













Risk assessment name	Managing COVID-19 In The Workplace (Social Distancing)	Assessment type	 General
Assessor name	wayne allen	Affected site(s)	Galaxy Insulation and Dry Lining Limited (LS15 0BF)
Assessment date	16/06/2020	Review period	Custom
Approved by	wayne allen	Review date	31/12/2020
Approved date	16/06/2020	Reference	GAL874713







Description




The assessment refers to the imposed 'social distancing' measures required for workplaces in response to controlling the transmission of the Covid-19 Virus.
 Where possible work from home with reduced staff in office keeping 2mtr distance
 It details how these social distancing measures will be applied in the workplace and any subsequent actions required where these measures may not be possible.






Hazard	Who could be harmed and how?	Existing controls
<div data-bbox="411 271 571 409" data-label="Image"> </div> <p data-bbox="177 427 804 521">Canteen Facilities - Difficulties in exercising social distancing due to shared use of canteen facilities.</p>	<p data-bbox="887 271 1038 331">All staff, Contractors</p> <p data-bbox="887 376 983 405">Visitors</p> <p data-bbox="887 450 1094 954">How? Shared facility with limited space and people congregating at the same time meaning people cannot adhere to social distancing, leading to possible transmission of the Covid-19 Virus.</p>	<div data-bbox="1158 293 1257 394" data-label="Image"> </div> <p data-bbox="1286 286 1517 347">Access To Kitchen Restricted</p> <p data-bbox="1286 360 1535 645">The number of people permitted into kitchen restricted to ensure social distancing can be maintained whilst accessing facilities and equipment.</p> <div data-bbox="1158 712 1257 813" data-label="Image"> </div> <p data-bbox="1286 705 1535 739">Good Cleaning Sta</p> <p data-bbox="1286 748 1535 873">Regular cleaning of surfaces carried out with disinfectant in line with correct PPE.</p> <p data-bbox="1286 909 1535 969">Disposable cloths to prevent transmission.</p> <p data-bbox="1286 1005 1535 1097">Users to clean item provided sanitiser to prevent possible transmission.</p> <div data-bbox="1158 1133 1257 1234" data-label="Image"> </div> <p data-bbox="1286 1126 1535 1220">Kitchen Arranged So That People Can Socially Distance.</p> <p data-bbox="1286 1234 1535 1326">Seating spaced out- so people can sit apart.</p> <p data-bbox="1286 1361 1535 1547">Markers or signs on the floor and wall to indicate where people can wait to use the facilities to maintain distance.</p> <div data-bbox="1158 1583 1257 1684" data-label="Image"> </div> <p data-bbox="1286 1576 1509 1704">Staggered Break Times Implemented to Separate People.</p> <p data-bbox="1286 1718 1535 1973">Breaks staggered to reduce numbers of people accessing the canteen at any one time so that social distancing can be maintained.</p>





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 <p>Cleaning To Reduce Transmission Of Covid-19 (Non Healthcare Settings) - 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>	 <p>Appropriate Disinfection With COSHH Assessments Appropriate disinfectant COSHH assessments for staff.</p> <p>The product will be used at the correct use and dilution rate.</p> <p>Disposable cloths will be used to reduce transmission.</p>  <p>PPE Issued, Worn & Disposed of Correctly PPE Issued, Worn & then disposed of correctly.</p> <p>If dealing with bodily fluids, full PPE will be needed whilst working, including eyes, nose and mouth protection and aprons.</p> <p>For disposal these will be sealed and labelled and stored for 24 hours before disposal for collection.</p> <p>Staff will be trained to ensure it offers the best protection.</p>
 <p>Contractors / Visitors / Drivers Attending Site - Tradespeople, couriers and other contractors attending site for work purposes. This may include receiving of deliveries/packages.</p>	<p>All staff, Contractors</p> <p>Visitors</p> <p>How? Transmission of Covid-19 between visitors to site and employees.</p>	 <p>All Visitors To Site - Staggered Non-essential visits permitted on site.</p> <p>No unauthorised visitors they will be turned away if made.</p> <p>Visitors to be allocated staggered to reduce risk.</p>  <p>Deliveries Not To Be Handed Directly Deliveries to be placed in a designated location whilst deliverer and receiver maintain 2m distance.</p>





Hazard	Who could be harmed and how?	Existing controls
		<div data-bbox="1157 257 1252 358">  </div> <p>Good Hand Washing/Hygiene Procedures Observed</p> <p>Employees to wash hands for 20 seconds with soap and water regularly and have access to sanitiser where this is not possible.</p> <div data-bbox="1157 750 1252 851">  </div> <p>Protective Interface Established</p> <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 data-bbox="1157 1131 1252 1232">  </div> <p>Regular Cleaning In Touch Points.</p> <p>Touch points cleaned normal cleaning regime.</p> <p>Disinfectant based assessment and control.</p> <p>Disposable cloths used to prevent transmission.</p>





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		 Sanitiser Available At Visitor Interfaces. Sanitiser available at locations where contractors / visitors will present to employees.  Waiting Area For V Managed Any waiting area for adequate social distancing arrangements. Use of signs and reminders to remind any visitors Entry to waiting area people will restrict People may be turned away if time is available when managed.
 <p>Customers Coming To Site - Customers attending site to collect deliveries or access a service within permitted guidelines.</p>	<p>All staff, Members of the public</p> <p>How? Transmission of virus between customers and employees on site.</p>	 Online/phone order collection of goods No Customers Present No orders permitted Customers will place orders only. Customers who do not make an order through the phone  Allocated Collection Customers to be given a time slot to manage the flow of goods Goods will be ready to avoid the handling contactless payment  Attending to customer work is to be carried out In the event of a customer unplanned and unexpected 1. Kindly ensure the customer is informed of the times 2. Request them to wait in the required through the door 3. Disinfect areas before 4. always ensure the area is safe







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		<p> Entry Managed The number of people permitted inside the premises will be restricted to allow effective social distancing.</p> <p>There will be the utilisation of queue management outside the premises where necessary.</p> <p> Protective Customer Interface Clearly marked out 2m from employee workspace.</p> <p>Consider the use of plexiglass to reduce risk of transmission which will be cleaned regularly.</p> <p> Queue Management Use of signs and social distancing measures.</p> <p>If not sufficient space will be the utilisation appropriate.</p>

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		 <p>Regular Cleaning - Touch Points. Touch points will be cleaned alongside normal cleaning.</p> <p>Disinfectant based assessment and will be carried out accordingly.</p> <p>Disposable cloths will be used to reduce transmission.</p>  <p>Social Distancing In Place And Adherence To. Staff and customers are required to adhere to 2m separation.</p> <p>Use of signs, announcements and markers on the floor to indicate 2m.</p> <p>1 Way systems in place where required.</p>
 <p>Individuals Displaying Symptoms</p> <ul style="list-style-type: none"> - Coronavirus reportedly spread through exposure or contact to cough droplets. People at work developing on-set of symptoms within the workplace. - <p>https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</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>	 <p>Cases Recorded and Records maintained Records maintained of those who develop symptoms.</p> <p>Investigations carried out will be work-related in line with RIDDOR.</p> <p>Appropriate risk assessment will be reviewed to ensure any changes are required.</p>  <p>Employee Not To Be Isolated For those displaying a high temperature or new symptoms, isolation should be exercised. Management are in place to ensure this.</p> <p>Should individuals develop symptoms, they should be isolated for themselves, 7 days.</p>




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		<p> Employee To Go Home The employee will leave the site and maintain social distancing.</p> <p>If they require some assistance, they should come and pick their room away from an area where items are collected.</p> <p>They should then sign in and follow the company guidelines.</p> <p> Follow government advice The Government has issued advice regarding testing- it is recommended that anyone who has been booked for anyone who has been tested at https://www.gov.uk/getting-tested</p> <p> Good Hand Washing Observed Staff should be carrying hand sanitiser for at least 20 seconds of a sanitiser if this is not possible.</p> <p>Following cleaning person the hands should be washed.</p> <p> PPE Issued, Worn & Disposed Disposable or washable PPE should be worn for cleaning.</p> <p>Items used for cleaning should be bagged and labelled before disposal. this should be done in a secure area.</p> <p>If no room for storage is available, the provider will be contacted for collection arrangements.</p> <p>If this involves clearing the site, additional precautions should be taken, including wearing aprons and this should be worn over the nose and mouth as above.</p> <p>Contact the Local Public Health for guidance if you have any concerns at your workplace.</p>


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		<div data-bbox="1145 255 1246 353">  </div> <p>Waste Disposed Of Guidelines.</p> <p>Any waste from are have worked- inclu that have been use labelled and dispo: collection arrangen back negative when</p> <p>If unable to store th clinical waste collec</p> <div data-bbox="1145 645 1246 743">  </div> <p>Work Area Cleaned</p> <p>All work areas when was present will be appropriate disinfe</p> <p>Following manufac rate and relevant C PPE requirements.</p> <p>Disposable cloths u transmission.</p> <p>Advice From Gov.u Using a disposable with warm soapy w surfaces with the cl use. Pay particular i areas and surfaces, corridors and stairv</p>
<div data-bbox="395 1328 555 1462">  </div> <p>People Attending The Workplace</p> <p>- Where individuals are coming together of groups of more than two at any one time for work purposes at any of our premises.</p>	<p>All staff, Contractors</p> <p>Visitors</p> <p>How? This may increase the potential spread of the virus.</p>	<div data-bbox="1145 1350 1246 1449">  </div> <p>Break Times Staggered.</p> <p>Break times staggered throughout the day to reduce the number of people gathering in break areas.</p>

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		<div data-bbox="1157 257 1252 358">  </div> <p>Car Park Controls Where required car park spaces will be cordoned off so that when people park their vehicles it allows for social distancing.</p> <div data-bbox="1157 705 1252 806">  </div> <p>Good Hand Washing/Hygiene Procedures Observed Good hand washing facilities available so staff can wash hands for 20 seconds using soap and water and/ or provision of sanitiser.</p> <div data-bbox="1157 1131 1252 1232">  </div> <p>Pro-active Monitoring In Place Pro-active monitoring in place to ensure that staff are adhering to controls and that control measures are adequate and effective.</p> <div data-bbox="1157 1512 1252 1612">  </div> <p>Regular Cleaning R Regular cleaning of Increased frequency of touched surfaces to Deep cleans to be required where risk necessity. The appropriate COSHH assessment Disposable cloths to prevent transmission.</p>

Hazard	Who could be harmed and how?	Existing controls
		<div data-bbox="1145 255 1246 353">  </div> <p>Staff Awareness Staff communicate hazards and controls.</p> <p>Staff trained on core announcements and clear on the essentials follow.</p> <div data-bbox="1145 546 1246 645">  </div> <p>Start/Finish Times Staggered. Staggered start and finish times to reduce congestion and contact at all times.</p> <div data-bbox="1145 815 1246 913">  </div> <p>Toilets/rest rooms Kindly ensure that measures are applied during the reasonable to do so tape sign over the urinals.</p> <div data-bbox="1145 1039 1246 1137">  </div> <p>Ventilation On Site Increased As Much As Possible. Windows and doors opened as much as possible to increase ventilation in all workspaces.</p> <div data-bbox="1145 1330 1246 1429">  </div> <p>Work Activities And Work activities assessed essential tasks critical be paused.</p> <p>Staff levels reduced in accordance with risk.</p> <p>These will be reviewed.</p> <p>Care will be taken to ensure numbers doesn't increase.</p> <div data-bbox="1145 1756 1246 1854">  </div> <p>Work From Home Wherever Possible Where possible employees will work from home.</p>

Hazard	Who could be harmed and how?	Existing controls
<div data-bbox="413 271 568 409" data-label="Image"> </div> <p data-bbox="336 427 639 456">Shared Common Areas</p> <p data-bbox="156 461 823 584">- 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 and kitchen areas.</p>	<p data-bbox="885 271 1038 331">All staff, Contractors</p> <p data-bbox="885 376 981 405">Visitors</p> <p data-bbox="885 450 1094 891">How? Common areas may restrict distancing of 2+ metres at any one time. Due to heavy foot fall, surfaces may be touched more frequently and individuals may cross paths more often.</p>	<div data-bbox="1155 293 1257 398" data-label="Image"> </div> <p data-bbox="1286 286 1528 315">No Non-Essential V</p> <p data-bbox="1286 327 1528 356">Only essential visits</p> <p data-bbox="1286 394 1528 517">Arrangements to be made that they follow social distancing rules that they confirm when they arrive.</p> <div data-bbox="1155 555 1257 660" data-label="Image"> </div> <p data-bbox="1286 548 1528 640">Numbers Of People In Common areas Managed.</p> <p data-bbox="1286 651 1528 875">Individuals using common areas will be kept to a minimum at all times and social distancing will be strictly adhered to.</p> <div data-bbox="1155 974 1257 1079" data-label="Image"> </div> <p data-bbox="1286 967 1528 996">Regular Cleaning C</p> <p data-bbox="1286 1008 1528 1167">Common areas will be cleaned frequently. Particular attention will be paid to areas where there are common touchpoints. These will be cleaned regularly.</p> <p data-bbox="1286 1200 1528 1292">The appropriate disinfectant will be used as per the COSHH Assessment which will be displayed.</p> <p data-bbox="1286 1326 1528 1386">Disposable cloths will be used to reduce transmission of infection.</p> <div data-bbox="1155 1424 1257 1529" data-label="Image"> </div> <p data-bbox="1286 1417 1528 1447">Use Of Stairs Rather Than Lift</p> <p data-bbox="1286 1458 1528 1525">Stairs should be used rather than the lift to avoid people from being in close proximity.</p> <p data-bbox="1286 1559 1528 1650">If the lift is to remain in use, it will be limited to one person at a time and social distancing will be maintained.</p> <p data-bbox="1286 1684 1528 1713">Touchpoints will be cleaned regularly.</p>

Hazard	Who could be harmed and how?	Existing controls
 <p>Travelling To And From Work.</p> <ul style="list-style-type: none"> - Sharing of a vehicle to, from or within work or use of public transport may lead to an inability to maintain social distancing. 	<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="1145 286 1246 383">  </div> <p>Alternative Travel / Sharing.</p> <p>Where usual car sh from different hous it may be necessary providing they can practise good hygi journey.</p> <p>Alternatives may in and from work.</p> <div data-bbox="1145 678 1246 775">  </div> <p>Work From Home Where At All Possible.</p> <p>Employees will work from home where possible to prevent the need to travel and enter the workplace.</p>

Hazard	Who could be harmed and how?	Existing controls
 <p>Vulnerable People - Some individuals may be classed as a 'vulnerable person'.</p>	<p>All staff, Contractors</p> <p>How? Individuals that are over the age of 65, suffers from an underlying health condition, has heightened susceptibility due to clinical condition or is pregnant)</p>	<div data-bbox="1157 291 1252 392"> </div> <p>Person-centred Care for the aged Ensure that the Person-centered care approach is used to deliver care to each Resident/service user</p> <div data-bbox="1157 616 1252 716"> </div> <p>Follow government advise on Visitation Please follow the government advice on visitation- Do not allow family members/friends to visit the aged /vulnerable people during the pandemic until there is further advice to do so.</p> <div data-bbox="1157 1064 1252 1164"> </div> <p>Self Isolation For those displaying temperature or new symptoms should be exercised. Management are informed.</p> <p>Should individuals display symptoms, they should self-isolate themselves, 7 days</p> <p>Further information found at https://www.gov.uk/guidance/19-guidance-on-so-vulnerable-people-for-everyone-in-the-and-vulnerable-adults</p>

Further control measures

None required

Operating procedures

Measures of 'social distancing' should be applied.

1. An individual should exercise 'social distancing' on their own or with members of their family / household.
- 2 Only go outside for food, health reasons or work (where this absolutely cannot be done from home)
3. Avoid non-essential use of public transport, varying your travel times to avoid rush hour, when possible.
4. Work from home, where possible.
5. Avoid contact with people not from your household - maintaining a 2 metre (6ft) gap.
6. Avoid gatherings with friends and family. Keep in touch using remote technology such as phone, internet, and social media.
7. Use telephone or online services to contact your GP or other essential services.

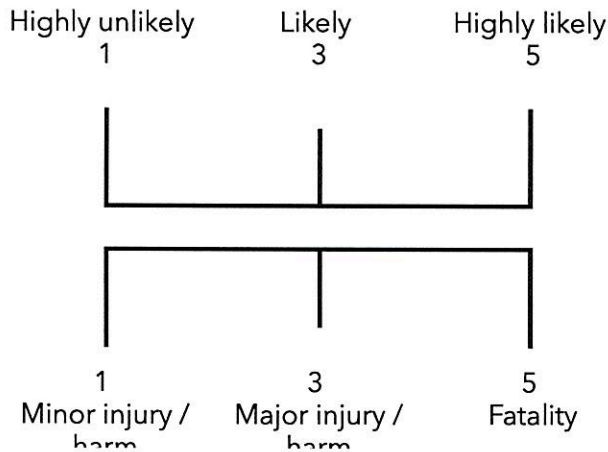
Everyone should be trying to follow these measures as much as is pragmatic.

Self-containment would include staying at home in a well-ventilated room, with access to clean, potable water.

In order to reduce the risk of the spread of Coronavirus infections, basic preventative measures are advised for the public, including good respiratory hygiene and respiratory etiquette; frequent careful handwashing; avoiding touching one's eyes, mouth and nose; sanitary disposal of oral and nasal discharges as well as avoiding contact with sick people. (European Centre for Disease Prevention and Control).

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.



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