


<b>Covid 19 Risk Assessment</b>	<b>Document No: Han-1037</b> <b>Issue: 2</b> <b>CN: 45</b> <b>Date: 13/07/20</b>	
---------------------------------	---	--

<b>Business name</b>	Hanmere	<b>Date of assessment</b>	13.07.20
<b>Assessment compiled by</b>	V.Sorce	<b>Assessment Reviewed by</b>	Paresh Upadhyay

Staying COVID secure – commitment

- ✓ We recognise the risk posed by Coronavirus (COVID-19) to our employees, their families and those who use our products. Control measures to minimise the risk of infection and the transmission of the virus are provided in this risk assessment.
- ✓ We will ensure, as far as is reasonably practicable, the health, safety and wellbeing of our employees and others.
- ✓ We will share this building risk assessment and its findings with employees and consult on its contents.
- ✓ We will continue to comply with all relevant health and safety legislation.

<b>Routes of entry</b>	<b>Generic sources of infection</b>
<ul style="list-style-type: none"> <li>• <b>Inhalation</b> of droplets / aerosols (coughs, sneezes etc.)</li> <li>• <b>Introduction</b> through contaminated hands / fingers via mucous membranes (eyes, nose, mouth)</li> <li>• <b>Access</b> for virus via broken skin / open wounds / cuts</li> <li>• <b>Splashes</b> of body fluids containing virus into mucous membranes (eyes, nose, mouth)</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Direct transmission</b> Other people with virus in close proximity – <i>person to person (hand to hand, hand to mouth, hand to body), airborne (coughing, sneezing)</i></li> <li>• <b>Indirect transmission</b> Contaminated surfaces / equipment – <i>hands and hand contact surfaces, food and food contact surfaces, clothing and bed linen, waste</i></li> </ul>



## Staying COVID-19 Secure in 2020

We confirm we have complied with the government's guidance on managing the risk of COVID-19

### FIVE STEPS TO SAFER WORKING TOGETHER

- ✓ We have carried out a [COVID-19 risk assessment](#) and shared the results with the people who work here
- ✓ We have [cleaning, handwashing and hygiene procedures](#) in line with guidance
- ✓ We have taken all reasonable steps to [help people work from home](#)
- ✓ We have taken all reasonable steps to [maintain a 2m distance](#) in the workplace
- ✓ Where people cannot keep 2m apart we have ensured at least a 1m distance and taken all the mitigating actions possible to [manage transmission risk](#)

Signed on behalf of employer \_\_\_\_\_  
Employer representative signature

Employer \_\_\_\_\_  
Employer name      Date \_\_\_\_\_

Who to contact: \_\_\_\_\_  
Your Health and Safety Representative  
(or the Health and Safety Executive at [www.hse.gov.uk](http://www.hse.gov.uk) or 0300 003 1647)

**Managing risk**

**Objective:**

To reduce risk to the lowest reasonably practicable level by taking preventative measures, in order of priority.

Employers have a duty to reduce workplace risk to the lowest reasonably practicable level by taking preventative measures. Employers must work with any other employers or contractors sharing the workplace so that everybody's health and safety is protected. 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). 1m + with mitigation.

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.

You should ensure that steps are taken to avoid people needing to unduly raise their voices to each other. This includes, but is not limited to, refraining from playing music or broadcasts that may encourage shouting, including if played at a volume that makes normal conversation difficult. This is because of the potential for increased risk of transmission, particularly from aerosol transmission.

Indoor gatherings should only be occurring in groups of up to two households (including support bubbles) while outdoor gatherings should only be occurring in groups of up to two households (or support bubbles), or a group of at most six people from any number of households. It is against the law to gather in groups of more than 30 people in private homes (including gardens and other outdoor spaces).

Businesses following COVID-19 Secure guidelines can host larger groups. This is also the case for events in public outdoor spaces that are organised by businesses, charitable or political organisations, and public bodies, provided they take reasonable steps to mitigate the risk of transmission, in line with COVID-19 Secure guidance and including completion of a risk assessment. Any other gathering in an outdoor space must not be any larger than 30 people.

Further mitigating actions include:

Further 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).

No shouting or raised voices allowed in all settings.

### **Areas under local lockdown**

You should only travel into, out of and within **areas under local lockdown** if your travel is essential. For example:

- to get to and from work, if you cannot work from home
- to get essential food or medical supplies including click and collect services
- to support someone who is vulnerable, if no-one else can do so
- for exercise, locally where possible
- to travel to and from others in your support bubble (where support bubbles are allowed)
- to attend school or college or to accompany a child who is attending school or college where necessary and allowed

If you are in an area under local lockdown, you should stay at home as much as you can.

You should not travel into, out of or within areas under local lockdown for a holiday.

### **Travel safely during the coronavirus outbreak**

You can help control coronavirus and travel safely by:

- working from home where possible
- considering all other forms of transport, such as cycling and walking, before using public transport



- avoiding the busiest times and routes
- keeping your distance when your travel, where possible
- washing or sanitising your hands regularly

You should not travel at all if you:

- are experiencing any **coronavirus symptoms**
- are **self-isolating as a result of coronavirus symptoms or sharing a household or support bubble with somebody with symptoms**
- are **clinically extremely vulnerable** and cannot shield during your journey
- have been advised by the **NHS test and trace service** that you should self-isolate

### **Sharing the results of your risk assessment**

You should share the results of your risk assessment with your workforce. If possible, you should consider publishing the results on your website (and we would expect all employers with over 50 workers to do so).

We would expect all businesses to demonstrate to their workers and customers that they have properly assessed their risk and taken appropriate measures to mitigate this.

You should do this by displaying a notification in a prominent place in your business and on your website, if you have one. Below you will find a notice you should display in your workplace to show you have followed this guidance.

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.

In your assessment you should have particular regard to whether the people doing the work are especially vulnerable to COVID-1



**Who should go to work**

**Objective:**

That everyone should work from home, unless they cannot work from home.

**Steps Usually Required**

Considering who is essential to be on site; for example, office staff should work from home if at all possible.  
Planning for the minimum number of people needed on site to operate safely and effectively.

Monitoring 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.

Keeping in touch with off-site workers on their working arrangements including their welfare, mental and physical health and personal security.  
Providing equipment for people to work from home safely and effectively, for example, remote access to work systems.

**Section Applicable YES**

**Who should go to work**

<b>Ref</b>	<b>Control measure</b>	<b>Actions taken details / further information</b>
<b>R 1</b>	Finance, Sales and IT are all working from home.	Personell have been provided all the necessary equipment to work from home, line Managers conduct weekly welfare checks on personnel working from home. Only essential personnel are on site.



**Protecting people who are at higher risk**

**Objective:**

To protect clinically extremely vulnerable and clinically vulnerable individuals.

Clinically extremely vulnerable individuals (see definition in Appendix) have been strongly advised not to work outside the home.

Clinically vulnerable individuals, who are at higher risk of severe illness (for example, people with some pre-existing conditions, see definition in Appendix), have been asked to take extra care in observing social distancing and should be helped to work from home, either in their current role or in an alternative role.

If clinically vulnerable (but not extremely clinically vulnerable) individuals cannot work from home, they should be offered the option of the safest available on-site roles, enabling them to stay 2m away from others. If they have to spend time within 2m of others, you should carefully assess whether this involves an acceptable level of risk.

As for any workplace risk you must take into account specific duties to those with protected characteristics, including, for example, expectant mothers who are, as always, entitled to suspension on full pay if suitable roles cannot be found. Particular attention should also be paid to people who live with clinically extremely vulnerable individuals.

**Steps Usually Required**

Providing support for workers around mental health and wellbeing. This could include advice or telephone support. See current guidance for advice on who is in the clinically extremely vulnerable and clinically vulnerable groups.

**Section Applicable YES**

**Vulnerable Colleagues**

Ref	Control measure	Actions taken details / further information
-----	-----------------	---

**Covid 19 Risk Assessment**

Document No: Han-1037  
 Issue: 2  
 CN: 45  
 Date: 13/07/20



<b>R 2</b>	Identify Vulnerable Personnel	1 employee has currently been identified & is currently shielding & are contacted daily by the company directors.
		Daily communications take place with the line managers.

**People who need to self-isolate****Objective:**

To make sure individuals who are advised to stay at home under existing government guidance and do not physically come to work.

This includes individuals who have symptoms of COVID-19, those who live in a household with someone who has symptoms and those who are advised to self-isolate as part of the government's test and trace-service.

**Steps Usually Required**

Enabling workers to work from home while self-isolating if appropriate.

See current guidance for employees and employers relating to statutory sick pay due to COVID-19.

See current guidance for people who have symptoms and those who live with others who have symptoms.

**Section Applicable YES****People who need to self-isolate**

Ref	Control measure	Actions taken details / further information
<b>R 3</b>	Covid 19 Safety Handbook created	Handbook created & issued to all personell.






**Equality in the workplace**

**Objective:**

To treat everyone in your workplace equally.

- In applying this guidance, employers should be mindful of the particular needs of different groups of workers or individuals.
- It is breaking the law to discriminate, directly or indirectly, against anyone because of a protected characteristic such as age, sex, disability, race or ethnicity.
- Employers also have particular responsibilities towards disabled workers and those who are new or expectant mothers.

Considering whether you need to put in place any particular measures or adjustments to take account of your duties under the equalities legislation.

**Steps Usually Required**

Understanding and taking into account the particular circumstances of those with different protected characteristics.

Involving and communicating appropriately with workers whose protected characteristics might either expose them to a different degree of risk or might make any steps you are thinking about inappropriate or challenging for them.

Making reasonable adjustments to avoid disabled workers being put at a disadvantage and assessing the health and safety risks for new or expectant mothers.

Making sure that the steps you take do not have an unjustifiable negative impact on some groups compared to others, for example, those with caring responsibilities or those with religious commitments.



**Section Applicable YES**

**Equality in the workplace**

Ref	Control measure	Actions taken details / further information
R 4	Equality Statement in place	Reviewed current statement.

**Social distancing at work**

**Objective:**

To maintain 2m social distancing wherever possible 1m + with mitigation, including while arriving at and departing from work, while in work, and when travelling between sites.

You must maintain social distancing in the workplace 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. Mitigating actions include:

Further 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 one another.

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).  
 Social distancing applies to all parts of a business, not just the place where people spend most of their time, but also entrances and exits, break rooms and canteens and similar settings. These are often the most challenging areas to maintain social distancing.

**Section Applicable YES**

**Social Distancing**

Ref	Control measure	Actions taken details / further information
R 5	Factory and offices are large enough to enable social distancing in work areas.	Signage to be put up throughout the site.
R 6	The canteen has been limited to 6 people at a time in the factory and 3 in the office canteen.	Chairs to be removed from the canteens.

**Coming to work and leaving work**

**Steps that will usually be needed:**

**Objective:**

To maintain social distancing wherever possible, on arrival and departure and to ensure handwashing upon arrival.

Staggering arrival and departure times at work to reduce crowding into and out of the workplace, taking account of the impact on those with protected characteristics.



Providing additional parking or facilities such as bike-racks to help people walk, run, or cycle to work where possible.

Limiting passengers in corporate vehicles, for example, work minibuses.  
 This could include leaving seats empty.

Reducing congestion, for example, by having more entry points to the workplace.

Using markings and introducing one-way flow at entry and exit points.

Providing handwashing facilities, or hand sanitiser where not possible, at entry and exit points.

Maintaining use of security access devices, such as keypads or passes, and adjusting processes at entry/exit points to reduce risk of transmission. For example, cleaning pass readers regularly and asking staff to hold their passes above pass readers rather than touching them.

See government guidance on travelling to and from work.

**Section Applicable YES**

**Coming to work and leaving work**

Ref	Control measure	Actions taken details / further information
R 7	Arrival and departure time when clocking in have been staggered for all personnel.	
R 8	Stairways and corridors employees have been instructed to maintain social distancing.	One-way system implemented on the shop floor. In the event of a fire this will not be applicable. Office staff to give way to incoming staff.

**Moving around buildings and worksites****Steps that will usually be needed:****Objective:**

To maintain social distancing wherever possible, while people travel through the workplace.

Reducing movement by discouraging non-essential trips within buildings and sites, for example, restricting access to some areas, encouraging use of radios, telephones or other electronic devices, where permitted, and cleaning them between use.

Reducing job and equipment rotation.

Introducing more one-way flow through buildings.

Reducing maximum occupancy for lifts, providing hand sanitiser for the operation of lifts, and encouraging use of stairs wherever possible.

Reducing occupancy of vehicles used for onsite travel, for example, shuttle buses.

Managing use of high traffic areas including corridors, lifts, turnstiles and walkways to maintain social distancing.

**Section Applicable YES****Moving around buildings and worksites**

<b>Ref</b>	<b>Control measure</b>	<b>Actions taken details / further information</b>
<b>R 9</b>	1 metre + markings have been put on the floor between machines.	



<b>R 10</b>	A one-way system has been introduced in the factory.	Floor markings in place for a one-way system in the factory.
<b>R 11</b>	Stairways and corridors employees have been instructed to maintain social distancing.	Office staff to give way to incoming staff. In the event of a fire this will not be applicable.

**Workplaces and workstations**

**Steps that will usually be needed:**

**Objective:**

To maintain social distancing between individuals when they are at their workstations.

For people who work in one place, workstations should allow them to maintain social distancing wherever possible.

- Workstations should be assigned to an individual as much as possible. If they need to be shared, they should be shared by the smallest possible number of people.

- If it is not possible to keep workstations 2m apart, then extra attention needs to be paid to equipment, cleaning and hygiene to reduce risk.

**Steps that will usually be needed:**

**Objective:**

To maintain social distancing between individuals when they are at their workstations.

Reviewing layouts, line set-ups or processes to allow people to work further apart from each other.

Using floor tape or paint to mark areas to help workers keep to a 2m distance.



Only where it is not possible to move workstations further apart, arranging people to work side by side or facing away from each other rather than face-to-face.

Only where it is not possible to move workstations further apart, installing screens to separate people from one another.

Using a consistent pairing system if people have to work in close proximity, for example, during two-person working, lifting or maintenance activities that cannot be redesigned.

- For people who work in one place, workstations should allow them to maintain social distancing wherever possible.
- Workstations should be assigned to an individual as much as possible. If they need to be shared, they should be shared by the smallest possible number of people.
- If it is not possible to keep workstations 2m apart, then extra attention needs to be paid to equipment, cleaning and hygiene to reduce risk.

Social distancing in a factory  
2m floor markings  
Temporary board dividers  
Perspex dividers with edge marking

**Section Applicable YES**

**Workplaces and workstations**

Ref	Control measure	Actions taken details / further information
-----	-----------------	--



<b>R 12</b>	Cleaning supplies to be placed close to workstations	Cleaning alert to be created & placed through-out the site.

**Meetings**

**Steps that will usually be needed:**

**Objective:**

To reduce transmission due to face-to-face meetings and maintain social distancing in meetings.

Using remote working tools to avoid in-person meetings.

Only absolutely necessary participants should physically attend meetings and should maintain 2m separation throughout.

Avoiding transmission during meetings, for example, from sharing pens, documents and other objects.

Providing hand sanitiser in meeting rooms.

Holding meetings outdoors or in well-ventilated rooms whenever possible.

For areas where regular meetings take place, using floor signage to help people maintain social distancing.

**Section Applicable YES**

**Meetings**





Ref	Control measure	Actions taken details / further information
R 13	Any meetings are to be held in the Board room where employees can sit 1 meter + apart. Zoom and audio calling used to avoid physical meetings.	Hand sanitiser to be placed in the meeting room.

**Common Areas**

**Objective:**

To maintain social distancing while using common areas.

**Steps that will usually be needed:**

Staggering break times to reduce pressure on break rooms or places to eat and ensuring social distancing is maintained in staff break rooms.

Using safe outside areas for breaks.

Creating additional space by using other parts of the worksite or building that have been freed up by remote working.

Using protective screening for staff in receptions or similar areas.

Providing packaged meals or similar to avoid opening staff canteens, where possible.

Encouraging staff to stay on-site during working hours.

Reconfiguring seating and tables to maintain spacing and reduce face-to-face interactions.

Considering use of social distance marking for other common areas such as toilets, showers, lockers and changing rooms and in any other areas where queues typically form.



**Section Applicable YES**

**Common Areas**

Ref	Control measure	Actions taken details / further information
R 14	Stagger breaks to allow for social distancing in the canteen. And employees are encouraged to have their lunch in their cars.	Signage on display.

**Accidents, security and other incidents**

**Objective:** To prioritise safety during incidents.

- In an emergency, for example, an accident, provision of first aid, fire or break-in, people do not have to stay 2m apart if it would be unsafe.
- People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards, including washing hands.

**Steps that will usually be needed:**

Reviewing your incident and emergency procedures to ensure they reflect the social distancing principles as far as possible.

Considering the security implications of any changes you intend to make to your operations and practices in response to COVID-19, as any revisions may present new or altered security risks which may need mitigations.

For organisations who conduct physical searches of people, considering how to ensure safety of those conducting searches while maintaining security standards.



Following government guidance on managing security risks.

**Section Applicable YES**

**Accidents, security and other incidents**

<b>Ref</b>	<b>Control measure</b>	<b>Actions taken details / further information</b>
<b>R 14</b>	In the event of a fire or accident the 1-meter + social distancing rules does not apply.	First aiders, fire marshal's, shift leaders & engineering, to be informed that social distance rules do not apply during emergencies.

**Managing your customers, visitors and contractors**  
**Manage contacts**

**Objective:**

To minimise the number of unnecessary visits to factories, plants and warehouses.

**Steps that will usually be needed:**

Encouraging visits via remote connection or remote working for visitors where this is an option.

Limiting the number of visitors at any one time.

Determining if schedules for essential services and contractor visits can be revised to reduce interaction and overlap between people, for example, carrying out services at night.

Maintaining a record of all visitors, if this is practical.



Encouraging visitors to use hand sanitiser or handwashing facilities as they enter the premises.

**Section Applicable YES**

**Managing your customers, visitors and contractors**

Ref	Control measure	Actions taken details / further information
R 15	All visitors must sign in and fill out a health check form and Covid19 questionnaire.	Document to updated to reflect new on-site rules.
R 16	Social distancing of 1 meter + must be practiced with all visitors.	

**Providing and explaining available guidance**

**Objective:**

To make sure people understand what they need to do to maintain safety.

Providing clear guidance on social distancing and hygiene to people on arrival, for example, signage, visual aids and before arrival, for example, by phone, on the website, by email.

Consider the particular needs of those with protected characteristics, such as those who are visually impaired.

Establishing host responsibilities relating to COVID-19, providing any necessary training for people who act as hosts for visitors.

Reviewing entry and exit routes for visitors and contractors to minimise contact with other people.

Coordinating and cooperating with other occupiers for those working in facilities shared with other businesses including with landlords and other tenants.

Informing visitors that they should be prepared to remove face coverings if asked to do so by police officers and staff for the purposes of identification.

Reviewing external messaging to visitors to make sure it does not provide information that may present a security risk, such as the location of queues or the number of people permitted in a queue.

<b>Section Applicable YES</b>	
-------------------------------	--

### Providing and explaining available guidance

Ref	Control measure	Actions taken details / further information
R 17	Shop floor representatives have been briefed on Covid19 requirements. Office personell to be briefed. All visitors & contractors to be briefed on arrival to the site.	Ensure all new starters are briefed on Covid 19 requirements. Handbook created on guidance of new on-site safety rules to comply with Covid 19 safety requirements. Notices displayed on-site.

<b>Cleaning the workplace</b>
-------------------------------



**Before reopening**

**Objective:** To make sure that any site or location that has been closed or partially operated is clean and ready to restart, including: An assessment for all sites, or parts of sites, that have been closed, before restarting work.

Cleaning procedures and providing hand sanitiser, before restarting work.

**Steps that will usually be needed:**

Checking whether you need to service or adjust ventilation systems, for example, so that they do not automatically reduce ventilation levels due to lower than normal occupancy levels.

Most air conditioning systems do not need adjustment, however where systems serve multiple buildings or you are unsure, advice should be sought from your heating ventilation and air conditioning (HVAC) engineers or advisers.

Positive pressure systems can operate as normal.

**Section Applicable Yes**

**Cleaning the workplace**

Ref	Control measure	Actions taken details / further information
R 18	Cleaning alerts to be in place prior for office staff returning.	Cleaning chemicals, disposable cloths & sanitiser to be placed close to the office workstations.



**Keeping the workplace clean**

**Objective:** To keep the workplace clean and prevent transmission by touching contaminated surfaces.

**Steps that will usually be needed:**

Frequent cleaning of work areas and equipment between uses, using your usual cleaning products.  
 Frequent cleaning of objects and surfaces that are touched regularly, including door handles, pump handles and printers, and making sure there are adequate disposal arrangements for cleaning products.  
 Clearing workspaces and removing waste and belongings from the work area at the end of a shift.  
 If you are cleaning after a known or suspected case of COVID-19 then you refer to the specific guidance.

**Section Applicable YES**

**Keeping the workplace clean**

Ref	Control measure	Actions taken details / further information
R 19	Clear workspaces and remove waste and belongings from the work area at the end of a day. Only <b>USE</b> your own equipment do <b>NOT USE</b> other team members equipment.	
R 20	At the start of the day, after break times & at the end of the day all employees must - Use clean cloth & spray to clean their workstations, Mouse and Keyboard and any other surfaces they may touch during the day.	
R 21	All employees are instructed to wash their hands for 20 seconds at regular intervals in addition to before & after breaks including washroom usage.	Signage has been placed around the site.



--	--	--

**Hygiene –handwashing, sanitation facilities and toilets**

**Steps that will usually be needed:**

**Objective:** To help everyone keep good hygiene through the working day.

Using signs and posters to build awareness of good handwashing technique, the need to increase handwashing frequency, avoid touching your face and the need to cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available.

Providing regular reminders and signage to maintain hygiene standards.

Providing hand sanitiser in multiple locations in addition to washrooms.

Setting clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved as much as possible.

Enhancing cleaning for busy areas.

Special care should be taken for cleaning of portable toilets.

Providing more waste facilities and more frequent rubbish collection.

Providing hand drying facilities –either paper towels or electrical dryers.

**Section Applicable YES**





**Hygiene –handwashing, sanitation facilities and toilets**

Ref	Control measure	Actions taken details / further information
R 22	Use cubicles in the toilets instead of urinals.	
R 23	Open doors & windows wherever & whenever possible.	
R 24	Toilet cleaning frequency to be increased	Forms, schedule reviewed.
R 25	Hand sanitiser in multiple locations in addition to washrooms	

**Changing rooms and showers**

**Objective:** To minimise the risk of transmission in changing rooms and showers.

Where shower and changing facilities are required, setting clear use and cleaning guidance for showers, lockers and changing rooms to ensure they are kept clean and clear of personal items and that social distancing is achieved as much as possible.

**Steps that will usually be needed:**

Introducing enhanced cleaning of all facilities regularly during the day and at the end of the day.

**Section Applicable YES**

**Changing rooms and showers**

Ref	Control measure	Actions taken details / further information
-----	-----------------	---



<b>R 26</b>	Two employees in the changing room at one time.	Signage in place.
<b>R 27</b>	Cleaning frequency to be increased	Forms, schedule reviewed.

### Handling goods, merchandise, other materials and onsite vehicles

**Objective:** To reduce transmission through contact with objects that come into the workplace and vehicles at the worksite.

**Steps that will usually be needed:**

Cleaning procedures for the parts of shared equipment you touch after each use, thinking about equipment, tools and vehicles, for example, pallet trucks and forklift trucks.

Encouraging increased handwashing and introducing more handwashing facilities for workers handling goods and merchandise or providing hand sanitiser where this is not practical.

Regular cleaning of vehicles that workers may take home.

Regular cleaning of reusable delivery boxes.

<b>Section Applicable YES</b>	
-------------------------------	--

### Use of vehicles and driving at work

Ref	Control measure	Actions taken details / further information
-----	-----------------	---

<b>R 28</b>	Forklift truck controls to be cleaned between users & frequently throughout the shift.	Cleaning to be added to the daily forklift safety checklist.

**Personal Protective Equipment (PPE) and face coverings**

PPE protects the user against health or safety risks at work. It can include items such as safety helmets, gloves, eye protection, high-visibility clothing, safety footwear and safety harnesses.

It also includes respiratory protective equipment, such as face masks.

Where you are already using PPE in your work activity to protect against non-COVID-19 risks, you should continue to do so.

At the start of this document we described the steps you need to take to manage COVID-19 risk in the workplace.

This includes working from home and staying 2m away from each other in the workplace if at all possible.

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.

The exception is clinical settings, like a hospital, or a small handful of other roles for which Public Health England advises use of PPE.

For example, first responders and immigration enforcement officers.

If you are in one of these groups, you should refer to the advice at:



<https://www.gov.uk/government/publications/coronavirus-covid-19-personal-protective-equipment-ppe-plan/covid-19-personal-protective-equipment-ppe-plan> and <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>.

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.

Unless you are in a situation where the risk of COVID-19 transmission is very high, your risk assessment should reflect the fact that the role of PPE in providing additional protection is extremely limited.

However, if your risk assessment does show that PPE is required, then you must provide this PPE free of charge to workers who need it. Any PPE provided must fit properly.

	<b>Section Applicable NO</b>
--	------------------------------

**Personal Protective Equipment (PPE) and face coverings**

Ref	Control measure	Actions taken details / further information

**Face coverings**

There are some circumstances when wearing a face covering may be marginally beneficial as a precautionary measure. The evidence suggests that wearing a face covering does not protect you, but it may protect others if you are infected but have not developed symptoms.



A face covering can be very simple and may be worn in enclosed spaces where social distancing isn't possible.

It just needs to cover your 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.

It is important to know that the evidence of the benefit of using a face covering to protect others is weak and the effect is likely to be small, therefore face coverings are not a replacement for the other ways of managing risk, including minimising time spent in contact, using fixed teams and partnering for close-up work, and increasing hand and surface washing. These other measures remain the best ways of managing risk in the workplace and government would therefore not expect to see employers relying on face coverings as risk management for the purpose of their health and safety assessments.

Wearing a face covering is optional and is not required by law, including in the workplace. If you choose to wear one, it is important to use face coverings properly and wash your hands before putting them on and before and after taking them off.

Employers should support their workers in using face coverings safely if they choose to wear one. This means telling workers:

Wash your hands thoroughly with soap and water for 20seconds or use hand sanitiser before putting a face covering on, and before and after removing it.

When wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands.

Change your face covering if it becomes damp or if you've touched it.

Continue to wash your hands regularly.

Change and wash your 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 your usual waste.

Practise social distancing wherever possible.

**Covid 19 Risk Assessment**

**Document No: Han-1037**  
**Issue: 2**  
**CN: 45**  
**Date: 13/07/20**



You can make face-coverings at home and can find guidance on how to do this and use them safely on GOV.UK.

**Section Applicable NO**

<b>Ref</b>	<b>Control measure</b>	<b>Actions taken details / further information</b>
<b>R 29</b>	Face coverings are not supplied or required. As the site is fully compliant with government requirements on all social distancing measures.	
<b>R 30</b>	Some employees may choose to wear a face covering, which is acceptable but must still follow good hygiene practices.	

## Health and Safety Risk Assessment – COVID 19

### Workforce management

#### Shift patterns and working groups

#### Steps that will usually be needed:

##### Objective:

To change the way work is organised to create distinct groups and reduce the number of contacts each worker has.

#### Steps that will usually be needed:

As far as possible, where people are split into teams or shift groups, fixing these teams or shift groups so that where contact is unavoidable, this happens between the same people.

Identifying areas where people have to directly pass things to each other, for example, job information, spare parts, samples, raw materials, and find ways to remove direct contact, such as through the use of drop-off points or transfer zones.

NHS Test and Trace includes dedicated contact tracing staff working at national level under the supervision of Public Health England (PHE) and local public health experts who manage more complex cases. Local public health experts include both PHE health protection teams and local authority public health staff.

You can read further information on [how NHS Test and Trace works](#).

If there is more than one case of COVID-19 associated with your workplace, you should contact your local PHE health protection team to report the suspected outbreak. [Find your local PHE health protection team](#).

<b>Section Applicable YES</b>	
-------------------------------	--

Ref	Control measure	Actions taken
-----	-----------------	---------------

## Health and Safety Risk Assessment – COVID 19

		details / further information
<b>R 29</b>	2 Shifts are in place for the factory, we have 4 shift teams. Office staff arrival times are staggered.	

### **Work-related travel**

Cars, accommodation and visits

#### **Work Objective:**

To avoid unnecessary work travel and keep people safe when they do need to travel between locations.

#### **Steps that will usually be needed:**

Minimising non-essential travel –consider remote options first.

Minimising the number of people outside of your household travelling together in any one vehicle, using fixed travel partners, increasing ventilation when possible and avoiding sitting face-to-face.

Cleaning shared vehicles between shifts or on handover.

Where workers are required to stay away from their home, centrally logging the stay and making sure any overnight accommodation meets social distancing guidelines.



## Health and Safety Risk Assessment – COVID 19

<b>Section Applicable YES</b>	
-------------------------------	--

### Work-related travel

Cars, accommodation and visits

Ref	Control measure	Actions taken details / further information
R 31	Sales team are currently working from home no customer visits have been planned or authorised.	

<p><b>Work-related travel</b></p> <p>Deliveries to Other Sites</p> <p><b>Objective:</b></p> <p>To avoid unnecessary work travel and keep people safe when they do need to travel between locations</p> <p><b>Objective:</b></p> <p>To help workers delivering to other sites such as factories, logistics sites or customers' premises to maintain social distancing and hygiene practices.</p> <p><b>Steps that will usually be needed:</b></p>
--

## Health and Safety Risk Assessment – COVID 19

Minimising contact during payments and exchange of documentation, for example, by using electronic payment methods and electronically signed and exchanged documents.

Putting in place procedures to minimise person-to-person contact during deliveries to other sites.

Maintaining consistent pairing where two-person deliveries are required.

	<b>Section Applicable NO</b>
--	------------------------------

### Work-related travel

Ref	Control measure	Actions taken details / further information

### Communications and Training

Returning to Work

**Objective:** To make sure all workers understand COVID-19 related safety procedures.

**Steps that will usually be needed:**

Providing clear, consistent and regular communication to improve understanding and consistency of ways of working.

Engaging with workers and worker representatives through existing communication routes to explain and agree any changes in working arrangements.

## Health and Safety Risk Assessment – COVID 19

Developing communication and training materials for workers prior to returning to site, especially around new procedures for arrival at work.

### **Communications and Training**

Ongoing communications and signage

**Objective:** To make sure all workers are kept up to date with how safety measures are being implemented or updated.

Ongoing engagement with workers, including through trades unions or employee representative groups to monitor and understand any unforeseen impacts of changes to working environments.

Awareness and focus on the importance of mental health at times of uncertainty. The government has published guidance on the mental health and wellbeing aspects of coronavirus (COVID-19).

**Steps that will usually be needed:**

Using simple, clear messaging to explain guidelines using images and clear language, with consideration of groups for which

English may not be their first language and those with protected characteristics such as visual impairments.

Ongoing engagement with workers, including through trades unions or employee representative groups to monitor and understand any unforeseen impacts of changes to working environments.

Awareness and focus on the importance of mental health at times of uncertainty. The government has published guidance on the mental health and wellbeing aspects of coronavirus (COVID-19).

Using visual communications, for example, whiteboards or signage, to explain changes to production schedules, breakdowns or materials shortages without the need for face-to-face communications.

Communicating approaches and operational procedures to suppliers, customers or trade bodies to help their adoption and to share experience.

**Section Applicable YES**

## Health and Safety Risk Assessment – COVID 19

### Communications and Training

Ref	Control measure	Actions taken details / further information
R 32	Employees to be briefed on procedures when returning to work	Return to work guidance handbook created.

#### **Inbound and outbound goods**

##### **Objective:**

To maintain social distancing and avoid surface transmission when goods enter and leave the site, especially in high volume situations, for example, distribution centres, despatch areas.

##### **Steps that will usually be needed:**

#### **Inbound and outbound goods**

Revising pick-up and drop-off collection points, procedures, signage and markings.

Minimising unnecessary contact at gatehouse security, yard and warehouse.

For example, non-contact deliveries where the nature of the product allows for use of electronic pre-booking.

Considering methods to reduce frequency of deliveries, for example by ordering larger quantities less often.

Where possible and safe, having single workers load or unload vehicles.

Where possible, using the same pairs of people for loads where more than one is needed.

Enabling drivers to access welfare facilities when required, consistent with other guidance.

## Health and Safety Risk Assessment – COVID 19

Encouraging drivers to stay in their vehicles where this does not compromise their safety and existing safe working practice, such as preventing drive-aways.

**Section Applicable YES**

### Inbound and outbound goods

Ref	Control measure	Actions taken details / further information
R 33	All collections & deliveries are conducted outside in the yard.	Social distancing is maintained.
R 34	No delivery drivers are allowed on-site.	Visitors health questionnaire to be updated.

<b>Date communicated to staff</b>	14.07.20	<b>Date of review</b>	14.07.20
-----------------------------------	----------	-----------------------	----------