short as possible.
- Using screens or barriers to separate people from each other.
- Using back-to-back or side-to-side working (rather than face-to-face) whenever possible.
- Reducing the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others).
- Finally, if people must work face-to-face for a sustained period with more than a small group of fixed partners, then you will need to assess whether the activity can safely go ahead.
- No one is obliged to work in an unsafe work environment.

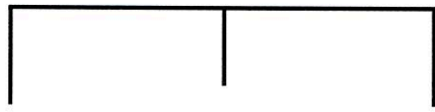
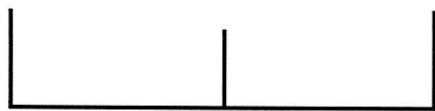
Taken From: <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19>



## Risk rating explanation

Risk ratings are calculated by considering the likelihood of an event occurring along with the severity of the potential consequence should an accident occur. After considering existing control measures, values are assigned to the likelihood and severity from the scales below and these figures multiplied to establish the risk rating.

Highly unlikely      Likely      Highly likely  
1                      3                      5



1                      3                      5  
Minor injury /      Major injury /      Fatality  
harm                      harm

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

### What do your risk ratings mean?

- Risk is categorised as LOW: Look to reduce risk if practicable
- Risk has been categorised as MEDIUM: Begin to plan your action to reduce the risk immediately
- Risk has been categorised as HIGH: Immediate action required to reduce the risk

Assessor's signature: wayne allen

Approved by signature: wayne allen